

How to find the new online ServiceNow forms (CSS HR/APS Service Catalog):



STAFF WAIVER PROCESS STEPS:

STEP 1:

A **position must be classified** before getting a waiver (Step 2) and completing a waiver of recruitment request. Best practice: If not classified, go to [HR Service Catalog](#), select 'Staff and Student Assistant: Classification and Compensation' from menu option and complete the online Classification form.

STEP 2:

You must complete and attach the appropriate waiver PDF to submit this form. Click link(s) below to download the waiver PDF from the Central HR website:
[900 Hour Limited Waiver](#) – this person may work up to 900 hours in a 12-month period
[Contract Waiver](#) – this person will have a specified date when their job ends
[Career Waiver](#) – this person will have a permanent job
NOTE: Upon submitting your request, career waivers will undergo a separate approval process by Central HR; contract waivers will undergo a separate approval process by CSS-HR; limited waivers will follow the ServiceNow approval process.

STEP 3:

Once the position is classified and you've completed the necessary waiver PDF, fill out the online form in ServiceNow (required questions shown on the front and back of this job aid) and submit your request.

SERVICENOW STAFF WAIVER ONLINE FORM :

Search Tips:

- ✓ For best results, **click on the magnifying glass icon** for advanced search capabilities in any field.
- ✓ **Using an asterisk (*) before any search term** will expand results – see example at right:
- ✓ **To clear a search text field**, delete any entered text, click **outside** the text field to clear, click back inside the field to resume typing.



*search term

Helpful Hints:

- ✓ Questions marked with a red asterisk (*) **MUST** be answered for this form to be submitted. **Completing more questions = faster processing.**
- ✓ **Review required questions and gather needed information before starting** – this form does **NOT** save progress and allow you to resume later.
- ✓ **Read all blue 'Help Boxes' within the form** for detailed instructions on how to find or provide requested information and best navigate the form.
- ✓ **Click 'More Information' triangles** (▶) to reveal additional details.
- ✓ **Screenshots shown in this job aid are truncated** – see form for full view.
- ✓ **Asterisks will change color** (red to gray) as required fields are completed.

FORM REQUIRED FIELDS:

Need Help Finding the Department? Blue 'Help Box'

First, make sure the text box on the form is cleared. Then, click on the magnifying glass (Q) icon for advanced searching capabilities. Department Code (e.g., "Shared Services", "AZCSS").

Also, using an asterisk (*) at the beginning of your search term will act as a wildcard in the search - meaning the asterisk will substitute "Department of Cal Oskibear," searching for "Cal Oskibear" might not return the correct result. Instead, use ""Cal Oskibear." Note that

- 1) * What is the hiring department?

Either department name (e.g. Shared Services) or code (e.g. AZCSS) can be used.

- 2) * What is the name of the individual whom you wish to hire?

Waiver of Recruitment *Read these instructions in the form carefully!*

A waiver of recruitment is an exception to the recruitment policy, allowing a specific individual with unique skills to be hired without a recruitment process. (If not already classified, answer 'yes' to the "Does this position need to be classified?" question.)

To hire without a recruitment process, you must complete one of the three waiver types below. Click on the links to learn more about each type.

- [Limited Waiver](#) (a person can work up to 900 hours in a 12-month period)
For more information, see [Limited Appointments](#) on the HR website.
- [Contract Waiver](#) (a person has a specified date when their job ends)
- [Career Waiver](#) (a person has a permanent job)

3) * What kind of waiver are you requesting?

- 900-Hour Limited Waiver
- Contract Waiver
- Career Waiver

Please complete the appropriate waiver PDF before submitting this request. (See 'STEP 2' in green box on first page for instructions.)

Attach any applicable waiver forms or documentation



Attach completed waiver PDF here. Work on your request cannot begin without the appropriate waiver PDF attachment.

4) * Do you have a position number for this posting?

More information

The position number is needed in order to create the job posting. In addition, at the time of hire, the position number will be required. For more information, see <http://hr.berkeley.edu/hr-network/hr-systems/position-management>. If you do not know your position number, work with your HR Partner.

- Yes, I have the position number. *If Yes, you will be prompted to enter the position number in a new field that will appear below this question.*
- No, the position needs a position number. *You can submit this form without a number but HR will need to assign one before recruitment can begin.*
- Unsure, need assistance from HR Partner. *This will prompt your HR Partner to contact you.*

5) * Does this position need to be classified?

- Yes, it needs to be classified. *If 'Yes,' classification must be completed first. (See 'STEP 1' in green box on first page of job aid for instructions.)*
- No, it has already been classified by the Compensation Department (Central HR)
- Unsure if this has been classified. *Selecting this will prompt your HR Partner to contact you.*

How do Approvals Work? *Blue Help Box*

Your request must be reviewed and endorsed by two Approvers before it can be completed by CSS HR/APS. Please select your approvers before submitting your request. You will be able to edit or comment on your request until its final approval.

Upon submission, your request will be reviewed by Approver 1, and if endorsed, will move to Approver 2. If granted final approval, your request will automatically be cancelled.

To view the status of your request, go to the Approval section of your case. For any questions about the Approval process, please contact your HR Partner.

If you are unsure who your Approvers are, check with your Approver [Gatekeeper](#).

6) * Select the first approver

More information

7) * Select the second approver

More information