

Benefit Eligible Staff ePAR Routing																					
Role	Approver		PI Approver (Skipped if not assigned)	Dept. Head	Grad College	Mid Level Approver (Skipped if not assigned)	Dean Approver (Skipped if not assigned)		Equity and Access		Sponsored Projects	JFR (Skipped if not assigned)		VP/Provost (Skipped if not assigned)		HR Benefits	HR Emp. Rel.	Payroll			
	Dept. Approver 1 (Skipped if not assigned)						Approve	Approve	Approve	Approve		Approve	Approve	Approve	Approve				Approve	Approve	Approve
	Approve	Notify					Approve	Approve	Approve	Approve		Approve	Approve	Approve	Approve				Approve	Approve	Approve
Hire and Transfer	Only if Approver Security Assigned		Only with Approver security AND grant funding	<input checked="" type="checkbox"/>		Only if Approver Security Assigned	Only if salary is out of range or hired through Waiver, and Security Assigned	Only if Approver Security Assigned	Only if hired through Waiver		Only if grant funded	<input checked="" type="checkbox"/>		Only if salary is out of range or hired	Only if Approver Security Assigned	Only if employee on leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
All other Job Change Forms	Only if Approver Security Assigned		Only with Approver security AND grant funding	<input checked="" type="checkbox"/>		Only if Approver Security Assigned		<input checked="" type="checkbox"/>			Only if grant funded	<input checked="" type="checkbox"/>				Only if employee on leave		<input checked="" type="checkbox"/>			
Place Employee on Leave			Only with Approver security AND grant funding	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>					
Return an Employee from Leave			Only with Approver security AND grant funding	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>					
Retirement				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Voluntary Termination/Resignation				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Only if employee on leave		<input checked="" type="checkbox"/>			
Involuntary Termination				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Only if employee on leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

Benefit Eligible Faculty ePAR Routing																					
Role	Approver		PI Approver (Skipped if not assigned)	Dept. Head	Grad College	Mid Level Approver (Skipped if not assigned)	Dean Approver (Skipped if not assigned)		Equity and Access		Sponsored Projects	JFR (Skipped if not assigned)		VP/Provost (Skipped if not assigned)		HR Benefits	HR Emp. Rel.	Payroll			
	Dept. Approver						Approve	Approve	Approve	Approve		Approve	Approve	Approve	Approve				Approve	Approve	Approve
	Approve	Notify					Approve	Approve	Approve	Approve		Approve	Approve	Approve	Approve				Approve	Approve	Approve
Hire and Transfer	Only if Approver Security Assigned		Only with Approver security AND grant funding	<input checked="" type="checkbox"/>		Only if Approver Security Assigned	Only if salary is out of range or hired through Waiver, and Security Assigned	Only if Approver Security Assigned	Only if hired through Waiver		Only if grant funded	<input checked="" type="checkbox"/>		Only if salary is out of range or hired	Only if Approver Security Assigned	Only if employee on leave		<input checked="" type="checkbox"/>			
All other Job Change Forms	Only if Approver Security Assigned		Only with Approver security AND grant funding	<input checked="" type="checkbox"/>		Only if Approver Security Assigned					Only if grant funded	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>	Only if employee on leave		<input checked="" type="checkbox"/>			
Place Employee on Leave			Only with Approver security AND grant funding	<input checked="" type="checkbox"/>				Only if Approver Security Assigned								<input checked="" type="checkbox"/>					
Return an Employee from Leave			Only with Approver security AND grant funding	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>								<input checked="" type="checkbox"/>					
Retirement				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			
Voluntary Termination/Resignation				<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Only if employee on leave		<input checked="" type="checkbox"/>			
Involuntary Termination				<input checked="" type="checkbox"/>		Only if Approver Security Assigned	<input checked="" type="checkbox"/>					<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Only if employee on leave		<input checked="" type="checkbox"/>			

Graduate Assistant ePAR Routing																				
Approver Role	Dept. Approver 1 (Skipped if not assigned)		PI Approver (Skipped if not assigned)	Dept. Head	Grad College	Mid Level Approver (Skipped if not assigned)	Dean Approver (Skipped if not assigned)		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	Approve	Approve	Notify	Approve	Notify	Approve	Approve	Notify	Approve	Notify	Approve	Notify	Approve	Approve	Approve
Hire			Only with Approver security AND grant funding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Only if total payment is \$8000 or greater					Only if grant funded							Only if employee on leave		<input checked="" type="checkbox"/>
Job Changes			Only with Approver security AND grant funding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Only if Approver Security Assigned					Only if grant funded							Only if employee on leave		<input checked="" type="checkbox"/>
All Terminations				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>													Only if employee on leave		<input checked="" type="checkbox"/>

Hourly Temps/Student Wage(non-FWS) ePAR Routing																				
Approver Role	Dept. Approver 1 (Skipped if not assigned)		PI Approver (Skipped if not assigned)	Dept. Head	Grad College	Mid Level Approver (Skipped if not assigned)	Dean Approver (Skipped if not assigned)		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	Approve	Approve	Notify	Approve	Notify	Approve	Approve	Notify	Approve	Notify	Approve	Notify	Approve	Approve	Approve
Hire	Only if Approver Security Assigned		Only with Approver security AND grant funding	<input checked="" type="checkbox"/>		Only if rate is \$20 or greater					Only if grant funded			Only if rate is \$20 or greater		Only if rate is \$20 or greater		Only if employee on leave		Only if New Hire Packet is needed
Job Changes	Only if Approver Security Assigned		Only with Approver security AND grant funding	<input checked="" type="checkbox"/>		Only if rate is \$20 or greater					Only if grant funded			Only if rate is \$20 or greater		Only if rate is \$20 or greater				
Involuntary Termination				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>												Notification only	<input checked="" type="checkbox"/>
Voluntary Termination/Resignation	NO APPROVALS REQUIRED																			

Salaried Temps/Student Wage/Part-Time Faculty ePAR Routing																				
Approver Role	Dept. Approver 1 (Skipped if not assigned)		PI Approver (Skipped if not assigned)	Dept. Head	Grad College	Mid Level Approver (Skipped if not assigned)	Dean Approver (Skipped if not assigned)		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	Approve	Approve	Notify	Approve	Notify	Approve	Approve	Notify	Approve	Notify	Approve	Notify	Approve	Approve	Approve
Hire	Only if security assigned		Only with Approver security AND grant funding	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	Only if total payment is \$2500 or greater				Only if grant funded	Only if funded by Online Learning	<input checked="" type="checkbox"/>	Only if total payment is \$2500 or greater		Only if total payment is \$2500 or greater		Only if employee on leave		<input checked="" type="checkbox"/>
Job Changes	Only if security assigned		Only with Approver security AND grant funding	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	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				<input checked="" type="checkbox"/>
Involuntary Termination				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>											Only if employee on leave		<input checked="" type="checkbox"/>
Voluntary Termination/Resignation																		Only if employee on leave		<input checked="" type="checkbox"/>