

Desk Audit/Temporary Upgrade

The new application is now electronic and more automated to allow for a more efficient process/workflow!

- Can be used for both Civil Service and Administrative/Professional positions
- Please send Desk Audit and Temporary Upgrade requests to this link:

<https://tinyurl.com/siujobaudit>



Desk Audit/Temporary Upgrade

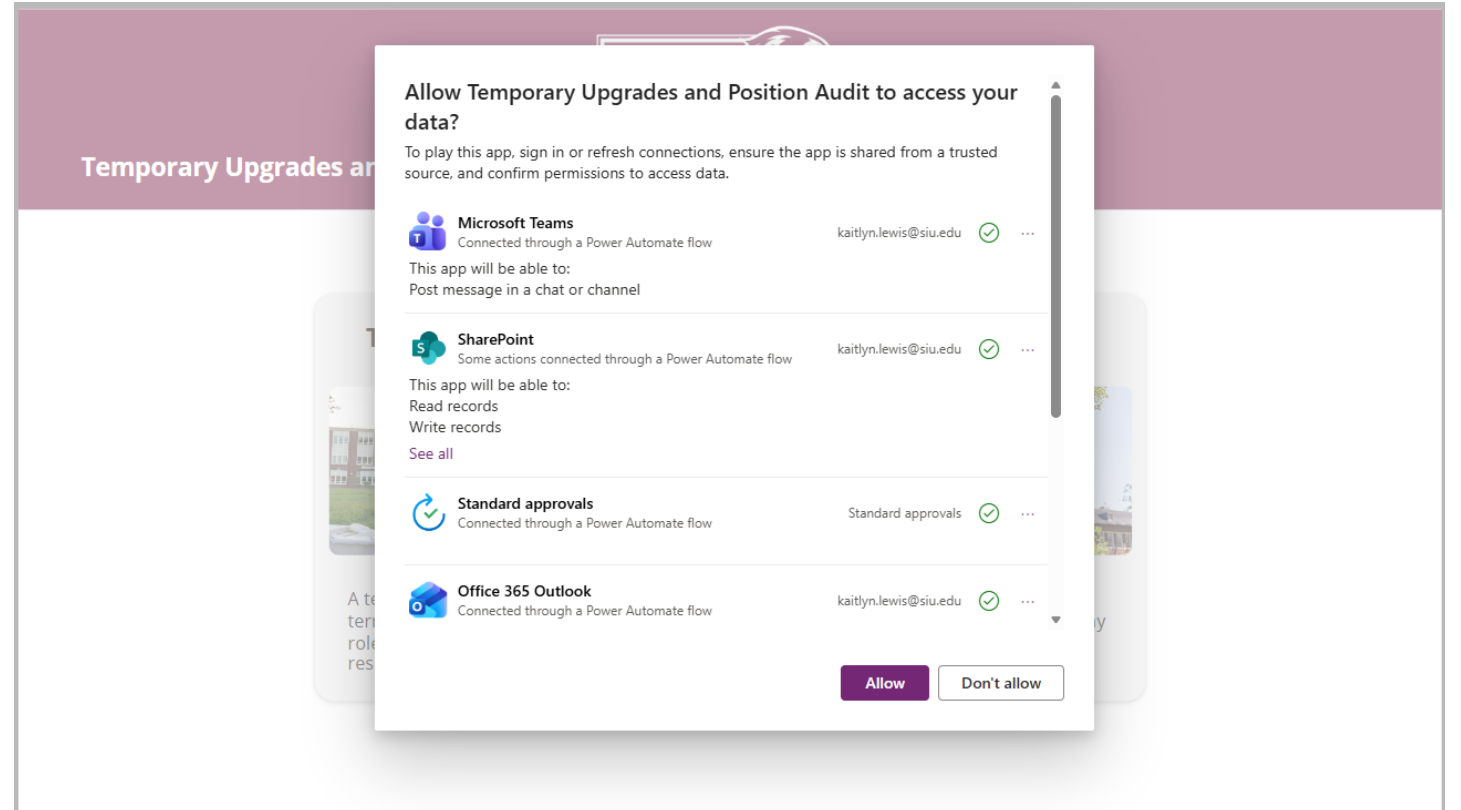
Information needed for submission:

- Employee AIS #
- Justification for desk audit/temporary upgrade
- For desk audit, list of duties added to warrant upgrade
- Updated position description
- Name of Supervisor, Dean/Director and Vice Chancellor

