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:
- Initiator
- Department Chair (if applicable)
- Dean/ Director/ Division Head
- Budget Office Darla Keuler-Gehl
- Financial Services Jodi Sumpter (if grant funded)
- HR Assistant Victoria Johnson or Abby Dunkleberger
- Payroll Support
- Send Confirmation to Affected Employee

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 Assistant Victoria Johnson or Abby Dunkleberger
- Send Confirmation to Affected Employee

Org Code Changes: (does NOT require employee acknowledgement)
- Initiator
- Dean/ Director/ Division Head
- Budget Office Darla Keuler-Gehl
- Payroll Support

Summer Session:
- Continuing Ed. Office
- Department Chair or Director
- Dean's Assistant
- Dean or Associate Dean
- HR Assistant Victoria Johnson or Abby Dunkleberger
- Send Confirmation to Affected Employee

Summer Service (Non-Instructional):
- Continuing Ed. Office
- Department Chair or Director (if applicable)
- Dean’s Assistant (if applicable)
- Dean or Division Head (Funding)
- Dean or Division Head (If different)
- HR Assistant Victoria Johnson or Abby Dunkleberger
- Send Confirmation to Affected Employee

** 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. **