



UNIVERSITY OF MARYLAND

UNIVERSITY HUMAN RESOURCES

PHR Service Center

1100 Chesapeake Building
College Park, Maryland 20742
301-405-7575 TEL 301-405-5688 FAX
<http://uhr.umd.edu/phr/>

PHR Enhancement- Exempt/Non-exempt Overloads & Salary Additions

To All PHR Creators & Approvers,

All exempt and non-exempt overloads and salary additions (Administrative Increment, Acting Increment, Car Allowance, Housing Allowance, Hardship Allowance, Miscellaneous) will now require a central UHR approval in the PHR system following the standard unit/department approval. However, the PHR transaction must continue to have UHR "pre-approval" prior to the new final approval in PHR. This means electronic forms or e-mail messages must be routed through the appropriate approval levels, outside of PHR prior to the transaction receiving a final UHR approval in PHR. Please do not release these types of transactions in PHR prior to the required Division/UHR "pre-approval".

As in the past:

1. The Acting Increment and Overload request forms can be found at <http://uhr.umd.edu/forms/>. Once complete, including all required endorsements, the form(s) should be routed through the Director of Human Resources.
2. All other salary additions should be initially routed to the Director of Human Resources through email. The email should include all specific information concerning the increment (type of increment, reason and justification for increment, dates, amount, and appropriate endorsements including Department Head, Division Head, and supervisor if appropriate).

All electronic forms or correspondence concerning the above should be directed to danderso@umd.edu and/or kmcdonal@umd.edu as the Director of Human Resources.

Questions concerning overloads or salary additions in the PHR system should be directed to the PHR Service Center at 301-405-7575.