Overloads: All overloads that include payments for additional work must be sent to the individual for acknowledgment. This should be done by the initiator with the COS and then returned to the initiator for further routing.

Title Changes:

Initiator (Division Head) → Chrissy Smith in Budget → Becky Pfeifer in Provost → HR Assistant

Org Code Changes:

Initiator → Dean/Director/Division Head → Chrissy Smith in Budget → Payroll Coordinator

Appointment/FTE Changes, Base Salary, Sabbatical, LOA:

Initiator (Dean or Division Head if Applicable) → Chrissy Smith in Budget → Becky Pfeifer in Provost → Benefits Specialist Julie Gau → HR Assistant

COS regarding Grants:

Initiator → Dean/Director/Division Head → Chrissy Smith in Budget → Donna Bare/Becky Mueller → Becky Pfeifer in Provost → Payroll Coordinator

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