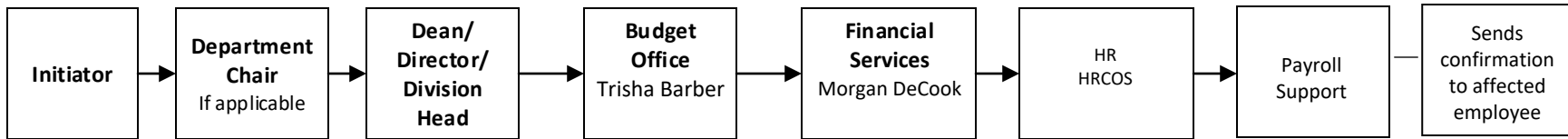


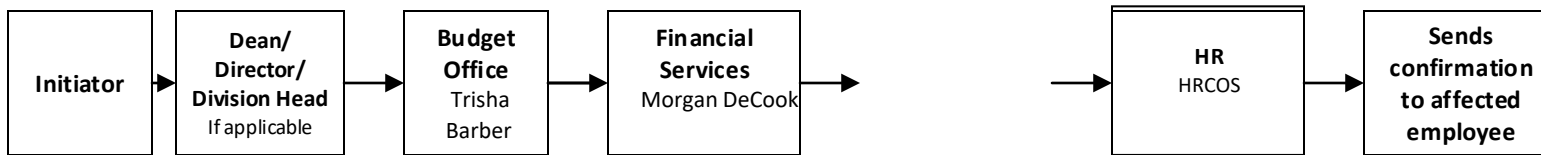
COS Flow Chart

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

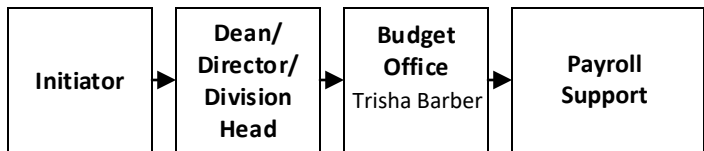
Additional pay / overloads / Lump sums:



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

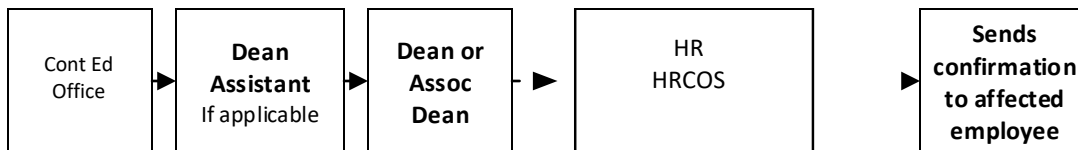


Org Code Changes: *(does NOT require employee acknowledgment)*



**** 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:



Summer Service (non-instructional):

