

EPAF Approval Routing Guidance -- Arts & Sciences

NOTE: Unit Chairs/Directors must always be added to approval routing as **Approver** for the department/program (Dept Level - Chair / Dept Head, 20)

For grant funded EPAF payments, be sure to include the grant's Principal Investigator (Supervisor / PI, 10) and designated OSP Administrator (OSP prior to unit review, 30) as **Approvers**

Graduate student (GA) new hires and funding changes

- **Approver** for A&S (Unit Level - Fin & Admin, 38) -- Chasity Roberts
- **FYI** for A&S (Unit Level - Fin & Admin, 38) -- Kori Varner and Tarikul Islam

Summer Salary

- **Approver** for A&S (Unit Level - Fin & Admin, 38) -- Kori Varner
- **FYI** for A&S (Unit Level - Fin & Admin, 38) -- Tarikul Islam

Staff and temporary position funding changes

- **Approver** for A&S (Unit Level - Fin & Admin, 38) -- Kori Varner
- **FYI** for A&S (Unit Level - Fin & Admin, 38) -- Tarikul Islam

Undergraduate student new hires and funding changes *(*Only applicable for students whose wages will be allocated to Dean's Office funding, i.e., Professorships, Start-Up, Dean Support Index, Summer School (120080) or Faculty Grant Funds)*

- **Approver** for A&S (Unit Level - Fin & Admin, 38) -- Kori Varner
- **FYI** for A&S (Department Admin, 5) -- Robin McDow

Additional guidance for undergraduate student EPAF's...

- Only include A&S Dean's Office staff in the EPAF approval routing **IF** the student's wages will be allocated to any type of Dean's Office funding, i.e., Professorships, Start-Up, Dean Support Index, Summer School (120080) or Faculty Grant Funds. If a student EPAF will be charged to departmental or grant funds, no need to include A&S Dean's Office staff in the approvals routing.
- Provide an explanation as a comment before submitting the EPAF -- the explanation must include the total (max) budget amount, for example: *[Faculty member name] Faculty Grant Fund award \$XXX_semester and year.*