

UCPEA Position Audit Request Process

Following discussion
with Supervisor

Within 4 weeks of
receipt from Employee

Within 12 weeks of
official HR receipt

Employee completes &
submits UCPEA Position
Audit Request Form via
Kuali

UCPEA Position Audit
Request Form reviewed
& signed by supervisory
chain

UCPEA Position Audit
Request Form sent to
HR

HR Reviews for
Completion & Sends
Official Receipt

HR Associate/Specialist
Reviews & Issues
Results to Supervisor,
and copies Employee
and UCPEA

