

College Approvals Needed for Students

	Action	Type	College Adhoc Approval needed via HRA?	Attachments	Comments
Student- Hourly	Hire	Normal	No	Offer Letter/hire data worksheet	At or under \$11.00/hr max; exceptions require college approval
	Terminate	Resignation	No	letter of resignation with employee signature/notification from supervisor	
		Involuntary	No*	Pre-approval by college required/Termination letter	*Action will not workflow for approval; contact HR Director
	Pay Additional Compensation	Living Allowance	Yes	Pre-approval by college required	
		Misc. Addtl Pay	Yes	College approval	
		Staff Award - Established Program	No	Documentation of award with approval from appropriate authority	
		Staff Award - New Program - Adhoc	Yes	Documentation of award with approval from appropriate authority	
		Taxable Gift	No	Copy of eRequest/CFAES Taxable Benefit Agreement	
		Taxable Golf Outing	No	Pre-approval by college Fiscal Officer/Copy of eRequest/CFAES Taxable Benefit Agreement	
	Change Rate of Pay		No	Approval from appropriate authority	At or under \$11.00/hr max; exceptions require college approval
	Change Funding Source		No		Action does not workflow for approval; Dept is responsible for maintaining documentation and delegation of signature authority
	Change Number of Hours Worked		No	Approval from appropriate authority	
	Update Job Duties and Responsibilities		No		Only Dept Level Approval Required through HRA
	Change Other Employee Data		No		Only Dept Level Approval Required through HRA
Fill Existing Position		No		Only Dept Level Approval Required through HRA	
Create New Position		No		Only Dept Level Approval Required through HRA	
Student-GA/Fellow	Hire		No	GA Appointment Document(required) and offer letter (optional); award letter for fellows; attach spreadsheet for multiple hires	
	25% appt or partial semester appts		No	Grad School approval	
	Additional Pay		No	Grad School approval	
Student - Intern	Hire		Yes	College approval required/offer letter	
All Students	Other		No	Supporting documentation	Usage: Corrections, Adjust Service Dates, Leave of Absence, End Seasonal, Change Overtime Chartfield