

PD-400 SHRA Internal Salary Authorization Form (ISAF) Submission Process

The SHRA ISAF must be completed and submitted to DHR in order to initiate any SHRA personnel and/or salary action.

1. Initiator completes the SHRA ISAF and obtains all appropriate Department / School / College approval signatures.
2. Initiator submits the SHRA ISAF to DHR for processing.
3. DHR reviews the SHRA ISAF for completeness and accuracy. If the action is a separation, then DHR performs the leave audit and completes **Section V: Leave Information (DHR Use Only)**. DHR then submits the SHRA ISAF to the appropriate office(s) for funding approval:
 - a. Budget and Planning
 - b. Contracts and Grants
 - c. Auxiliary Services
4. The funding approver reviews the SHRA ISAF for completeness and accuracy, and then proceeds with funding approval.
5. Upon funding signature approval, the SHRA ISAF is returned to DHR for final processing in Banner.
6. DHR reviews the SHRA ISAF for completeness and accuracy, and then enters relevant information into Banner HR.
7. The original SHRA ISAF is retained in the appropriate personnel file and a copy of the approved form is then forwarded to the appropriate funding approval office(s):
 - a. Budget and Planning
 - b. Contracts and Grants
 - c. Auxiliary Services
8. A copy of the approved form is also forwarded to the initiating department or Dean's Office as appropriate.