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
- 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 and Telework
  - 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
• 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 rates 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
  • Student Business Process Matrix
• Time and Absence
• Title IX
• Workers’ Compensation and Workplace Injuries