

Virginia State University
Office of Human Resources
Procedures

Title: Procedures for Processing the VSU Form A-21-Departmental Request for Personnel Action

Purpose

The A21 is designed to initiate and/or request personnel actions. The purpose of these procedures is to provide instructions and information on the steps required for processing Virginia State University Form A-21.

General Information

This procedure applies to all Virginia State University positions whether covered or non-covered under the Virginia Personnel Act, whether full-time or part-time, or paid on a salaried or on an hourly basis. This procedure also includes all teaching, research and administrative faculty, classified, hourly, and adjunct employees.

New data or changes must be indicated on the A21 and appropriate signatures obtained. If additional documentation is required, it must be attached. The full package must be received by the Office of Human Resources for action.

Completing the A21

The appropriate sections of the A21 must be completed as it relates to the specific requested action.

Section 1 – Personal Data: Full name of employee
Identification Number or last four digits of the Social Security Number
Effective Date of Action – HR Use Only

The department is responsible for completing section 1 – Employee name and Identification number - of the A21 and ensuring that the data is correct. A new employee will not have an Identification Number; therefore, use the last four digits of the Social Security Number. The Office of Human Resources will complete the Effective Date of Action.

Section 2 – Department Data: Name of the department, mailing address, contact name, physical location and telephone extension

The department is responsible for completing section 2 – Department Data - of the A21 and ensuring that the data is correct.

Section 3 – Type of Action: Action requested.

The following is a description of various personnel and position actions processed by completing the A21. The department is responsible for completing section 3 – Type of Action – of the A21. Failure to complete this section will result in the A21 being returned to the department from the Office of Human Resources without action.

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Action Title	Description	Comment
Original Appointment	Initial employment with Virginia State University.	Attach required documentation.
Reemployment	Re-hire to a position	
Promotion	Classified Employees: Advancement of an employee to a different position in a higher Pay Band through a Competitive Selection Process. Faculty: Advancement in Rank as defined by the University's Handbook.	Attach required documentation.
Demotion	Classified Employees: Employee or agency initiated movement to a different position in a lower Pay Band. This move may result from a competitive (recruitment), non-competitive (employee request) process, or disciplinary action.	Attach required documentation.
Separation	Voluntary or involuntary termination from employment.	Note last day worked
Leave Without Pay	Unpaid time off from work under specified circumstances. May require prior approval, if requested by the employee.	Attach required documentation.
Leave With Pay	An approved period of leave with pay under specified circumstances.	Attach required documentation.
Supplemental Pay/Overload	Payment for additional work assignments or teaching additional courses beyond a normal teaching load per semester. Refer to the University Handbook for full definition as it relates to Instructional Faculty.	Requires Reason Code
Disciplinary Action	A formal action taken in response to unacceptable performance or conduct. Disciplinary actions may include: suspensions, demotions, transfers, disciplinary salary actions, and terminations.	Attach required documentation.
Transfer	Assignment of an employee from one position and/or department to another position and/or department.	Attach Position Activity Request Form (PARF)
Salary Increase	Increase to a higher salary under specified circumstances.	Requires Reason Code Attach required documentation.

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Action Title	Description	Comment
Bonus	Non-negotiable awards to employees via non-base pay monetary bonuses for various achievements and accomplishments.	Requires Reason Code Attach written support documentation for request
Position Action	Identifies all position action requests.	Requires Reason Code and completed Position Activity Request Form (PARF)
Request for Recruitment	Request the advertisement of a position.	Requires 2007 Budget Reduction and Request to Recruit Form EWP/P14 EWP
Other	Actions not specified in identified terms.	Must specify reason Attach required documentation

Section 4 – Position Type: Identifies type of position. The position type must match the Account portion of the FOAPL.

The department, Budget Office, and the Title III Office and/or the Office of Grants and Contracts (if applicable) are responsible for ensuring that the data is correct.

Section 5 – Pay: Identifies pay cycle.

The department is responsible for identifying the correct pay cycle for the action requested. The Office of Human Resources will review and note corrections as needed.

Section 6 – Assignment Status: Identifies category of the position – full time or part time and permanent or temporary.

The department is responsible for identifying the correct assignment status. The Office of Human Resources will review and note corrections as needed.

Section 7a – Source of Funding: Defines the budget account used to fund the requested action.

The Funding Available section is to be completed by the Budget Office Only. Information regarding the present position data (position number, position title and funding information) must be completed by the department. The full FOAPL string (fund, org, account and program) must be noted on the A21. Failure to complete this section will result in the A21 being returned to the department from the Office of Human Resources without action.

Section 7b – Proposed or New Position: Information regarding a proposed position data.

Funding information must be completed by the department and verified by the Budget Office and the Title III Office and/or the Grants and Contracts Office (if applicable). The full FOAPL string (fund, org, account and

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program) must be noted on the A21. Failure to complete this section will result in the A21 being returned to the department from the Office of Human Resources without action.

Section 8 – HR Office Use Only: This section will be completed by the Office of Human Resources only.

The Office of Human Resources will complete after reviewing the information and any required documentation.

Section 9 – Budget Office Use Only: This section will be completed by the Budget Office only.

The Budget Office, after reviewing budget information will confirm the final allocated budgeted amount for the action. Please refer to Budget Office Policy - Processing A-21s That Have Budgetary Implications for additional information.

Section 10 – Signatures: All signatures must be included as applicable.

The appropriate signatures must be obtained prior to the A21's submission to the Office of Human Resources. Each signature indicates a review and approval of the request. An A21 without the appropriate/required signatures will be returned to the department from the Office of Human Resources without action

A21 Processing Stages

1. The A21 is initiated and completed by the department (Chairperson, Principle Investigator or Supervisor) in compliance with the above noted instructions.
2. The department forwards the A21 to the appropriate Dean/Director for review and approval.
3. The Dean/Director forwards the approved A21 to the appropriated Vice President for review and approval.
4. The Vice President forwards the approved A21 to:
 - a. The Title III Coordinator and/or the Office of Grants and Contracts for review and approval, if applicable.
 - b. The President for review and approval, as applicable, then forwards the A21 to the Budget Office.
 - c. If **a** and **b** does not apply, the Vice President will forward the A21 to the Budget Office for review and approval.
5. The Budget Office will forward the approved A21 to the Office of Human Resources for final review, approval and processing.
6. Human Resources will review, approve and complete processing of A21. A copy of the A21 will be forwarded to the department.

Human Resources Notification of Actions

1. An incomplete A-21 will be returned to the contact person referenced on the A-21 with instructions for completion.
2. Original employment, re-employment, promotion (classified staff), salary increase, bonus, and position action effective dates will be determined by the Office of Human Resources. HR will provide the effective date to the contact person by email. No individual (newly hired or reemployed) may begin work prior to

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notification from the Office of Human Resources. The Office of Human Resources will make all offers of employment. Failure to comply will result in formal disciplinary actions.

3. All proposed new position numbers and titles will be approved by the Office of Human Resources. Notification of the establishment of the proposed new position will be provided to the contact person by email.

Authority and Responsibility

The Associate Vice President for Human Resources is responsible for official application and interpretation of this procedure. Questions regarding application of this procedure should be directed to the Associate Vice President for Human Resources or his/her designee. The Office of Human Resources reserves the right to revise or eliminate this procedure as necessary.

References

Virginia State University Salary Administration Plan, as amended.
Virginia State University Handbook, as amended.
Department of Human Resource Management Policy Number: 3:05 – Compensation

Effective Date

September 1, 2009