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

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.

University Resources
- UT Direct
- UT Box
- Holiday Schedule
- Academic Calendars
- Employee Services

College Resources
- COE Organizational Charts
- Faculty Directory
- ITO Reservation Request Form - SZB rooms & equipment
- Onboarding Procedures - COE
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