College of Education Business Services Policies & Procedures

College of Education Business Services

Administrative Resources
- Administrative resources and training links
- Dean's Office contact information
- Dean's Office coverage for college units
- Recommended listservs and newsletters for staff and administrators by role
- Workday resources

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
- Diversity and Inclusion
- Employee Appraisal Certification
  - Employee Appraisal Certification Process
- Faculty
  - Contacting Provost/Academic Personnel Services (APS)
  - Prior Approval Request (PAR)
  - Reclassifications - Non-Tenure Track (NTT) faculty
  - Resources and links - faculty
- Flexible Working Arrangements and Telework
- Hiring and Onboarding
  - Diversity and benefits statement
  - Hiring and onboarding resources
  - New Business Lead Checklist
  - Offer letter templates
  - Onboarding procedures - COE
- Outside Employment
  - Outside Employment Policy
  - Outside Employment Process
- Research positions
  - Research Affiliates (unpaid)
  - Research Titles (paid)
- Resources and links - campus HR
  - Campus HR resources for staff and faculty
  - Campus HR resources for students
- Student Employment
- Timesheet Mass Advance - Process & Policy
- Title IX
- Workday transactions requiring prior approval - IN PROGRESS
- Workers' Compensation and Workplace Injuries

<table>
<thead>
<tr>
<th>University Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>UT Direct</td>
</tr>
<tr>
<td>UT Box</td>
</tr>
<tr>
<td>Holiday Schedule</td>
</tr>
<tr>
<td>Academic Calendars</td>
</tr>
<tr>
<td>Employee Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>College Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>COE Organizational Charts</td>
</tr>
<tr>
<td>Faculty Directory</td>
</tr>
<tr>
<td>ITO Reservation Request Form - SZB rooms &amp; equipment</td>
</tr>
</tbody>
</table>