APPROVAL ROLES REMOVED--NO LONGER REVIEWED OR APPROVED BY CALS BUSINESS SERVICES

Transactions in UAccess Employee & HR	Explanation
1 **Campus Colleague**--Approve and Review	
1 **Graduate NOAs**--Approve	
1 **Job Data Change**--Review	Review role removed--Will not see Student transactions. Must maintain Approval Role.
1 **Position Create/Modify**--Approve	Removed 2 years ago
1 **Position Funding Change**--Approve	Role retained but modified to bypass CALS Business Services
1 **Terminate Employment**--Approve and Review	
Graduate Student Supplemental Compensation--Approve	Removed 1 year ago
1	
1 **Title Management**--Review	

Transactions in UA Careers, UAccess Financials, & UA Foundation	Explanation
UA Careers--Approve	Unit should route to CALS Business Services if this is a T/TE or C/CE (if on Hiring Plan); multi-year contract; or Chapter 5 Administrative appointment.
1 **Salary Expense Transfers** in UAccess Financials--Approve	Removed 1 year ago.
1 **Account Create/Modify** in UAccess Financials--Approve	
Travel Authorization and All Reimbursement for Directors & Unit Heads in UAccess Financials AND UA Foundation--Approve	
1 **Gift Transfer** from UA Foundation--Approve	
1 **Request for Budget Transfer** (RBC)--Approve	CALS Business Services approves only if funds from Departments 9978/9979.

ELIMINATED 14 TRANSACTIONS FOR ROUTING TO CALS
14 BUSINESS SERVICES

APPROVAL ROLES RETAINED --REQUIRES APPROVAL BY CALS BUSINESS SERVICES

UAccess Employee & Printed Forms	Explanation
1 **Contracts (NOA/NOR)**--Approve	University system-wide requirement. College must generate. Units review for accuracy and distribute to Appointed Personnel.
1 **I-9**--Approve	This is a Systems Control standard. Trigger for e-Verify. Future request for departments to initiate eVerify.
1 **Job Data Change**--Approve	UAccess Employee does not allow units to remove specific types of transactions within Module. CALS Business Services revised the Funding Distribution Module so student hires no longer route to CALS unless State Funded.
1 **Personal Information**--Approve ONLY SS, NAME CHANGE, DOB CORRECTION	University system wide requirement for certain transactions to be routed to Colleges. Includes SS, Name Change, DOB correction--documents are required.
1 **Recruitment Proposal and Offer (RPO)**--Approve	Provost requirement. Applies only to T/TE, C/CE faculty.
1 **Title Management**--(for Appointed Personnel only)--Approve	If an additional title is eliminated, a nonrenewal notice is required since this affects the employee's contract. If additional title is added, CALS Business Services will be notified through new contract issuance.
1 **Fiscal to Academic Conversion and Reverse**--Approve	Applies only to T/TE and C/CE faculty. Requires unit head justification and Executive Council approval when College provides funding.
1 **Employee Dept Number Change** Personnel Action Form (PAF)--Approve	System limitation so must be processed via paper forms.
1 **Paper Forms for I-9's and Late I-9 Submissions**--Approve	Institutional requirem<nt.
1 **Other Professional Services** (OPS) Paper Form--Approve	Provost requirement.
1 **Sabbatical** Personnel Action Form (PAF)--Approve	System limitation so must be processed via paper forms.
1 **VISA Expiration Date** Personnel Action Form (PAF)--Approve	System limitation so must be processed via paper forms.
1 **Leave Requests** (LWOP) Personnel Action Form (PAF)--Approve	The unpaid leave of absence is reviewed and approved by the Provost Office. Once aproved by the Provost's office, the paper transaction is signed and processed by CALS for Appointed Personnel only (faculty, professional, administrative, and postdoctoral conditions of service).
1 **Supplemental Compensation** Paper Form -- Approve	Provost Requirement. Applies to Faculty, Appointed Personnel, and Classified Staff. Excludes Graduate Associates/Assistants.
1 **Hiring Form or Personnal Acton Form (PAF)** to hire Faculty, Appointed Personnel, Classified Staff.	The paper form is used when an active employee is transferring to a new department, and UAccess Employee does not accommodate an on-line Job Data Change. Includes students or graduate students being transferred to a staff or appointed position.
1 **Signature Authorization Form** Paper Form --Approve	Systems Control requirement.
1 **Off Cycle Paycheck Reques**t Email--Approve	Payroll expectation and practice.
1 **Account Create/Modify and On Line Access** at UA Foundation--Approve	UA Foundation requirement.
ITEM BELOW TO BE ADDED FOR NEXT UPDATE.	
1 **UA Foundation - Charitable Organization Payment Request.**	UA Foundation requires Dean's or Dean's designee to sign.