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

**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.**

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

- Initiator
- Dean/ Director/ Division Head
- Budget Office
  Darla Keuler-Gehl
- Payroll Support

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

- Initiator
- Dean/ Director/ Division Head
- Budget Office
  Darla Keuler-Gehl
- Financial Services
  Jodi Sumpter (if grant funded)
- Benefits
  Stephanie Hartmann
- HR
  Victoria Johnson or Abby Dunkleberger
- Payroll Support
  Sends confirmation to affected employee

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**Summer Session:**

- Cont Ed Office
- Dean Assistant
  If applicable
- Dean or Assoc Dean
- HR
  Victoria Johnson or Abby Dunkleberger
- Sends confirmation to affected employee

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**Summer Service (non-instructional):**

- Cont Ed Office
- Dept Chair or Director
  If applicable
- Dean Assistant
  If applicable
- Dean or Div Head Funding
- Dean or Div Head
  If different
- HR
  Victoria Johnson or Abby Dunkleberger
- Sends confirmation to affected employee