Removing Exempts from ARS Processing

This document provides a high level summary for removing exempts from ARS processing.

**Background:**
- In spring 2011, the final approval level for ARS processing of exempt appointments was changed from the Provost’s level to the College level.
- For exempt appointees on a visa, the workflow was modified such that after the College level approval described above, the Office of International Services became the final approver.
- In fall 2011, the ARS-PHR Merge Project High Level Advisory Group decided to remove processing of exempt appointments from ARS, except for those on a visa.

**Removing exempts from ARS Processing:**
- Effective 2/26/12, we will no longer process exempt appointees (33-Exempt Regular and 34-Exempt Contingent) EXCEPT THOSE ON A VISA in ARS. All appointees whose citizenship/visa status is NOT citizen of the United States (CB), permanent resident or resident alien (PR), asylum applicant (PA), permanent temporary resident status under legalization (PT), or refugee (RF) will continue to be processed in ARS and PHR (similar to Summer School transaction processing). Existing exempt appointments in ARS (except for those on a visa) will be terminated by the system with a new termination reason of “Cat Stat only in PHR” and a termination date of 2/25/12.

- In PHR, approval of the above exempt appointments will follow the existing PHR 2-step workflow (creator to approver). **Per a decision by the ARS-PHR Merge Project High Level Advisory Group, from this time forward no additional tiered routing (e.g. unit -> department -> division -> executive) will be provided in PHR for exempt transactions.**

If current College level ARS approvers want more involvement with exempt transactions in PHR, two methods are available:
- Current staff who approve exempt ARS transactions routed to the ARS College level, can be set up as approvers in PHR at the level in which the transaction was created. Emails are generated from within PHR that notify approvers that transactions need approval.
- Current staff who approve exempt ARS transactions routed to the ARS College level, can be set up as Division approvers in PHR (Note: Division level in PHR is comparable to College level in ARS). Creators at other levels would notify their Division approvers when an exempt transaction is ready for approval and the Division PHR approver can approve the transaction.

- UHR will provide existing review and post-audit of exempt employee transactions as detailed in UHR’s document entitled “Exempt Employee Transactions and Approval/Post Audit Process”.

- For exempt regular (33) appointments within Academic Affairs that were processed in eTerp with a hiring proposal and salary, the Provost’s Office will run post-audit reports to compare the salary approved in eTerp and salary approved in PHR. When data can be more easily extracted from eTerp, we will provide this same report to Colleges via WOW as another tool for them to monitor exempt regular appointments.
ARS/PHR Merge Project

- An existing WOW report entitled “Appointment Action Report” is available to enable monitoring of appointment actions (initial appointments, re-employments, etc.). This report can be run for employees in any employment category or just for exempt employees.

- A WOW report entitled “Salary Change Report” will be available to Colleges to enable monitoring of salary changes within the same appointment in PHR. This report looks at changes in FTE annualized salary for existing salaried employees whose salary has changed (salary change amount, salary change percent, salary change reason, and salary justification). This report can be run for employees in any salaried employment category or just for exempt salaried employees.