College of Education Business Services Policies & Procedures

General information
- College of Education Business Services home page
- COE Dean's Office organization chart
- Business Services team (staff list)

Acronym Dictionary

Administrative Resources
- Administrative Resources and Training Links
- COE Business Services Contact Information
- Dean's Office Contact Information
- Dean's Office Coverage for College Units
- Frequently Asked Questions
- Listservs and Newsletters

Financial Administration
- Agreements Internal to COE
- Allocation and Control of Financial Resources Policy
- Certification of Accounts
  - Certification of Accounts Process
- Co-Sponsorships
  - Co-Sponsorship Process
- Entertainment/OOEFs
  - Entertainment/OOEF Policy
  - Entertainment/OOEF Process
- Research Cash Advances
  - Research Cash Advance Policy
  - Research Cash Advance Request Process
  - Research Cash Advance Reconciliation Process
- Signature Course Funds
- Travel
  - Chair, Center Director, and Associate Dean Travel Policy and Process
  - Faculty Research Travel Policy and Process
  - International Travel Policy and Process
  - Travel Policy
- Travel Cash Advances
  - Travel Cash Advance Process

Human Resources
- Accommodations and Disabilities
- Additional Jobs in Workday
- Annual Performance Appraisals - Staff
- BAR Process
- Compensation
- Compliance
- Diversity and Inclusion
- Flexible Work Arrangements (FWA)
- Hiring and Separation
  - COE Dean's Office Diversity and Benefits Statement
  - College Level Review Guidelines
  - College Onboarding Procedures
  - Dates in Workday - Employment Beginning and End
  - Graduate Program Coordinators/Administrators - Recruiting and Hiring
  - New Business Lead Checklist
  - Offer Letter Templates
  - Pre-Approval Requirements
  - Probationary Employees and New to Position
  - Resources - Hiring, Onboarding, and Recruiting
  - Separation and Retirement

University Resources

College Resources

Each page of this Wiki includes a "Search" bar at the top of the page (like the one below) that will search keywords in only the COE Business Services and Faculty Affairs Wikis.
- Employment After Retirement
- Involuntary Termination
- Off-boarding
- Retirement
- Separation

- HR Resources on Campus
- Insurance
- International employees
  - International Employment Resources
- Manager Resources
- Outside Employment Requests
- Payroll
  - On Demand Payments
  - Payroll - Resources
  - Payroll Terminology
  - Rate conversions
- Records Management
- Rescind Transaction - Workday
- Research Positions
- Salary Adjustment Requests (SAR)
- Staff Development
  - COE Professional and Career Development Policy
  - COE Staff Advisory Committee
- Student Employment
  - Graduate Student Employees - COE Policies
  - Graduate Student Employees - COE Salary Rate Minimums
  - Parental Accommodation Policy for Graduate Students - College of Education
  - Student Business Process Matrix
  - Student Employment Information & Guidelines
  - Student Employment Titles - General info & rates
  - Student Employment to Student Fellow
- Time, Leave, and Absence
  - Time and Absence
  - Wellness Time Off
- Title IX
- Volunteer Policy - COE
- Workers’ Compensation and Workplace Injuries