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
- Manager resources
- 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**
- Compensation
- 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
- Separation and retirement
- Student Employment
- Time and Absence
- Timesheet Mass Advance - Process & Policy
- Title IX
- Workday transactions requiring prior approval - IN PROGRESS
- Workers’ Compensation and Workplace Injuries

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**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