

Below are review times for requests related to University Staff, Graduate Student, and regular Student employment.

COM-T HR, Compensation, & Recruitment College Review Times

COM-T HR High Priority: Up to 3 Business Days	
Talent Letters of Offer	High
New Hire Transactions	High
Job Data Change Transactions	High
Termination Transactions	High
I-9 Transactions	High
MSS Exception Transactions - Title Change	High
MSS Exception Transactions - Citizenship/Visa Status	High
MSS Exception Transactions - Additional Job	High
MSS Exception Transactions - Job Change	High
MSS Exception Transactions - Termination	High
Salary Offer Recommendation (submit via email)	High
Salary Offer Above Mid-Point Request (submit via email)	High
COM-T HR Medium Priority: Up to 4 Business Days	
Talent Requisitions	Medium
PCN Create/Modify Transactions	Medium
Graduate Contracts	Medium
COM-T HR Low Priority: Up to 5 Business Days	
Supplemental Compensation Transactions	Low
MSS Exception Transactions - Other Professional Services	Low
Personal Information Change Transactions	Low
COM-T HR Extended Processes: Up to 2 weeks	
Equity/Additional Duties/Off-Cycle Merit Increases Requests (submit via email)	Ext
MSS Exception Transactions - Incumbent Review	Ext

UA-HR Compensation Review Times	
Above the midpoint offer requests	1 business day
PCN Requests	5 business days
Job Change Requests	5 business days
Incumbent Review	30 days

UAHS-HR Recruitment/Talent Review Times	
Talent Requisitions	3 business days
Letters of Offer (LOOs)	3 business days

Notes:

- * LOOs without benefits require an additional 2-3 business days for approval from UA Benefits.
- * Talent requisitions related to Foundations or Communications/Marketing require an additional 2-3 business days for approval from the respective UA Main Campus departments.
- *Volume, complexities, and effective dates may impact goals/priorities.