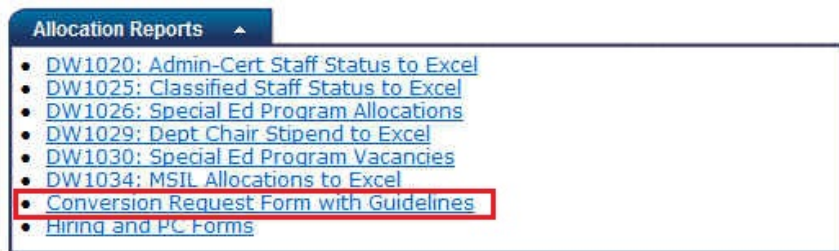




## Budgeting Requirements for the UHR Process Forms

- Universal Hiring Requisition (UHR) **HR-F550** - This form is used for most hiring situations. Some examples for the use of this form include, but are not limited to:
  - Posting a vacancy
  - Reassigning a teacher within the same school
  - Hiring an employee for a temporary assignment
  - Increased or decreased hours for classified employees
  - Certified contract changes
  - Funding changes
  - Hiring a Long Term Sub (LTS) to fill a vacancy
    - PCO# for posted vacancy must be referenced in LTS UHR
    - Principal must submit a Request to Hire Outside of the Pools (RHOP) form
  - Job aid located on District website:
    - Departments/Position Control/Position Control Tutorials/Filling out the UHR
    - <http://www.washoeschools.net/cms/lib08/NV01912265/Centricity/Domain/264/Tutorial%20The%20Universal%20Hiring%20Requisition.pdf>
  - There are some departments that handle the UHR process for school sites:
    - SPED – for classified positions
    - Health Services – for clinical aides, classified procedure nurses, personal care providers, certified nurses with a Bachelor’s Degree
    - Counseling - UHR’s may be processed by the department or a school
    - Speech and Language
    - Gifted and Talented
    - Music – UHR’s may be processed by the department or a school
    - ELL – UHR’s may be processed by the department or a school
  - Grants Department
    - Controls the budget and funding rules for any grant-funded position.
- Request to Hire Outside of the Pools (RHOP) – **Contact your HR Tech for this form.** This form must be submitted before *any* Certified vacancy is filled with someone other than a contract hire. In an effort to ensure we have a licensed, contracted teacher in as many classrooms as possible and to satisfy increased State reporting requirements, we must demonstrate that we have exhausted candidate options before moving to hire someone outside of the pools (long term subs, paid interns, and critical needs). If the request is approved, you will submit a UHR to complete the hire.
  - Use for:
    - Long term subs
    - Paid interns
    - Critical needs

- Certified Hourly **HR-F002** - This form is used to hire a Certified employee into an hourly teaching or extra-duty assignment. The employee must hold a teaching or substitute teaching license to be paid in this manner. Some examples of these types of positions include, but are not limited to:
  - Professional Development Hourly Trainer
  - Hourly Teacher for Intersession, Summer School, Intervention or Credit Recovery programs
  - Hourly Tutoring for Grant-Funded programs
  - Adult Education Hourly Teacher
  - Hourly Home Hospital Teacher
  - *Hourly Rates Available:*
    - \$35 – Used for mentoring, teaching or coordinating with other teachers
    - \$30 – Used when teaching students
    - \$15 – Used when the applicant only holds a Substitute License
  
- Authorization for Additional Days **HR-F502** - This form is used to authorize payment for additional days to an employee's existing contract (for the current year only). For example, an employee is contracted to work for 185 days but is being assigned to work 190 days because of a special project. Once approved, the additional days are added to the employee's salary for the remainder of the year and payments are averaged or 'spread' across the remaining monthly pay cycles.
  
- Requisition to Hire Athletics/Activities (school sites only) **HR-F520** - This form is used to hire Athletic Coaches or Coaching Assistants who are paid through the District's General Fund or through the school's Student Activity Funds. This form is also used to hire school based Activity Workers such as band or drama assistants.
  
