College of Education Business Services Policies & Procedures

College of Education Business Services

Administrative Resources
• Administrative resources and training links
• Dean’s Office contact information
• HR resources for staff and faculty
• HR resources for students
• Recommended listservs and newsletters for staff and administrators by role

Financial Administration
• Allocation and Control of Financial Resources Policy
• APS/PBS Agreements - RETIRED September 1, 2018
• 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
• Travel
  • Travel Policy
  • Chair Travel Policy
  • Chair Travel Process
  • International Travel Policy
  • International Travel Process
  • Faculty Research Travel Policy
  • Faculty Research Travel Process
• Travel Cash Advances
  • Travel Cash Advance Process

Human Resources
• Employee Appraisal Certification
  • Employee Appraisal Certification Process
• Faculty Request for Leave (Buy-out)
  • Faculty Request for Leave (Buy-out) Process
• Flexible Working Arrangements and Telework
• Onboarding
• Outside Employment
  • Outside Employment Policy
  • Outside Employment Process
• Overtime Banking Agreements
  • Overtime Banking Agreement Process
• Reclassifications
  • Reclassification Policy
  • Reclassification Process
• Salary Adjustment Requests
  • Salary Adjustment Request Policy
  • Salary Adjustment Request Process
• Timesheet Mass Advance - Process & Policy
• Title IX
• Workday transactions requiring prior approval - IN PROGRESS
• Workers’ Compensation and Workplace Injuries