

2LA Process Guide

Introduction/Considerations

This guide is intended to be used as a reference for the various scenarios encountered within the 2nd Level Approval (2LA) Process for CSA positions budgeted on the General Fund 10/11 and Office of Advancement Fund 36, as well as a guide for submissions for the university's 2LA Approval Request SmartSheet form. The 2nd level, 2LA approval process is intended to be used for Anschutz, central departments outside of the schools. If you work in a school, institute or center, this process does not apply to you.

Things to consider within the new 2nd level (2LA) process:

1) Confirmation of funding prior to beginning the process/submitting to 2LA form

Any 2LA action requiring additional funding beyond what's currently shown in your budget to include new positions, increases/promotions, replacements, transfers and reclassifications should have budget confirmed before beginning the 2nd Level Approval process - *please ensure you're not creating new positions until you've confirmed funding for them*. As a reminder - the approved 2LA Approval Request must be attached to the NPP in HCM in the new process. Funding options include:

- Salary Savings
 - Sufficient balances
- Vacant Positions
 - Consideration should be given to future plans to back-fill the position, e.g., staffing needs, proposed salaries respective of the job level (classification) of replacement (up or down)
- Additional funding commitment from other sources

2) Split Funding

When positions require the budget to be split across more than one speedtype, please provide the applicable FTE percentage, along with the annual salary.

3) Salary ranges on the 2LA form

While the minimum and maximum salary amounts are included on the form (refers to the established range from Central HR), the Budget Planning Team will be providing approval for the proposed salary amount.

4) Use Types

- New
- Replacement
- Promotion or Pay Increase

5) Actions

- Search
- Update with Increase
- Appointment Type
- Promotion
- Resubmission
- Other-Comment Required

Special Note: The use type refers to the action to be taken on the position for the applicable, active employee (not someone else's), e.g., an increase for John Doe on position 00123456, due to the resignation/retirement of Mary Jane on position 00789000 is a promotion for John, not a replacement of Mary. If when someone is hired as a back-fill on Mary's vacant position 00789000, then that respective action will be a *replacement*.

Scenarios are provided on the next page

2LA Scenarios

SCENARIO	USE TYPE	ACTIONS	ILLUSTRATION (IF)	BUDGET IMPLICATIONS (THEN)
SEARCH for NEW HIRE	NEW	↓ <i>Executive Sponsor: →-or- EVCAF or VC for Research</i>	QUESTIONS	SURPLUS OR DEFICIT
Newly created position, added to the budget on the General Fund 10/11 or Office of Advancement, Fund 36 for a new employee.	New Position Number	Search	Will the new position be replacing an existing position and thereby utilizing that position's budget? If so, will there be a surplus or deficit between the two positions?	If the position will not be replacing an existing position, the new position must be funded with new budget by utilizing Salary Savings or budget from a vacant position on same speedtype / other Speedtypes within the department.
SEARCH or TRANSFER	REPLACEMENT	↓ <i>Budget Planning Team</i>	QUESTIONS	SURPLUS OR DEFICIT
Search for a replacement or transfer in determined to be needed on a different job code/level, necessitating a new position number.	New Position Number	Search	Will the new position be replacing an existing, vacant position for this replacement? If so, the previous incumbent's position budget will be utilized for funding.	New position for the replacement may or may not need additional budget, depending on replacement's starting salary, utilizing Salary Savings or budget on a vacant position.
Search for a replacement or transfer in on the same position at the same or similar job class as the previous incumbent. This includes additional appointments for current university employees.	Existing Position Number	Search, Appointment Type	Do you expect the replacement's starting salary to require additional budget or be lower than the previous incumbent?	If higher, utilizing either Salary Savings or existing budget from a vacant position is an option; if lower, the surplus will be moved into Salary Savings within the position's speedtype or other Salary Savings line within the department to be used for upcoming hire and backfill needs.
Current employee is transferring into an existing, University Staff position from a Classified position within the department at the same salary (no salary increase).	Lateral Reclassification - Existing Position Number	Search, Appointment Type	Do you expect the reclassification into the existing position will require additional budget or be lower than the previous incumbent? Additionally, will the previous, Classified position have a potential backfill at a higher or lower pay rate/salary?	If higher, utilizing either Salary Savings or existing budget from a vacant position is an option; if lower, the surplus will be moved into Salary Savings within the position's speedtype or other Salary Savings line within the department to be used for upcoming hire and backfill needs.
SALARY INCREASE	PROMOTION or PAY INCREASE	↓ <i>Executive Sponsor: →-or- EVCAF or VC for Research</i>	QUESTIONS	SURPLUS OR DEFICIT
Employee is being promoted into a newly created position with a new job title, due to a change in job code/level and increase in responsibilities. This includes internal promotions requiring a search.	New Position Number	Search, Promotion, Appointment Type	Will the promotion to the new position negate the need for the previous position or will it be back-filled, respective of future department needs?	If the new position number will be replacing the employee's previous position - that budget can be utilized; if the employee's previous position will be back-filled, the promotion will be funded from Salary Savings, another vacant position within the department/same speedtype or a combination.
Current employee is transferring into new position, from Classified to University Staff within the department - may be as a result of an open or internal search, or promotion of a specific employee.	Reclassification - New or Existing Position Number	Search, Promotion, Appointment Type	Due to the reclassification, will the previous (Classified) position be replaced with the employee's move to the University Staff position or will it be back-filled?	If the new position number will be replacing the employee's previous, Classified position - that budget can be utilized; if the Classified position will be back-filled, the reclassification to University Staff can be funded from Salary Savings, another vacant position within the department/same speedtype or a combination.
Employee is being promoted into an existing position at a higher rank/job code - may be as a result of an open or internal search, or promotion of a specific employee.	Existing, <i>but Different</i> Position Number	Search, Promotion, Appointment Type	Do you expect the promotion into the existing position to require additional budget or be lower than the previous incumbent?	If higher, utilizing either Salary Savings or existing budget from a vacant position is an option; if lower, the surplus will be moved into Salary Savings within the position's speedtype or other Salary Savings line within the department to be used for upcoming hire and backfill needs.
Employee's pay is increasing as a result of a retention/counteroffer or percentage increase, resulting from an equity increase/compensation review within the same position.	Same Position Number	Update with Increase, Promotion	By what amount will the update with an increase be - how much budget will be needed to fund?	Funding options include Salary Savings or existing budget on vacant position(s) within speedtype/department.

Additional "Action" options include: "Resubmission" and "Other-Comment Required," which can apply to any of the above Use Types/scenarios