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

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

Step 2: Assign signing order of approval process:

1) Employee (Sign)
2) Department Head/Project Director (Sign)
3) Component Head - Provost Office (Sign)
   a. Henville Pole - Exec. Asst. to the Provost/Budget Director (Sign)
   b. Dr. Camille McKayle- Provost (Sign)
4) Grant Accounting (if fund begins with #2)
   a. Your assigned Grants Accountant (Sign)
5) Budget Office:
   a. Budgetdocs@uvi.edu - LeShawn Ottley - Budget Analyst (Sign)
   b. Dgreena@uvi.edu - Delicia G. Henley - Budget Manager (Sign)
6) Human Resources- Ron Meek – HR Director (Sign) on Temp Appt.

**STUDENT RECORDS OF APPOINTMENTS (SROA)**

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

Step 2: Assign signing order of approval process:

1) Department Head/Project Director (Sign)
2) Component Head - Provost Office (Sign)
   a. Henville Pole - Exec. Asst. to the Provost/Budget Director (Sign)
   b. Dr. Camille McKayle- Provost (Sign)
3) Grant Accounting (if fund begins with #2)
   a. Your assigned Grants Accountant (Sign)
   b. Route to Student Employment Office (Receives a copy)
      i. STT-Mary Myers or
      ii. STX-Anyha Lord-Jerris
4) Budget Office (if fund begins with #1)
   a. Budgetdocs@uvi.edu - LeShawn Ottley - Budget Analyst (Sign)
   b. Dgreena@uvi.edu - Delicia G. Henley - Budget Manager (Sign)
   c. Route to Student Employment Office (Receives a copy)
      i. STT/Mary Myers or
      ii. STX/Anyha Lord-Jerris
Office of the Vice President for Administration & Finance

FACULTY OVERLOADS - (Preapproved by Provost Office)

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

Step 2: Assign signing order of approval process:

1) Employee (Sign)
2) Division Chair/Dean (Sign)
3) Grant Accounting (if fund begins with #2)
   a. Your assigned Grant Accountant (Sign)
4) Budget Office:
   a. Budgetdocs@uvi.edu - LeShawn Ottley - Budget Analyst (Sign)
   b. Dgreena@uvi.edu - Delicia G. Henley - Budget Manager (Sign)
5) Human Resources- (Receives a copy)

BUDGET CHANGE REQUEST (BCR) FORMS

Step 1: Create the document by scanning and uploading.

Step 2: Assign signing order of approval process:

1) Department Head (Sign)
2) Component Head (Sign)
3) Budget Office:
   a. Budgetdocs@uvi.edu - LeShawn Ottley - Budget Analyst (Sign)
   b. Dgreena@uvi.edu - Delicia G. Henley - Budget Manager (Sign)

CHANGE IN ACCOUNTS (CIA) FORMS

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

Step 2: Assign signing order of approval process:

1) Department Head (Sign)
2) Component Head (Sign)
3) Grant Accounting (if fund begins with #2)
   a. Your assigned Grant Accountant (Sign)
4) Budget Office:
   a. Budgetdocs@uvi.edu - LeShawn Ottley - Budget Analyst (Sign)
   b. Dgreena@uvi.edu - Delicia G. Henley - Budget Manager (Sign)
5) Human Resources- (Receives a copy)
Office of the Vice President for Administration & Finance

CHANGE IN STATUS (CIS) FORMS

Step 1: Create the document by scanning and uploading.

Step 2: Assign signing order of approval process:

1) Department Head (Sign)
2) Component Head (Sign)
3) Human Resources – Ron Meek (Sign)
4) Grant Accounting (if fund begins with #2)
   a. Your assigned Grant Accountant (Sign)
5) Budget Office:
   a. Budgetdocs@uvi.edu - LeShawn Ottley - Budget Analyst (Sign)
   b. Dgreena@uvi.edu - Delicia G. Henley - Budget Manager (Sign)
6) Human Resources- (Receives a copy)

PLEASE NOTE: This is just a standard procedural document. However, if your department or component has specific instructions or procedures in the processing of these documents please follow those processes in accordance with these guidelines.