Benefit Eligible Staff ePAR Routing

Transaction	Dept. Approver 1 (Skipped if not assigned) — Approve	Dept. Approver 1 — Notify	PI Approver (Skipped if not assigned) — Approve	Dept. Head — Approve	Mid Level Approver (Skipped if not assigned) — Approve	Dean Approver (Skipped if not assigned) — Approve	Dean Approver — Notify	Grad College — Approve	Equity and Access — Approve	Equity and Access — Notify	Sponsored Projects — Approve	Online Learning — Approve	Online Learning — Notify	JFR (Skipped if not assigned) — Approve	JFR — Notify	VP/Provost (Skipped if not assigned) — Approve	VP/Provost — Notify	HR Benefits — Approve	HR Emp. Rel. — Approve	Payroll — Approve
Hire and Transfer	Only if security Assigned		Only with Approver security AND grant funding	X	Only if Security Assigned	Only if salary is out of range on posting or waiver	Unless Approver Required		Only if hired through Waiver		Only if grant funded	Only if funded by Online Learning		X		Only if salary is 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 Approver 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		X
Place Employee on Leave			Only with Approver security AND grant funding	X			X											X		
Return an Employee from Leave			Only with Approver 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	Dept. Approver — Approve	Dept. Approver — Notify	PI Approver (Skipped if not assigned) — Approve	Dept. Head — Approve	Grad College — Approve	Mid Level Approver (Skipped if not assigned) — Approve	Dean Approver (Skipped if not assigned) — Approve	Dean Approver — Notify	Equity and Access — Approve	Equity and Access — Notify	Sponsored Projects — Approve	Online Learning — Approve	Online Learning — Notify	JFR (Skipped if not assigned) — Approve	JFR — Notify	VP/Provost (Skipped if not assigned) — Approve	VP/Provost — Notify	HR Benefits — Approve	HR Emp. Rel. — Approve	Payroll — Approve
Hire and Transfer			Only with Approver security AND grant funding	X		Only if Security Assigned	Only if salary is out of range on posting or waiver	Unless Approver Required	Only if hired through Waiver		Only if grant funded	Only if funded by Online Learning		X		Only if salary is out of range on posting or waiver	Unless Approver Required	Only if employee on leave		X
All other Job Change Forms			Only with Approver security AND grant funding	X		Only if Security Assigned					Only if grant funded			X			X	Only if employee on leave		X
Place Employee on Leave			Only with Approver security AND grant funding	X			Only with Approver security											X		
Return an Employee from Leave			Only with Approver 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		Only if Security Assigned	X								X		X	Only if employee on leave	X	X

Graduate Assistant ePAR Routing

Approver Role / Transaction	Dept. Approver 1 (Skipped if not assigned) Approve	Notify	PI Approver Skipped if not assigned Approve	Dept. Head Approve	Mid Level Approver (Skipped if not assigned) Approve	Dean Approver (Skipped if not assigned) Approve	Notify	Grad College Approve	Equity and Access Approve	Notify	Sponsored Projects Approve	Online Learning Approve	Notify	JFR (Skipped if not assigned) Approve	Notify	VP/Provost (Skipped if not assigned) Approve	Notify	HR Benefits Approve	HR Emp. Rel. Approve	Payroll Approve
Hire			Only with Approver security AND grant funding	X	Only if total payment is $8000 or greater			X			Only if grant funded	Only if funded by Online Learning						Only if employee on leave		X
Job Changes			Only with Approver security AND grant funding	X	Only if Security Assigned			X			Only if grant funded	Only if funded by Online Learning						Only if employee on leave		X
All Terminations				X				X										Only if employee on leave		X

Hourly Temps/Student Wage(non-FWS) ePAR Routing

Approver Role / Transaction	Dept. Approver 1 (Skipped if not assigned) Approve	Notify	PI Approver Skipped if not assigned Approve	Dept. Head Approve	Mid Level Approver (Skipped if not assigned) Approve	Dean Approver (Skipped if not assigned) Approve	Notify	Grad College Approve	Equity and Access Approve	Notify	Sponsored Projects Approve	Online Learning Approve	Notify	JFR (Skipped if not assigned) Approve	Notify	VP/Provost (Skipped if not assigned) Approve	Notify	HR Benefits Approve	HR Emp. Rel. Approve	Payroll Approve
Hire	Only if security assigned		Only with Approver security AND grant funding	X	Only if rate is $20 or greater						Only if grant funded		X	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 security assigned		Only with Approver security AND grant funding	X	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				X	X	X													Notification only	X
Voluntary Termination/Resignation	*NO APPROVALS REQUIRED*																			

Salaried Temps/Student Wage/Part-Time Faculty ePAR Routing

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