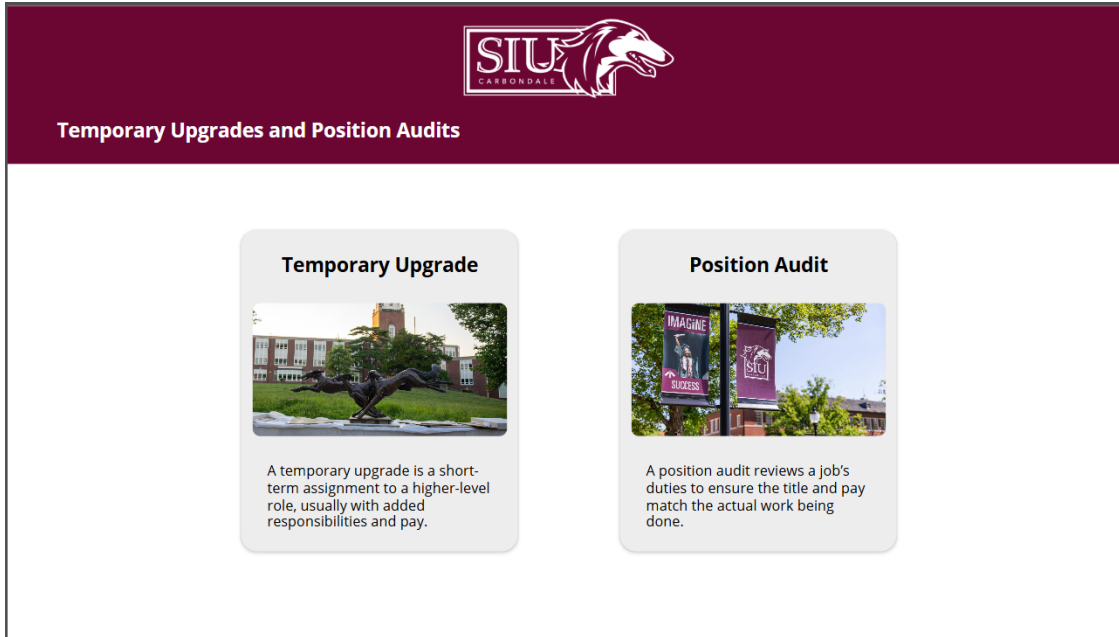


Desk Audit/Temporary Upgrade

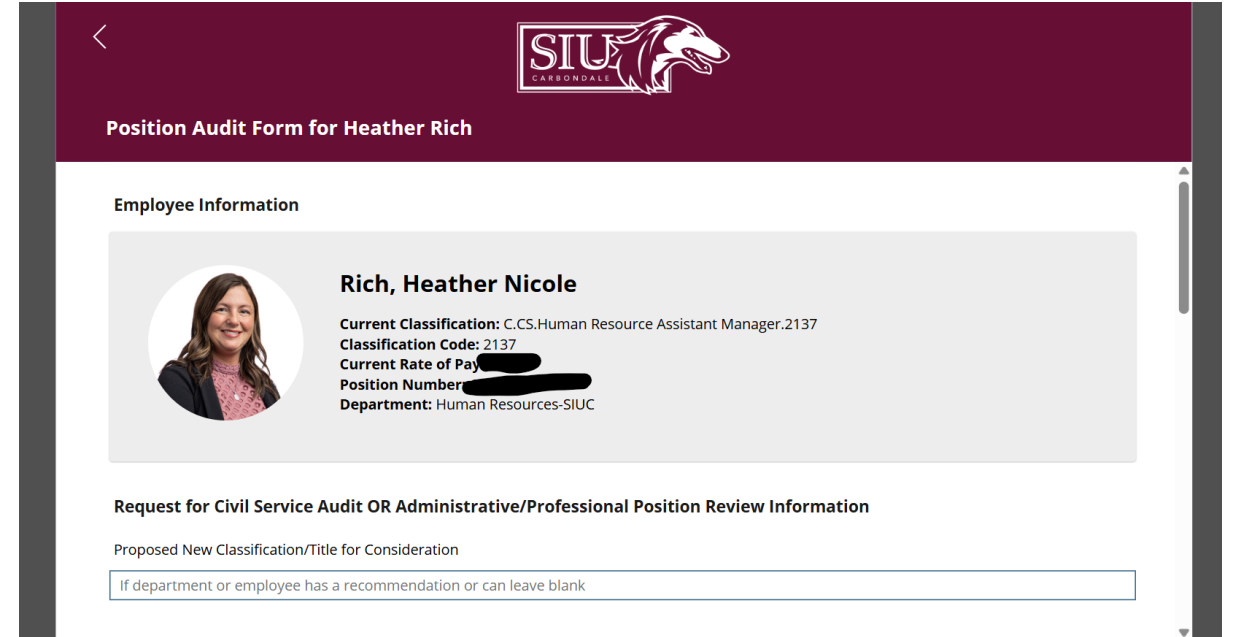
- It is important that you **ALLOW** these permissions.
- You cannot move forward with an audit or upgrade request without allowing.
- This new system is run through Microsoft Power Apps, and these programs are required for the power automate flow to work.



Desk Audit/Temporary Upgrade



This is the main screen



You should see the info of whoever you are submitting the request for, whether it be yourself or your employee



Desk Audit/Temporary Upgrade

Position Audit Form for Heather Rich

Request for Civil Service Audit OR Administrative/Professional Position Review Information

Proposed New Classification/Title for Consideration

If department or employee has a recommendation or can leave blank

Justification for Proposed Classification/Title Change

Example: department reorganization, vacant position, etc.

