

Guidance on Submitting Staffing Requests during the UW Hiring Freeze

The university is encouraging departments to ramp down on hiring. If you feel that your program needs to hire please follow the following process.

1. Prepare the staffing need supporting documentation as per the department standard procedure:
 - a. Please confirm availability of funding with finance
 - b. Prepare applicable staffing form: the undergraduate and graduate student staffing request forms are found at <https://jsis.washington.edu/intranet/finance/>
Please do not have anyone start work before confirming with JSIS Payroll the approval of your position and the confirmed start date.
2. With the staffing need, please include an approved waiver (please ask George Lovell glovell@uw.edu to approve) that includes the following:
 - a. What funding source will be used
 - b. Describe how the work will be done remotely only
 - c. Explanation of why the funding source cannot be deferred
 - d. Explain how the funding source becomes out of compliance if this staffing need is not approved
 - e. Expand on the risk of losing future funding if this position is not approved
3. Please submit the staffing need form and the approved waiver to Payroll for processing. Please do not have anyone start work before confirming with JSIS Payroll the approval of your position and the confirmed start date.