2nd Level Budget Approval Process – University Staff

The University of Colorado Denver | Anschutz Medical Campus Central Human Resources office requires departments to submit 2nd level budget approval requests (justifications) for University Staff positions with 610 and/or 611 state funded speed types.

Central HR will verify all required information is submitted and will forward the request to the budget approver. Business Partners will be notified once the request is approved or denied.

Please note: The following schools/college have exceptions to the 2nd level budget approval process. Please see “exceptions” and the steps involved in this process below.

- College of Nursing
- School of Pharmacy
- Colorado School of Public Health
- School of Dental Medicine
- School of Medicine

Please refer to the 2nd level State Funding Approval Submission Process for an overview.

See general steps below:

1. Departmental HR Business Partners will attach the 2nd level budget approval justifications to the non-person profile (NPP) in HCM.

   The following information is required in the justification:

   - Department name
   - Position #
   - Position Title
   - Action requested (i.e. announcement, promotion, appointment type, etc.)
   - If this is a new position or a replacement position
   - Funding distribution (speed type/percent)
   - Salary Range
   - Offer Amount
   - Justification for the action including
     - why the position is essential to the functioning of the unit,
     - if non-State funds are available to support the position, and
     - how the unit will be able to cover a shortfall in the event of a mid-year, State budget recession
2. Central HR will verify all required information has been received. We will forward the request to the appropriate budget approver.

3. Once the budget approver responds to the request, Central HR will notify the HR Business Partner via an approval email.

HR Business Partners will also be notified if a request is denied.

See exceptions below (College of Nursing, School of Pharmacy, Colorado School of Public Health, School of Dental Medicine and School of Medicine):

1. Departmental HR Business Partners will submit a 2nd level budget approval justification email to the School/College’s Dean and their Assistant/Associate Dean of Finance copied in the email. Attach a copy of the email to the non-person profile (NPP) in HCM.

   For School of Medicine, send an email to SOM.HR@ucdenver.edu with “2nd level approval” and the position number in the subject line. Attach a copy of the email to the non-person profile (NPP) in HCM.

2. The following information is required in the justification email:

   - Department name
   - Position #
   - Position Title
   - Action requested (i.e. announcement, promotion, appointment type, etc.)
   - If this is a new position or a replacement position
   - Funding distribution (speed type/percent)
   - Salary Range
   - Offer Amount
   - Justification for the action including
     - why the position is essential to the functioning of the unit,
     - if non-State funds are available to support the position, and
     - how the unit will be able to cover a shortfall in the event of a mid-year, State budget recession

3. Central HR will verify all required information has been received. No further approvals are required.

4. Central HR will send an approval email to the HR Business Partner (no approved budget will be indicated in the email since this is auto-approved).