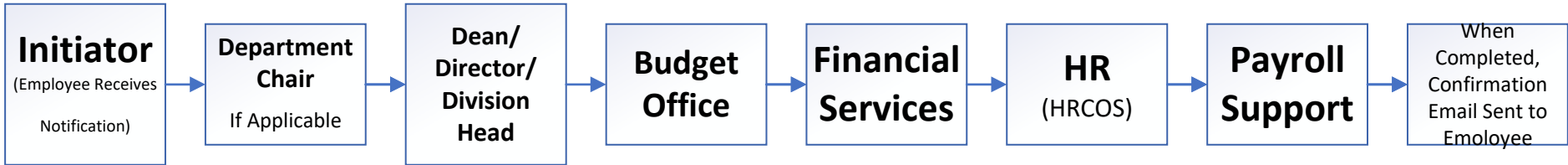


COS Flow Chart

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

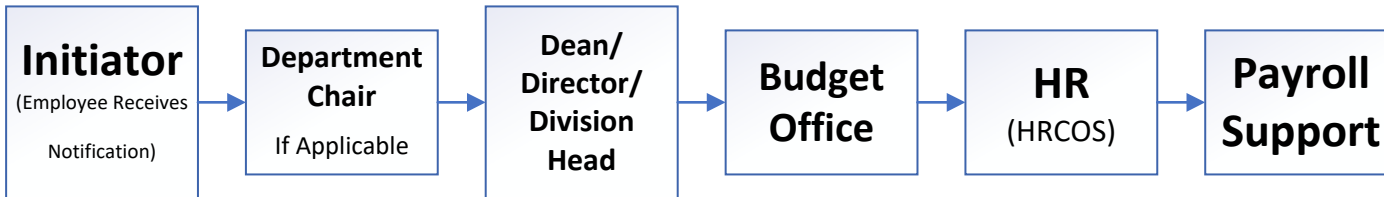
Additional Pay / Overloads / Lump Sum Payments (Memo of Justification is Required):



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

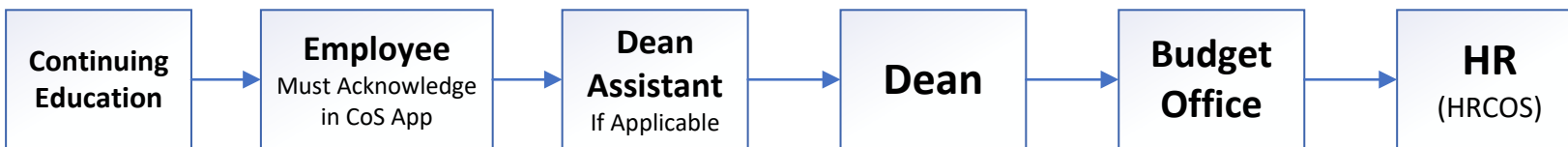


Organization / Funding Code Changes:



*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):

