

DART – Principal Administrative Position Exemption (PAPE)

To complete and submit a PAPE form online, click the **Principal Administrative Position Exemption (PAPE)** link on the **Admin Transactions** tab.

A PAPE form is required when requesting a new Academic Professional position or when refilling an existing Academic Professional position that has significant revisions to the title, duties, qualifications, or organizational relationship.

The screenshot shows a vertical navigation menu on the left side of a web page. The menu items are: [Reclass](#), [Retrieve CS Resume](#), [Search Applicant Database](#), [Search IHI Status](#), [Separation](#), [Training Course Postings](#), [Contacts](#), [HR Forms](#), [Human Resources](#), [Chicago](#), [Springfield](#), [Urbana](#), [HESSIE](#), [EEO](#), and [Leave DART](#). The [Principal Administrative Position Exemption \(PAPE\)](#) link is highlighted with a red rectangular box. To the right of the menu, there are several descriptive links: [Notification of Appointment \(NOA\)](#), [Pay Calculator](#), [Principal Administrative Position Exemption \(PAPE\)](#), [Reclassification](#), [Retrieve Civil Service resume](#), [Search Applicant Database](#), [Search New Hire Status](#), [Separation](#), and [Training Course Postings](#).

For information on the statutes for positions and titles that require a PAPE form, click either of the following links:

- [State Universities Civil Service System Statue](#)
- [University of Illinois Statutes](#)

To determine if the salary for the position meets the FLSA exemption requirements, click the **Academic/Staff Weekly Salary Calculator** link.

To continue completing the online PAPE, click the **Continue** button.

The screenshot shows the main content area of the DART website. At the top, there is a navigation bar with the University of Illinois Human Resources logo and several tabs: [Admin Transactions](#), [Announcements](#), [Banner Resources](#), [Policies/Labor](#), [Separation](#), and [Training](#). Below the navigation bar, the page title is **DART** and the sub-header is **Principal Administrative Position Exemption (PAPE)**. The main content area contains the following text: "The following pages will assist you in completing the PAPE form and submitting it online. A PAPE form is required when requesting a new Academic Professional position or when refilling an existing Academic Professional position that has significant revisions to the title, duties, qualifications, or organizational relationship." Below this text is a list of bullet points: "Academic Professionals are members of the academic staff whose positions meet specialized administrative, professional, or technical needs.", "By State law, Academic Professional positions must be individually exempted from Civil Service status by the State Universities Civil Service System (SUCSS). Types of positions exempted from the Civil Service Systems are described in Section 36e of the [State Universities Civil Service System Statute](#) (Acrobat format).", and "Academic Professionals are not faculty positions and have titles different from those faculty titles recognized in the [University of Illinois Statutes](#)." Below the list is a section titled **Next Steps** with the text: "This online application is designed to lead you through submitting a PAPE form electronically. The next page will describe procedures for establishing a new or revised Academic Professional position. Press the 'Continue' button below to proceed to the next page." At the bottom of the page, there are two red buttons: **Continue** and **Exit**.

For information on the categories of Academic Professional position exemptions, click the category links:

- Standard Title Position
- Primarily Teaching, Research, or Extension Position
- Other Academic Professional Positions

For information on the criteria the position must meet for exemption, click the **four criteria** link.

To continue completing the online PAPE, click the **Continue** button.

Enter the **Campus** and **Organization Code** of the employee for whom you are requesting the position.

Select the **HR Campus** location where the position is located.

Click the **Continue** button.

 **NOTE:** Click the **Creating/Updating Academic Professional Position Checklist** link for information on completing the necessary Banner forms to establish the AP position.

Complete the required fields, marked with a red asterisk (*), to create the PAPE. For tips on completing the form, click the **Instructions** link.

- **PAPE Number** – enter if you are changing an approved PAPE. Otherwise, leave blank.
- **Position Class Code** – Banner P-class code for this position.
- **Title of Position** – name of the position.
- **Primary Function of Position** – description of the main function of the position.

University of Illinois Human Resources

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Principal Administrative Position Exemption - Initiator's Screen

This form is used to request to establish an Academic Professional position. At the end of this form you will have the option of forwarding the request to someone else for review or directly to Human Resources.

What You Need To Know

Enter information into the form by clicking in the box and typing data or by selecting the appropriate button or box. All questions denoted with a * **must** be completed before your form can be processed.

After clicking the "Submit" button to complete the processing of your form, you **must** wait for a confirmation screen to appear. (This may take 10-20 seconds.) Closing your web browser or clicking on the "Exit" button before the confirmation screen appears will cancel the processing of your form.

Please consult [instructions](#) for assistance in completing the form. For additional assistance or questions regarding the PAPE process, please contact your Human Resources office. You may exit out of the Principal Administrative Position Exemption application at any time by clicking on the exit button.

