



Position Request Approval Process

1. The department prepares the Position Transaction Request Form (PTR) and the Non-Faculty Position Justification Form and attaches the job duties and organizational chart. Once complete, they forward the packet to their Director who will review it with the senior operational leader for their unit.
2. If the senior operational leader approves the recruitment packet, it will be forwarded to Human Resources for review by HR and the Budget Office. *Please print the PTR directly to the network printer set up in Human. The printer name, \\PRINTVM3\D1F4600, if you need assistance setting up the printer, please contact the IT Help Desk, x.4400.*
3. **All recruitment packets must be received in Human Resources by the end of business on the Thursday of pay week before the Wednesday (non-pay week) bi-weekly Personnel Transaction Review Committee meeting. Any recruitment packets received after the Thursday of pay week will be held until the following review cycle. Walk-in PTRs will not be accepted.**
4. The Personnel Transaction Committee (PTC) will review each position for strategic and operational need, fiscal impact and funding source. After the meeting, the committee submits their recommendations to the Executive Vice President of UConn Health for final approval.
5. If the position is receives final approval, the senior operational leader will be notified shortly after the PTR meeting.
 - a. At that time, Human Resources can begin the process of posting the position and initiating recruitment.

PLEASE NOTE: It may take several days from the time the PTC approves the position until it is posted since Human Resources will still need to review the position for appropriate titling.
 - b. If the position is approved by the Personnel Transaction Committee for delayed recruitment, the senior operational leader will be notified shortly after the PTR meeting with information on how long the position will be held before posting for recruitment.
 - c. If the position is not approved, the Personnel Transaction Committee will notify the senior operational leader that the position recruitment has been denied, however, there will be the opportunity for further discussion.