

Salaried Staff - USPS/A&P/Executive Service

Transfers

	Promotions				Lateral Transfers			Demotions		
Type of Transfer	USPS to USPS Promotion: different role/classification with increased level of responsibility	USPS to A&P – Promotion	A&P to A&P Promotion: different role/classification with increased level of responsibility	Type of Transfer	USPS to USPS Lateral: (With increase)	A&P to A&P Lateral: (With increase)	A&P to A&P Lateral	USPS to USPS lower pay band – Demotion	A&P to A&P lower pay band – Demotion	A&P to USPS – Demotion
Onboarding Invitation Type	Additional	Additional	Additional	Onboarding Invitation Type	Additional	Additional	Additional	Additional	Additional	Additional
Salary Analysis	Yes	Yes, if salary over first quartile of job code range	Yes	Salary Analysis	Yes	Yes	Consult Compensation	Consult Compensation	Consult Compensation	Consult Compensation
Salary Appointment/Explanation Form	Salary over first quartile of job code range; Position Overlap	Salary over first quartile of job code range; Position Overlap	Salary over first quartile of job code range; Position Overlap	Salary Appointment/Explanation Form	Increasing salary or if salary is over median of job code range; Position Overlap	Increasing salary or if salary is over median of job code range; Position Overlap	Typically no pay increase; Consult Compensation	Typically no pay increase; Consult Compensation; Position Overlap	Typically no pay increase; Consult Compensation; Position Overlap	Typically no pay increase; Consult Compensation; Position Overlap
Applicable Offer Letter	Yes	Yes	Yes	Applicable Offer Letter	Yes	Yes	Yes	Yes	Yes	Yes
Contract	N/A	Yes	Yes	Contract	N/A	Yes	Yes	N/A	Yes	N/A
Social Security Card/Receipt	N/A	N/A	N/A	Social Security Card/Receipt	N/A	N/A	N/A	N/A	N/A	N/A
Foreign Talent Recruitment Form	N/A	N/A	N/A	Foreign Talent Recruitment Form	N/A	N/A	N/A	N/A	N/A	N/A

OPS/Salaried Faculty to Salaried Staff Transfers

Type of Transfer	OPS Faculty/Adjunct to USPS	OPS Faculty/Adjunct to A&P	Faculty to USPS	Faculty to A&P
Onboarding Invitation Type	Additional	Additional	Additional	Additional
Salary Analysis	Yes, if salary over first quartile of job code range	Yes, if salary over first quartile of job code range	Yes, if salary over first quartile of job code range	Yes, if salary over first quartile of job code range
Salary Appointment/Explanation Form	Salary over first quartile of job code range; Position Overlap	Salary over first quartile of job code range; Position Overlap	Salary over first quartile of job code range; Also contact Faculty Relations; Position Overlap	Salary over first quartile of job code range; Also contact Faculty Relations; Position Overlap
Applicable Offer Letter	Yes	Yes	Yes	Yes
Contract	N/A	Yes	N/A	Yes
Social Security Card	N/A	N/A	N/A	N/A

Additional Notes:

- If required, Salary Appointment/Explanation Form should be uploaded to the job offer upon submission
- Probationary statement required for all USPS Offer Letters
- [Degree Verification and Licensure/Certification](#) completed, as applicable
- Documentation must be submitted in the Onboarding portal > My Tasks > Supplemental Documents (Admin) page by the [payroll deadline](#) for timely processing
- When a current salaried employee is transferring to a new salaried position on campus, the old department does not have to submit termination paperwork or ePAF. The new appointment will take over the existing record.
 - For more information, review the [Employee Transfer Checklist](#)
- Consult with Faculty Relations for any Faculty to Staff Reclassifications
- Consult with ELR if a non-advertised position change results in a Demotion