

Benefit Eligible Staff ePAR Routing

Transaction/ Approver Role	Dept. Approver 1 (Skipped if not assigned)		PI Approver (Skipped if not assigned)	Dept. Head	Mid Level Approver (Skipped if not assigned)	Dean Approver (Skipped if not assigned)		Grad Collage	Equity and Access		Sponsored Projects	Online Learning		JFR (Skipped if not assigned)		VP/Provost (Skipped if not assigned)		HR Benefits	HR Emp. Rel.	Payroll
	Approve	Notify				Approve	Approve		Approve	Notify		Approve	Approve	Notify	Approve	Approve	Notify			
Hire and Transfer	Only if security assigned		Only with Approver security AND grant funding	X	Only if security assigned	Only if salary out of range on posting or waiver	Unless Approver Required				Only if grant funded	Only if funded by Online Learning		X		Only if salary out of range on posting or waiver	Unless Approver Required	Only if employee on leave	X	X
All other Job Change Forms	Only if security assigned		Only with security AND grant funding	X	Only if security assigned		X				Only if grant funded	Only if funded by Online Learning		X				Only if employee on leave	Spec. Assign; Mid-cycle	X
Place employee on leave			Only with security AND grant funding	X			X											X		
Return an employee from leave			Only with security AND grant funding	X			X											X		
Retirement				X			X							X		X		X		X
Voluntary Termination/Resignation				X			X							X		X		Only if employee on leave		X
Involuntary Termination				X	X	X								X		X		Only if employee on leave	X	X

Benefit Eligible Faculty ePAR Routing

Transaction/ Approver Role	Dept. Approver 1 (Skipped if not assigned)		PI Approver (Skipped if not assigned)	Dept. Head	Mid Level Approver (Skipped if not assigned)	Dean Approver (Skipped if not assigned)		Grad Collage	Equity and Access		Sponsored Projects	Online Learning		JFR (Skipped if not assigned)		VP/Provost (Skipped if not assigned)		HR Benefits	HR Emp. Rel.	Payroll
	Approve	Notify				Approve	Approve		Approve	Notify		Approve	Approve	Notify	Approve	Notify	Approve			
Hire and Transfer			Only with security AND grant funding	X	Only if security assigned	Only if salary out of range on posting or waiver	Unless Approver Required		X		Only if grant funded	Only if funded by Online Learning		X		Only if salary out of range on posting or waiver	Unless Approver required	Only if employee on leave		X
All other Job Change Forms		X	Only with security AND grant funding	X	Only if security assigned				X		Only if grant funded			X				Only if employee on leave		X
Place employee on leave			Only with security AND grant funding	X			X											X		
Return an employee from leave			Only with security AND grant funding	X			X											X		
Retirement				X			X			X					X		X	X		X
Voluntary Termination/ Resignation				X			X			X					X		X	Only if employee on leave		X
Involuntary Termination				X	X	X				X				X		X		Only if employee on leave	X	X

Salaried Students/ Temps/Part-Time Faculty ePAR Routing

Transaction/ Approver Role	Dept. Approver 1 (Skipped if not assigned)		PI Approver (Skipped if not assigned)	Dept. Head	Mid Level Approver (Skipped if not assigned)	Dean Approver (Skipped if not assigned)		Grad Collage	Equity and Access		Sponsored Projects	Online Learning		JFR (Skipped if not assigned)		VP/Provost (Skipped if not assigned)		HR Benefits	HR Emp. Rel.	Payroll
	Approve	Notify				Approve	Approve		Approve	Notify		Approve	Approve	Notify	Approve	Approve	Notify			
Hire	Only if security assigned		Only with security AND grant funding	X	X	Only if total payment is \$2500 or greater					Only if grant funded	Only if funded by Online Learning		Only if total payment is \$2500 or greater		Only if total payment is \$2500 or greater		Only if employee on leave		X
All Job Changes	Only if security assigned		Only with security AND grant funding	X	X	Only if total payment is \$2500 or greater					Only if grant funded	Only if funded by Online learning		Only if total payment is \$2500 or greater		Only if total payment is \$2500 or greater		Only if employee on leave		X
Involuntary Termination/ Resignation				X	X	X												Only if employee on leave		X
Voluntary Termination/ Resignation																		Only if employee on leave		X