Employee Choice - PVL Waiver Job Aid

This movement will result in a change in employee class with no change in assigned title or salary (current hourly rate \*2080 for entry in PVL waiver). The unit must create a PVL waiver following the normal process.

1. Select Create a New PVL, recruitment type: Waiver, PVL Type: Replacement, Renewable Appt

2. Position Available Date: PVL waiver must be department approved and all required documents received at the divisional HR office at least 4 weeks prior to the proposed effective date of the change.

3. On the Waiver tab, enter the employee’s name and social security number. Select the Waiver Reason “Employee Choice-US to AS”. Add a waiver comment: “This waiver is to move the employee to academic staff under the employee choice program.”

4. Use the SJD job responsibilities and percentages that were assigned during the TTC mapping process.

5. Make sure to department approve the PVL waiver.

Once the PVL waiver is approved by L&S and campus OHR, the hire will be entered in JEMS Hire as a “Transfer” and Action Reason will be “Voluntary Reassignment AS/LI”.

Regarding Probation Type = Not Required (on the rare chance the individual is still on probation in their University Staff position, select Evaluation Period and enter the Probation End Date to match the end date of their US probation). Complete the remaining tabs of JEMS Hire as usual.