APPENDIX C-1

EMPLOYMENT PROCEDURES

The following procedures must be followed before persons exempt from the State Personnel Act (EPA) are officially employed by the University.

1. **Use of State Funds Only**

The department chairperson and/or the School/College Dean shall initiate Form PD-105, for employment of faculty members. The Chancellor, Vice Chancellor, or School/College Dean shall initiate Form PD-105 for the employment of staff members.

The Form PD-105 for the employment of faculty members must be forwarded through the following channels for approval:

a. Office of the School/College Dean

b. Office of the Provost/Vice Chancellor for Academic Affairs

c. Office of the Salary Administrator

2. **Use of Federal or Special Funds Only**

The principal investigator shall initiate Form PD-105 for employment of persons exempt from the State Personnel Act (EPA).

The Form PD-105 must be forwarded through the following channels for approval:

a. Department chairperson

b. Office of the School/College Dean

c. Office of the Director of Research Administration or the Executive Director of the A&T University Foundation, whichever is applicable

d. Office of the Director of Contracts and Grants

e. Office of the Provost/Vice Chancellor for Academic Affairs

f. Office of the Salary Administrator

Form PD-105 replaces the following forms: (1) State Personnel Action Form PD-105, (2) Recommendation for Payroll Authorization, (3) Request for Payroll Authorization, (4) Request for Faculty Payroll Authorization, and (5) Payroll Authorization.
3. **Use of State Funds Together with Federal and/or Special Funds**

The department chairperson shall initiate Form PD-105 for the employment of persons exempt from the State Personnel Act (EPA).

The Form PD-105 must be forwarded through the following channels for approval:

a. The principal investigator

b. Office of the School/College Dean

c. Office of the Director of Research Administration or the Executive Director of the A&T University Foundation, whichever is applicable

d. Office of the Director of Contracts and Grants

e. Office of the Provost/Vice Chancellor for Academic Affairs

f. Office of the Salary Administrator

4. **EPA Salary Administrator and Personnel**

The unit shall process Form PD-105 as follows:

a. Review the form for accuracy

b. Obtain the signature of the Chancellor when appropriate.

c. Forward to the Office of State Personnel.

d. Receive the approved form from the Office of State Personnel.

e. Distribute copies of Form PD-105 to designated parties.

f. Use these copies as authorization to effectuate employment of a prospective employee.