Change of Status (COS) Flow Chart

NOTE: Employees who have two-department involvement requires sign-off by both departments. This may include Department Chairs, Deans, Directors, and Division

Heads. Additional Pay / Overloads / Lump Sums: Send **HR Assistant Financial** Department Dean/ **Budget Office Payroll** Confirmation **Services** Victoria Johnson **Initiator** Chair Director/ Darla Keuler-Jodi Sumpter (if or Abby to Affected Support Gehl (if applicable) **Division Head** Dunkleberger grant funded) **Employee** Appointment / FTE Changes, Title Changes, Base Salary: (MEMO is required for Appointment/Title Changes) Send **Financial Benefits HR Assistant** Dean/ Confirmation **Budget Office** Services Victoria Johnson Stephanie Initiator Director/ to Affected Darla Keuler-Gehl Jodi Sumpter (if or Abby **Division Head** Hartmann grant funded) Dunkleberger **Employee Org Code Changes:** (does NOT require employee acknowledgement) Dean/ **Payroll** ** The approvers noted in **Budget Office Initiator** Director/ this document for each Darla Keuler-Gehl Support **Division Head** process flow indicate those who must approve for HR **Summer Session:** to process. Internal Send controls within your **HR Assistant Department** Dean or **Continuing** Dean's Victoria Johnson Confirmation division may require Chair or Associate to Affected Ed. Office or Abby Assistant Dean further approvals. ** Director Dunkleberger Employee **Summer Service (Non-Instructional):** Send **HR Assistant** Dean's Dean or Department Dean or **Continuing** Confirmation Victoria Johnson **Division Head Chair or Director Division Head Assistant Ed. Office** to Affected or Abby (If different) (if applicable) (Funding) (If applicable)

Employee

Dunkleberger