



## ADMINISTRATION & FINANCE -BUDGET OFFICE

Standard procedures for processing personnel/budget forms via DocuSign:

**DO NOT TAG THE DOCUMENT. It prevents us from making necessary corrections to the document.**

### TEMPORARY APPOINTMENTS/ PART TIME FACULTY CONTRACTS/ SUMMER SESSIONS

Step 1: Create the document by scanning and uploading contract to the envelope.

Step 2: Assign recipients in order of approval process:

- 1) Employee (Signing Privilege)
- 2) Department Head/ Project Director (Signing Privilege)
- 3) Component Head- Provost Office (Signing Privilege)
  - a. Henville Pole-Exec. Asst. to Provost/Budget Director (Signing Privilege)
  - b. Dr. Camille McKayle- Provost (Signing Privilege)
- 4) *Grant Accounting (if fund begins with #2)*
  - a. Your assigned Grants Accountant (Signing Privilege)
- 5) Budget Office:
  - a. Mone't Francis-Budget Analyst (Signing Privilege)
  - b. Delicia G. Henley- Budget Manager (Signing Privilege)
- 6) Human Resources- Ron Meek – HR Director (Signing Privilege) on Temp Appt.

### STUDENT RECORDS OF APPOINTMENTS (SROA)

Step 1: Create the document by scanning and uploading contract to the envelope.

Step 2: Assign recipients in order of approval process:

- 1) Department Head/ Project Director (Signing Privilege)
- 2) Component Head- Provost Office (Signing Privilege)
  - a. Henville Pole-Exec. Asst. to Provost/Budget Director(Signing Privilege)
  - b. Dr. Camille McKayle- Provost (Signing Privilege)
- 3) *Grant Accounting (if fund begins with #2)*
  - a. Your assigned Grants Accountant (Signing Privilege)
  - b. Route to Student Employment Office (Receives Copy)
    - i. STT-Mary Myers or
    - ii. STX-Anyha Lord-Jerris
- 4) Budget Office (if fund begins with #1)
  - a. Mone't Francis-Budget Analyst (Signing Privilege)
  - b. Delicia G. Henley- Budget Manager (Signing Privilege)
  - c. Route to Student Employment Office (Receives Copy)
    - i. STT/Mary Myers or
    - ii. STX/Anyha Lord-Jerris

### FACULTY OVERLOADS- (Preapproved by Provost Office)

Step 1: Create the document by scanning and uploading contract to the envelope.

