

Approval process for hiring and other payroll actions

As of January 21, 2026, we received the following guidance from the College of the Environment in terms of the process for employee hiring and certain other payroll actions and advanced Dean's Office approvals.

Now that the federal funding picture has become more clear and somewhat less chaotic, the information below is being requested prior to the Dean's review/approval (which is still required for HR/Payroll actions). **This guidance removes the restrictions on hiring employees into "permanent" positions and supersedes previous guidance.**

All staff/postdoc hires, FTE increases, or extensions of employment duration

Please send the following information to the HR Manager at sefshr@uw.edu well IN ADVANCE of the proposed action date so that Dean's Approval can be requested. Please leave the question text when answering.

1. For new positions, what is the job profile?
2. Is this a permanent/temporary/fixed-term position?
3. What is the funding source for the position? Please be specific. i.e., AWD/Grant # or Worktags?
4. If externally funded, what is the projected duration of the current funding?
5. If the current funding plan falls through, what resources will you/your unit be using to cover an employee's salary and benefits until such time as the position can be terminated?
6. If this is a professional or research staff (RSE/RCoCo) hire, what is the proposed salary range?

All undergrad student and short-term faculty hires or extensions of employment duration

Please send the following information to the HR Manager at sefshr@uw.edu well IN ADVANCE of the proposed action date so that Dean's Approval can be requested. Please leave the question text when answering.

1. Who is being hired?
2. What is the position (UW job profile)?
3. What is the duration of the appointment (start and end dates)?
4. What is the funding source for the position? Please be specific. i.e., AWD/Grant # or other Worktags

Jennifer Weiss will continue to submit approval requests for graduate student ASE hiring.

In-grades, temporary pay increases (e.g., TPIs, TSIs, TPSs) or other ad hoc salary increases or payments (e.g., market retentions, one-time payment, relocation incentives, moving expenses)

The process for these has not changed. Please continue to submit your proposed changes to sefshr@uw.edu prior to making the commitment to the employee, and the request will be submitted in Workday or sent to the Dean's Office in the case of position reviews.