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)

Administrative Resources

- Administrative Resources and Training Links
- Dean’s Office Contact Information
- Dean’s Office Coverage for College Units
- Frequently Asked Questions
- Listservs and Newsletters
- Spring 2022 Contact Information

Financial Administration

- 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
- Travel
  - Chair, Center Director, Associate Dean Travel Process
  - Chair Travel Policy
  - Faculty Research Travel Policy
  - Faculty Research Travel Process
  - International Travel Policy
  - International Travel Process
  - Travel Policy
  - Travel Pre-Authorization Process Related to COVID-19
- 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 Working Arrangements

- Hiring, Onboarding, and Recruiting
  - COE Dean’s Office Diversity and Benefits Statement
  - College Level Review Guidelines
  - College Onboarding Procedures
  - 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
- HR Resources on Campus
- Insurance
- International employees
- International Employment Resources
- Manager Resources
- Off-boarding
- Outside Employment Requests
- Payroll
- Professional Development
- Records Management
- Rescind Transaction - Workday

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
- Employee Services
- Research Positions
- Salary Adjustment Requests (SAR)
- Separation and Retirement
  - Employment After Retirement
  - Involuntary Termination
  - Retirement
  - Separation
- Student Employment
  - Student Employment Information & Guidelines
  - COE Policy - salary rate minimums for graduate student employment
  - Student Employment Titles - General info & rates
  - Parental Accommodation Policy for Graduate Students - College of Education
  - Student Employment to Student Fellow
- Time and Absence
- Title IX
- Workers' Compensation and Workplace Injuries