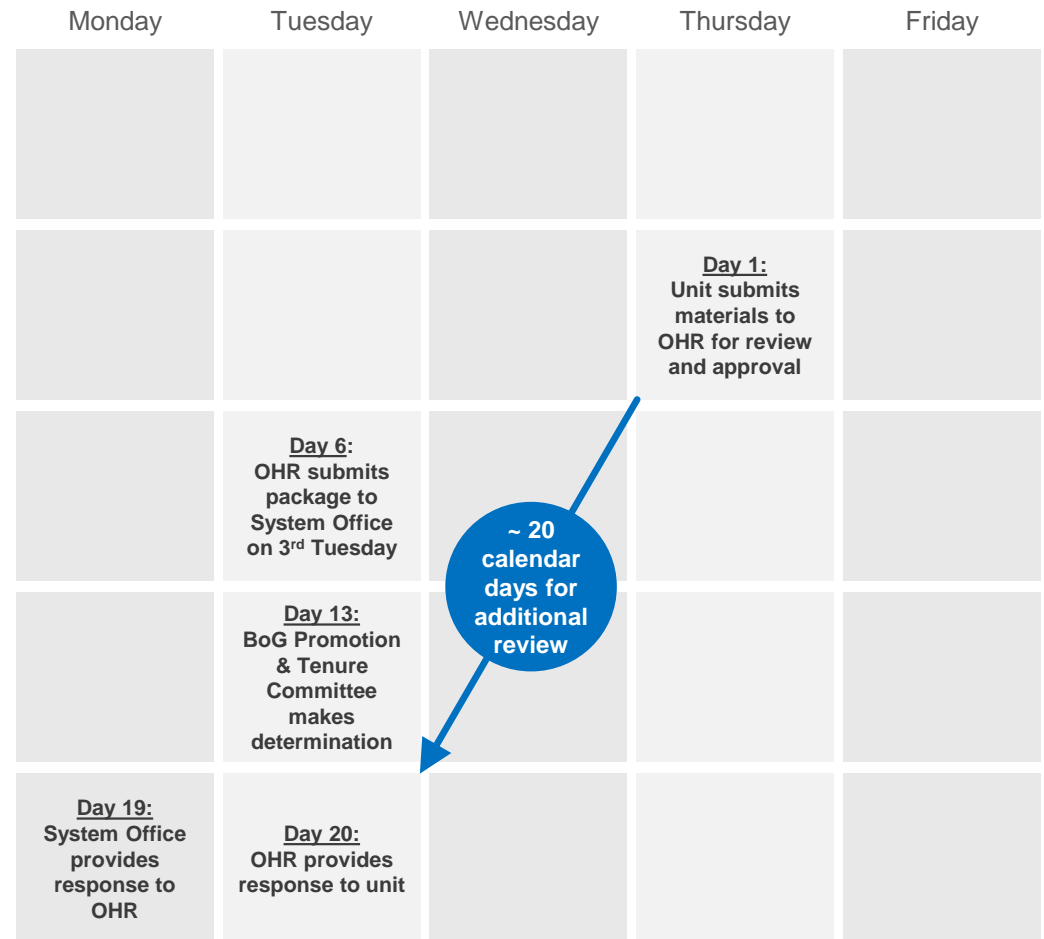


ACTIONS THAT CURRENTLY REQUIRE SYSTEM OFFICE REVIEW

- **Create a new position budgeted at \$70,000 or more**
- **Create a new Senior Academic and Administrative Officer (SAAO) position, such as:**
 - Assistant/associate/vice deans
 - Assistant/associate/vice provost
 - Assistant/associate vice chancellors
 - Communication and marketing directors
 - Fundraising and development officials
 - University attorneys
 - Others as designated by the Board of Governors
- **Promote a current state employee into a role that represents greater than a 20% pay increase** since June 30. Applies to
 - Any candidate in an SHRA position at any state agency or university
 - Individuals in an EHRA-NF position at UNC-CH
- **Promote a current UNC Chapel Hill employee into a role that represents a 5% pay increase** for positions that are \$100,000 or greater (or would become \$100,000 or greater) since June 30. Applies to
 - Any candidate in an SHRA position at any state agency or university
 - Individuals in an EHRA-NF position at UNC-CH
- **Create, reclassify, or set offer salaries for SHRA positions where UNC-CH does not have delegated authority:** HR consultant, HR manager, accounting director, engineering director, nurse director, IT director

Note actions that require system-level approval are subject to change based on System Office guidance. Confirm with your HR Representative and/or Office of Human Resources.

TIMELINE FOR SYSTEM OFFICE REVIEW & APPROVAL



- **The System Office accepts requests on the first and third Tuesdays** of each month and provides a response two weeks later (see chart above) for the \$100,000/5% and the \$70,000 new position rule. Other actions requiring System Office review are submitted on a rolling basis
- **Requests for \$100,000/5% and \$70,000 new position approval must be submitted to OHR the prior Thursday** to allow for UNC campus approvals prior to submitting to the System Office