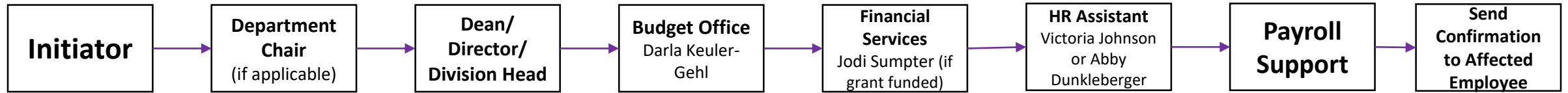


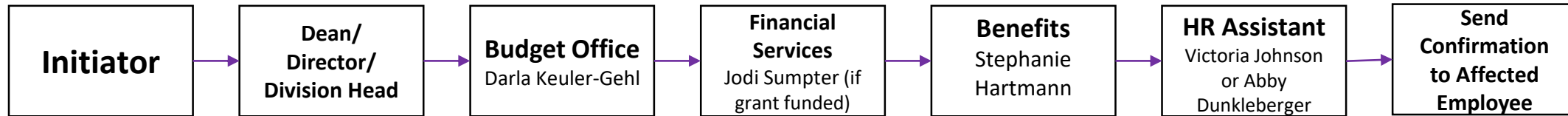
Change of Status (COS) Flow Chart

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

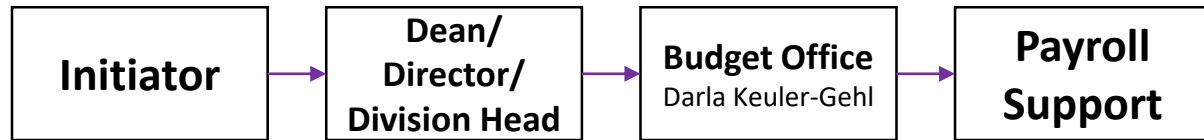
Additional Pay / Overloads / Lump Sums:



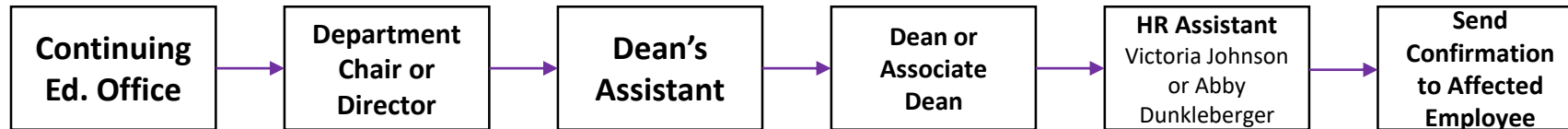
Appointment / FTE Changes, Title Changes, Base Salary: (MEMO is required for Appointment/Title Changes)



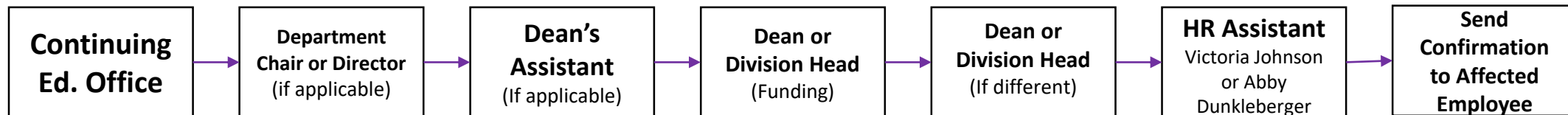
Org Code Changes: (does NOT require employee acknowledgement)



Summer Session:



Summer Service (Non-Instructional):



** The approvers noted in this document for each process flow indicate those who must approve for HR to process. Internal controls within your division may require further approvals. **