

UWT Faculty Relocation Incentive Guidelines

For all recruitments that include a relocation incentive, the University relocation form should be completed and approved prior to issuing the offer letter. This will help ensure that all relocation incentives and moving expenses are properly documented and approved before payments are processed.

For any recruitment that includes a relocation incentive, please complete the [Relocation Incentive Form](#) before the offer letter is issued. This form should clearly document all approved relocation incentives and moving expenses. **Note:** This includes incentives that are less than 25% that require additional provost approval.

Process Workflow

1. Relocation incentive is approved as part of the hiring plan.
2. Candidate is identified for hire
3. Prior to issuing the offer letter, the department administrator completes the Relocation Incentive Form and obtains signatures from the Department Chair and/or Campus Dean. (this step is done in conjunction with the dept offer letter request form).
4. The completed form is submitted to the AHR Manager for EVCAA/AHR Director review and approval.
5. Once all approvals have been obtained, the **administrator uploads the approved form to Workday (Maintain Worker Documents)** when submitting the relocation payment request.
6. The approved form should be retained in Workday as supporting documentation for the payment.

Note:

- This process does not replace completion of the department's offer letter request form.
- Provost approval is required for proposed payment amounts in excess of 25% of the individuals' annual first year salary. When applicable, AHR will submit to Provost office for review.

Important Reminders

- All relocation incentives and moving expense reimbursements must receive EVCAA approval prior to payment.
- Payments will be issued in accordance with approved relocation guidelines and predetermined allocation amounts.
- Complete documentation is required to support all relocation-related payments.

Resources:

- APF guidance- [Relocation Incentive - Academic Personnel & Faculty](#)
The electronic Relocation Incentive Request Form is available on UWT AHR Resources website→ Faculty Searches → Search Forms and Templates.

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