Summarize below, additional duties assigned to the position that prompted the request for a position audit:

* Nature of change	* Duty/Task/Responsibility/Function	* Reason for change
<input type="text"/>	Provide full description of activity	Provide explanation of need for modification

Add Another Duty



As you move through the fields, these are the screens you will see and need to fill out



Please attach the updated position description

Position Audit Form for Heather Rich

There is nothing attached.

Attach file.

Approvals

* Employee: heather.rich@siu.edu

* Employee Supervisor:

* Department Head:

* VC Level:

* Human Resources: SIU.EmploymentServices@siu.edu

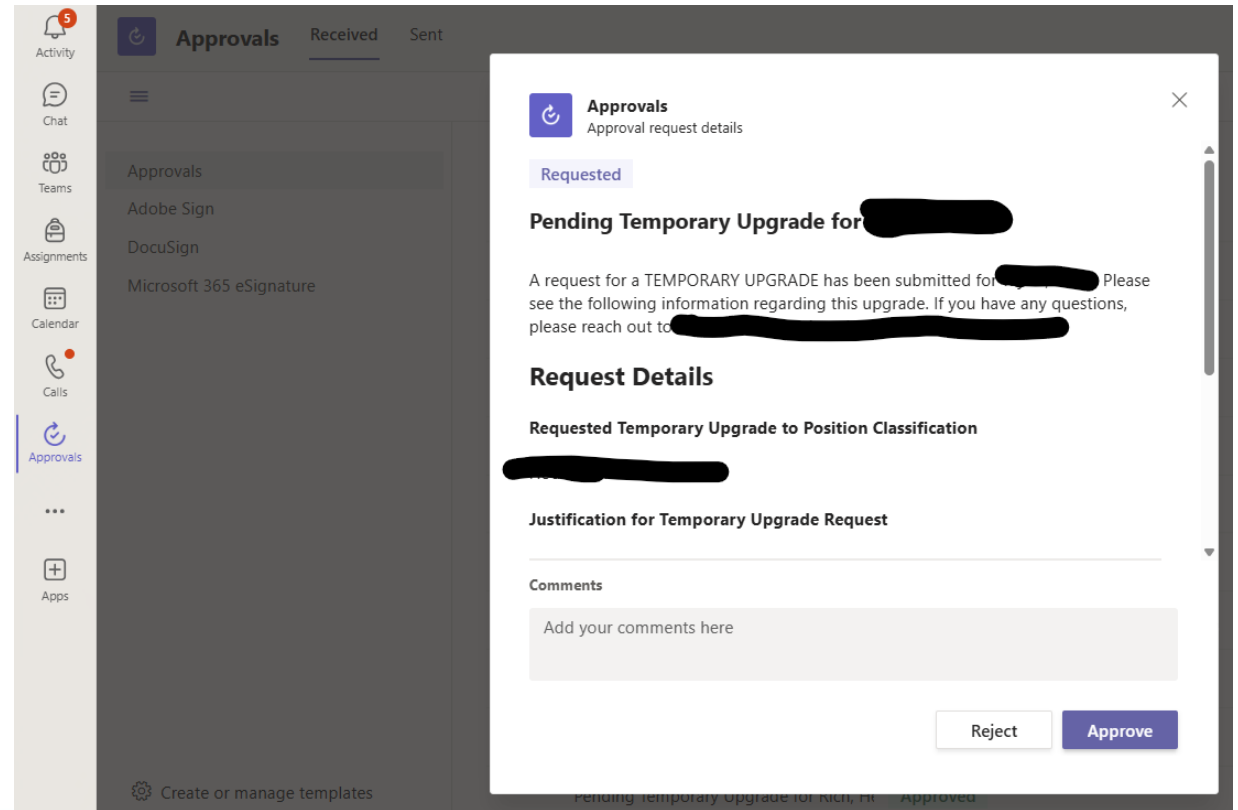
Submit



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- After the request is submitted, it is very important to watch out for TEAMS approval notifications and/or emails, specifically from: **Microsoft Power Automate <flow-noreply@microsoft.com>**
- Each approver that was assigned will need to either approve or reject the request.

TEAMS notification below



Desk Audit/Temporary Upgrade

Once HR receives the request, HR will approve and leave a comment as necessary depending upon the request.

- For an audit: *“HR will review and follow up with next steps. This approval is NOT the audit approval, this is an acknowledgement of receiving the audit request.”*
- For a temporary upgrade: *“HR approved. Memo to department will follow.”*

HR handles these requests in the order they are received

Please allow time for processing as each request is different. Normal processing time will likely be at least 30 days once HR receives the request (once all approvals are completed)

Please note that typical audit requests are backdated to when the request was submitted by the requestor.

