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