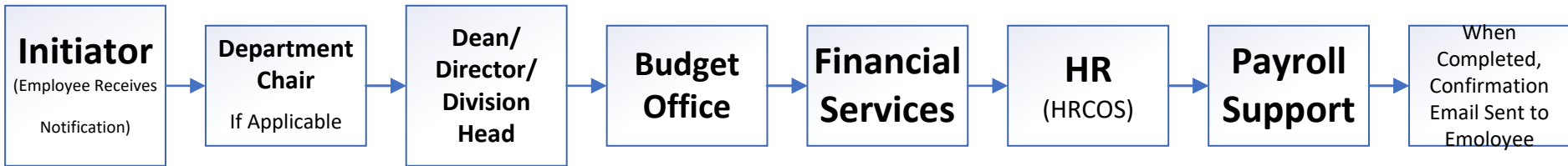


# COS Flow Chart

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

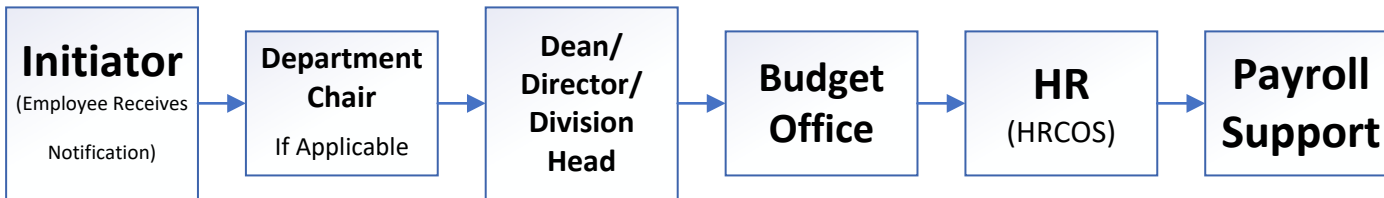
## Additional Pay / Overloads / Lump Sum Payments (Memo of Justification is Required):



## Appointment / FTE Changes, Title Changes, Base Salary Adjustments (Memo of Justification is Required):

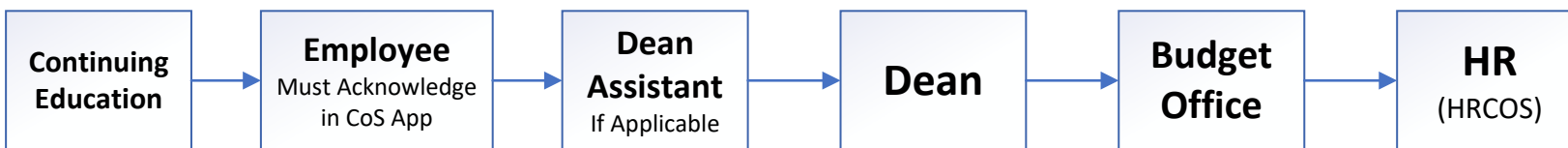


## Organization / Funding Code Changes:



\*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.

## Summer Session (Instructional):



## Summer Service (Non-Instructional):