- Conversions **PC-F001** – This form is used to convert a vacant General Fund allocated position into another type of position, or to continue a conversion from one year to the next. Converted positions are authorized as Limited Term for one year at a time. See the Conversion Request Form with Guidelines, which can be found on your BusinessPLUS Office Dashboard:



- Email Notifications – Hiring Administrators will receive email notifications throughout the UHR process:
  - PC – upon receipt of the UHR (**verification of receipt only**) – See Sample

**From:** Position Control  
**Sent:** Thursday, January 05, 2017 11:11 AM  
**To:**  
**Subject:** RE: Emailing - HR-F550%20Universal%20Hiring%20Requisition,%20Rev%20F.pdf

The following requests have been **received for processing** in Position Control:

***PCO\_C1700009-SpEd Strategies Teacher-Huffaker Posting***

Please refer to the tracking number if you have questions or wish to follow up with us. Thank you!

Position Control  
[positioncontrol@washoeschools.net](mailto:positioncontrol@washoeschools.net)

- HR – upon final approval of the UHR, this allows the posting to occur and the hiring process to start – See Sample

**From:** HRPostingHiring  
**Sent:** Wednesday, January 18, 2017 2:57 PM  
**To:**  
**Cc:** [WashoeSchools.net](mailto:WashoeSchools.net)>  
**Subject:** Administrative Hiring Forms - P1600104 - Business

Please use the attached UHR form to hire.

After selecting a candidate, please complete Part II of the attached approved Universal Hiring Requisition (UHR), save the document (**DO NOT CHANGE THE DOCUMENT FILE NAME**) and return it to [HRPostingHiring@washoeschools.net](mailto:HRPostingHiring@washoeschools.net) for processing. Please make sure you fill in all related Administrative/Protech fields on the requisition to avoid any delays.

All other hiring documents as listed on the attached Checklist should be submitted to [HRPostingHiring@washoeschools.net](mailto:HRPostingHiring@washoeschools.net) and/or Human Resources. Please include the PCO# located on the upper right hand corner of the Universal Hiring Requisition (UHR) on all hiring documents. I've attached all the forms for your convenience.

If you have any questions regarding this new process, please feel free to contact me.

Thank you and have a great day,

Dani K. Howell

- BusinessPLUS – workflow – See Samples

-----Original Message-----  
From: bpwfprod@washoeschools.net [mailto:bpwfprod@washoeschools.net]  
Sent: Wednesday, August 31, 2016 10:06 AM  
To: [REDACTED]  
Subject: BILLINGHURST NUTRITION WKR I for [REDACTED]

This is informational only! Please DO NOT respond to this email notification.  
Please contact your HR TECH with any comments, changes or questions.

The UHR has been processed and PCO # information is below:

Employee ID: E000 [REDACTED]  
Name: [REDACTED]  
PCO#: E1602352  
Reason Code: 04  
Reason Type: DECREASE HOURS  
Rec Type: PM  
Position: 3035124012  
Position Title: BILLINGHURST NUTRITION WKR I  
Department: 199  
Type: CLO9  
Calendar: CLASS180  
Pay Begin: 8/20/2016  
Pay End: 6/23/2017  
Calc Begin Date: 8/22/2016  
Calc End Date: 6/23/2017

From: bpwfprod@washoeschools.net  
Sent: Thursday, June 16, 2016 10:38 AM  
To: [REDACTED]  
Subject: BUSINESS ACCOUNTANT for [REDACTED]

This is informational only! Please DO NOT respond to this email notification.  
Please contact your HR TECH with any comments, changes or questions.

The UHR has been processed and PCO # information is below:

Employee ID: E000 [REDACTED]  
Name: [REDACTED]  
PCO#: P1600022  
Reason Code: 96  
Reason Type: FISCAL YR ROLL  
Rec Type: PM  
Position: 0080104925  
Position Title: BUSINESS ACCOUNTANT  
Department: 008  
Type: ADM  
Calendar: PRO250  
Pay Begin: 6/11/2016  
Pay End: 6/10/2017  
Calc Begin Date: 7/1/2016  
Calc End Date: 6/30/2017