## F3.2 Action Type Routing

<table>
<thead>
<tr>
<th>Action Type</th>
<th>Order of Signatures</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>New Hire:</strong></td>
<td><strong>Faculty or Staff</strong>&lt;br&gt;Org Manager&lt;br&gt;Dean/Director&lt;br&gt;Provost/VP-Finance/President&lt;br&gt;Budget / SPA&lt;br&gt;Human Resources</td>
<td>Never previously employed by Lamar University.&lt;br&gt;Process after a F3.1 has been approved.&lt;br&gt;F3.2 information must be consistent with the F3.1.&lt;br&gt;Documentation must accompany any variance from F3.1.</td>
</tr>
<tr>
<td><strong>New Hire:</strong></td>
<td><strong>Work Study Students&lt;br&gt;Org Manager&lt;br&gt;Dean/Director&lt;br&gt;Financial Aid&lt;br&gt;Budget / SPA&lt;br&gt;Human Resources</strong></td>
<td>Never previously employed by Lamar University.&lt;br&gt;Financial Aid will determine eligibility and amount available.&lt;br&gt;Budget will assign position.</td>
</tr>
<tr>
<td><strong>New Hire:</strong></td>
<td><strong>Graduate Student&lt;br&gt;Teaching Assistant&lt;br&gt;Research Assistant&lt;br&gt;Org Manager&lt;br&gt;Dean/Director&lt;br&gt;Provost&lt;br&gt;Financial Aid&lt;br&gt;Graduate Studies&lt;br&gt;Budget / SPA&lt;br&gt;Human Resources</strong></td>
<td>Never previously employed by Lamar University.&lt;br&gt;Graduate Studies requested opportunity to review.</td>
</tr>
<tr>
<td><strong>Re-hire (Students Only)</strong></td>
<td><strong>Org Manager&lt;br&gt;Dean/Director&lt;br&gt;Budget / SPA&lt;br&gt;Human Resources</strong></td>
<td>Previously employed with a break in service.</td>
</tr>
<tr>
<td><strong>Reappointment</strong></td>
<td><strong>Org Manager&lt;br&gt;Dean/Director&lt;br&gt;Provost/VP-Finance/President&lt;br&gt;Budget / SPA&lt;br&gt;Human Resources</strong></td>
<td>Continuation of employment, assignment ends, and another begins with no break in service.</td>
</tr>
<tr>
<td><strong>Reclassification</strong></td>
<td><strong>Org Manager&lt;br&gt;Dean/Director&lt;br&gt;Provost/VP-Finance/President&lt;br&gt;Budget / SPA&lt;br&gt;Human Resources</strong></td>
<td>Change made to a job through consultation with the compensation staff.</td>
</tr>
<tr>
<td><strong>Overload</strong></td>
<td><strong>Faculty Overload: (Not &gt; 1.25%)&lt;br&gt;Non-Classified/Exempt Stipends&lt;br&gt;Org Manager&lt;br&gt;Dean/Director&lt;br&gt;Provost&lt;br&gt;Budget / SPA&lt;br&gt;Human Resources&lt;br&gt;Payroll</strong></td>
<td>Any work assignment beyond 100%.&lt;br&gt;Budget must review to determine availability of funds.</td>
</tr>
<tr>
<td><strong>Stipend</strong></td>
<td><strong>(EPAF – being developed)&lt;br&gt;Org Manager&lt;br&gt;Dean/Director&lt;br&gt;Provost/VP-Finance/President&lt;br&gt;Budget / SPA&lt;br&gt;Human Resources</strong></td>
<td>Only exempt personnel qualify for stipends.&lt;br&gt;Additional salary paid for a continuing period for assumption of other duties, such as the assumption of interim duties.</td>
</tr>
<tr>
<td><strong>Promotion</strong></td>
<td><strong>Org Manager&lt;br&gt;Dean/Director&lt;br&gt;Provost/VP-Finance/President&lt;br&gt;Budget / SPA&lt;br&gt;Human Resources</strong></td>
<td>Movement to a position in a higher pay grade.</td>
</tr>
</tbody>
</table>
### F3.2 Action Type Routing

#### Demotion
- **Org Manager**
- **Dean/Director**
- **Provost/VP-Finance/President**
- **Budget / SPA**
- **Human Resources**
- Movement to a position in a lower pay grade.

#### Transfer-In
- **Org Manager**
- **Dean/Director**
- **Provost/VP-Finance/President**
- **Budget / SPA**
- **Human Resources**
- Moving to a new source of funds and/or new department/organization.
- No change in personnel or salary change only in budget account.

#### Transfer-Out
- **Org Manager**
- **Dean/Director**
- **Provost/VP-Finance/President**
- **Budget / SPA**
- **Human Resources**
- Ending the payment source and/or department/organization due to a change.
- No change in personnel or salary change only in budget account.

#### Separations, Retirement, and Terminations
- **Org Manager**
- **Dean/Director**
- **Provost/VP-Finance/President**
- **Budget / SPA**
- **Human Resources**
- **Payroll**
- Termination of the employment relationship.
- Letters of resignation, termination documentation, and agreements for faculty retirement options should be included.
- H.R. will forward to Payroll.

#### One-Time Pays
- **Org Manager**
- **Dean/Director**
- **Provost/VP-Finance/President**
- **Budget / SPA**
- **Human Resources**
- **Payroll**
- Payment made for temporary job that has been completed. A lump sum amount to be paid to an employee. This does not become part of base pay.
- Questionable payments: H.R. will refer to Vice-President.
- H.R. will forward to Payroll.

#### Leave (Paid/Unpaid) and Return from Leave
- **Org Manager**
- **Dean/Director**
- **Provost/VP-Finance/President**
- **Budget / SPA**
- **Human Resources**
- Payment made for temporary job that has been completed. A lump sum amount to be paid to an employee. This does not become part of base pay.
- Designate with or without pay for FLMA as applicable.

#### Salary Increase
- **Org Manager**
- **Dean/Director**
- **Provost/VP-Finance/President**
- **Budget / SPA**
- **Human Resources**
- A salary increase that is not associated with a promotion.

#### Data Correction
- **Org Manager**
- **Dean/Director**
- **Budget / SPA**
- **Human Resources**
- A correction of information previously recorded.

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*All Departments who report to Provost/Academic V.P. are required to gain approval on all the above excluding Work Study Students and Student Assistants.*