

UAB Temporary Hiring Suspension Exception Process

Purpose & Scope: This document details the approval workflow for the Exceptions to the UAB Temporary Hiring Suspension.

1. Department/School/Unit fills out exception form

Step 1: Department/School/Unit requesting an exception to the temporary hiring suspension must fill out the form in its entirety

- Requestor will enter their full name and email address, along with their Dean/VP's full name and email address to access the document. The Dean/VP information will be used to route the document to the appropriate person.

Step 2: After entering the above information, the requestor will be taken to the temporary hiring suspension exception form to complete and sign.

2. Dean/VP receives and signs the exception form

Step 1: Upon department requestor submission, the dean/VP will receive an email with a link to access the exception form.

Step 2: The dean/VP signs the exception form.

3. Completed document is emailed to all involved parties

Upon completion by both the requestor and the dean/VP, the requestor, dean/VP, and Human Resources receive an email notification with a copy of the completed temporary hiring suspension exception form.

4. Document review

The request form will be reviewed by HR for accuracy and then submitted to the appropriate leaders for endorsement and final approval. Each request will be reviewed along with supporting rationale for approval or denial.

5. Determination

The determination will be communicated to the requestor/hiring manager by Human Resources.