College/Department Information	
Code: 9 - 904000	Name: Assoc VP Human Resources

PAPE Number:

***Position Class Code:**

***Title of Position:**

*** Primary Function of Position:**

Duties for this position include:

- 1) Test 1
- 2) Test 2
- 3) Test 3

- **Chain of Command** – list of the organizational relationships to this position, beginning with the highest level.
- **Request for Exemption under Criterion** – exemption criterion for this position. For an explanation of the criterion, click the **Criterion** link.
- **Description of Responsibilities** – description of the job duties for this position that illustrate and support the Exemption Criterion selected above.
- **Proposed Salary or Salary Range** – salary or salary range you expect to pay for this position.
- **Minimum Education and Work Experience** – minimum education, experience, skills, knowledge, certifications, and/or licenses required for the position

*Using the boxes below, illustrate the chain of command from vice-presidential or vice-chancellor level down to all those reporting directly to the position in question. (You must enter at least one level.)

Vice-President
Dean
Department Head

*Request for Exemption under **Criterion:**

A B C D

*In the space below, provide a description of the position which fully illustrates and describes how the duties and responsibilities assigned meet the exemption checked above.

List the responsibilities of the position to support the exemption selected above.

*Proposed salary or salary range for position:

\$ 30000-40000

*Minimum education and work experience (including years) to qualify for position (include information relative to required specialized intellectual study if required):

Bachelor Degree
Five years experience
Experience with databases

- **PAPE Destination** – indicate where you want to forward the PAPE. You can forward it to someone for review or send it directly to the HR office.

Click the **Submit** button.

Initiator's Instructions

You may send this Principal Administrative Position Exemption form to someone else for review or you may forward it directly to the Human Resources office.

Forward to Reviewer:

A reviewer can view and edit the form. A reviewer can also forward the PAPE to another person or to Human Resources.

1. Select the radio button **Forward for Review**.
2. Type in the box beside the button the complete email address of the person to whom you are sending the PAPE.
3. Press the **Submit** button to send.
4. Wait for the confirmation screen to appear. When the screen appears, an email message will be sent to the reviewer you have designated and also to you. The message will contain the URL or web address the reviewer needs to use to retrieve the PAPE.

Forward to Human Resources:

1. Select the radio button **Send to HR**.
2. Press the **Submit** button to send.
3. Wait for the confirmation screen to appear. When the screen appears, an email message containing the PAPE information will be sent to the appropriate HR office.

***PAPE Destination**

Forward for Review

Send to HR

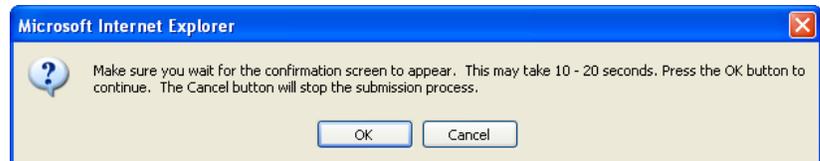
Submit

Exit

A dialog box appears to confirm your submission.

Click the **OK** button to continue.

Click the **Cancel** button to return to the PAPE form.



A confirmation page, similar to the one on the right, appears after you submit the PAPE.

If you indicated that you wanted to forward this PAPE for review, an email is sent to the person designated as the reviewer.

If you indicated that you wanted to send this PAPE directly to HR, an email is sent to the appropriate HR office for processing.

Click the **Exit** button to exit the application.

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Human Resources**


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Principal Administrative Position Exemption - Confirmation Screen

The following information has been sent to jsmith1@uillinois.edu for review.

Once initiated, this PAPE will be available for only 10 days. Press the **Exit** button to return to the main DART page.

Department Name: Assoc VP Human Resources
Department Code: 904000

PAPE Number:

Position Class Code: RQLHF

Title of Position: Position Title

Primary Function of Position:
Duties for this position include: 1) Test 1 2) Test 2 3) Test 3

Chain of command from vice-presidential or vice-chancellor level down to all those reporting directly to the position in question.

1. Vice-President
2. Dean
3. Department Head
- 4.
- 5.
- 6.

Request for Exemption under Criterion:
Criteria - C

Description of the position which fully illustrates and describes how the duties and responsibilities assigned meet the exemption checked above.
List the responsibilities of the position to support the exemption selected above.

Proposed salary or salary range for position:
\$30000-40000

Minimum education and work experience(including years) to qualify for position (include information relative to required specialized intellectual study if required):
Bachelor Degree Five years experience Experience with databases

Date: Wed Nov 16 15:54:24 2005

Back Exit

Reviewing a PAPE

If you indicated that you wanted to forward this PAPE for review, an email is sent to the person designated as the reviewer.



The screenshot shows a dialog box titled "PAPE Destination". It contains two radio button options: "Forward for Review" (which is selected and highlighted with a red box) and "Send to HR". The email address "jsmith1@uillinois.edu" is entered in the text field next to the selected option. Below the dialog box are two red buttons labeled "Submit" and "Exit".

The reviewer receives an email similar to the one on the right.

The reviewer has 10 days to click the web link provided in the email and review the PAPE. After reviewing the PAPE, the reviewer can select to send the PAPE to HR for processing.

