Fiscal Mitigation

The Provost Office has provided additional clarification around hiring and purchases greater than $100K. It is important to note that the authorizations that occur through this process do not circumvent any university policies or procedures that are required for recruitment, hiring, purchasing, or expenditures. All normal policies and procedures, including approval processes, must be followed.

Purchases greater than $100,000

Units should complete and submit the online Purchase and Expenditure Approval Request (>100k) form via Qualtrics. The form will route to the Dean’s Office. A Dean’s Office committee will review each request before endorsing the request or denying it at the college level. The committee will be composed of Barbara Morris, C. J. Keudell, and Beth Maloch or Alex Loukas. If approved at the college level, the form will be sent to the Provost Office for final review, denial, or approval. Review Expenditure Guidelines for Colleges, Schools, and Units reporting to the Executive Vice President and Provost for additional guidance.

Hiring

Units should complete and submit the online Request to Hire a Staff Position form via Qualtrics. The form will route to the Dean’s Office. A Dean’s Office committee will review each request before endorsing the request or denying it at the college level. The committee will be composed of Angie Hoffman, C. J. Keudell, and Beth Maloch. If approved at the college level, the form will be sent to the Provost Office for final review, denial, or approval. If approved by the Provost, the finalized form should be uploaded as an attachment to the Workday business process. Review Hiring Guidance for Staff for additional information.

In order to support new hiring policies announced on April 14, temporary changes have been implemented to hiring and post job business processes in Workday. View Process Changes in Workday to Support New Hiring Policy, including updates to hiring, posting jobs, creating job requisitions, and creating new positions.

Resources

- COE Business Services Wiki: COVID-19 Resources on Campus

Please send suggested additions to this page and notifications about broken links to COE-HR@austin.utexas.edu.