

## PCR Approvals and Notifications

Employee Group	Decentral Approvals	Notifications	Exception Approvals
<b>Salary Adjustment PCR</b>			
Staff	Unit and VP levels	None	None
Faculty	Unit and VP levels	None	None
Student	None	Unit level	None
Retiree	N/A	N/A	N/A
Non-Employee	N/A	N/A	N/A
<b>Recurring Payments PCR</b>			
Staff	Unit and VP levels	None	HR Comp ADL & TWL
Faculty	Unit and VP levels	None	None
Non Work-Study Student	None	Unit level	None
Work-Study Student	None	Unit level	Student Financial Aid
Retiree	N/A	N/A	N/A
Non-Employee	N/A	N/A	N/A
<b>One-Time Payment PCR</b>			
Staff	Unit and VP levels	none	HR Compensation (for Additional Pay, Bonus Lump Sum and Award)
Faculty	Unit and VP levels	none	HR Compensation (for Additional Pay, Bonus Lump Sum and Award)
Student	None	Unit level	None
Retiree	N/A	N/A	N/A
Non-Employee	N/A	N/A	N/A
<b>Retirement PCR</b> <span style="float: right;"><b>(Earmarked)</b></span>			
Staff	Unit Level	VP level	None
Faculty	Unit and VP levels	None	None
Student	N/A	N/A	N/A
Retiree	N/A	N/A	N/A
Non-Employee	N/A	N/A	N/A

**Note:** For all PCRs, initiators will receive a notification that HRSC processing is complete. PCRs that are earmarked protect the integrity of an employee's record by controlling the sequence and timing of PCR changes.

Employee Group	Decentral Approvals	Notifications	Exception Approvals
<b>Separation PCR (Voluntary)</b>			<b>(Earmarked)</b>
Staff	Unit Level	VP level	None
Faculty	Unit and VP levels	None	None
Student	None	Unit level	None
Retiree (Emeritus Only)	Unit and VP levels	None	None
Non-Employee	Unit and VP levels	None	None
<b>Separation PCR (Involuntary)</b>			<b>(Earmarked)</b>
Staff	Unit level	VP level	Employee Relations
Faculty	Unit and VP levels	None	Employee Relations
Student	None	Unit level	Employee Relations
Retiree	Unit and VP levels	None	Employee Relations
Non-Employee	Unit and VP levels	None	Employee Relations
<b>Leave of Absence with Pay PCR</b>			<b>(Earmarked)</b>
Staff	Unit level	VP level & Employee Relations for Administrative Leave	University Health Services for Health Related Reasons
Faculty	Unit and VP levels	Employee Relations for Administrative Leave	University Health Services for Health Related Reasons
Student	N/A	N/A	N/A
Retiree	N/A	N/A	N/A
Non-Employee	N/A	N/A	N/A
<b>Leave of Absence without Pay PCR</b>			<b>(Earmarked)</b>
Staff	Unit level	VP level & Employee Relations for Administrative Leave	University Health Services for Health Related Reasons
Faculty	Unit and VP levels	Employee Relations for Administrative Leave Reason	University Health Services for Health Related Reasons
Student	N/A	N/A	N/A
Retiree	N/A	N/A	N/A
Non-Employee	N/A	N/A	N/A

**Note:** For all PCRs, initiators will receive a notification that HRSC processing is complete.  
 PCRs that are earmarked protect the integrity of an employee's record by controlling the sequence and timing of PCR changes.

Employee Group	Decentral Approvals	Notifications	Exception Approvals
<b>Leave of Absence Extension PCR</b>			<b>(Earmarked)</b>
Staff	Unit level	VP level & Employee Relations for Administrative Leave	University Health Services for Health Related Reasons
Faculty	Unit and VP levels	Employee Relations for Administrative Leave Reason	University Health Services for Health Related Reasons
Student	N/A	N/A	N/A
Retiree	N/A	N/A	N/A
Non-Employee	N/A	N/A	N/A
<b>Return from Leave of Absence PCR</b>			<b>(Earmarked)</b>
Staff	Unit level	VP level & Employee Relations for Administrative Leave	University Health Services for Health Related Reasons
Faculty	Unit and VP levels	Employee Relations for Administrative Leave Reason	University Health Services for Health Related Reasons
Student	N/A	N/A	N/A
Retiree	N/A	N/A	N/A
Non-Employee	N/A	N/A	N/A
<b>Cost Distribution PCR</b>			<b>(Earmarked)</b>
Staff	Unit level	None	SPA for retroactive changes to grants only
Faculty	Unit level	None	SPA for retroactive changes to grants only
Student	None	Unit level	SPA for retroactive changes to grants only
Retiree	N/A	N/A	N/A
Non-Employees	N/A	N/A	N/A

**Note:** For all PCRs, initiators will receive a notification that HRSC processing is complete.  
 PCRs that are earmarked protect the integrity of an employee's record by controlling the sequence and timing of PCR changes.