

Personnel Actions Approval and Notifications

Transfer to Job

	Faculty	Staff
Approvers	OFA	Dept Manager
	LRA (if involves Grant Funding)	HRBP
	OVPR Post-Award (if involves Retroactive Grant Funding)	LRA (if involves Grant Funding)
	Budget Center (if Pay Change >= \$2,500)	OVPR Post-Award (if involves Retroactive Grant Funding)
	TSS Tier 2	Budget Center (if Pay Change >= \$2,500)
Notified	HRBP (if involves change from Hard Money to Grant Money)	HRBP (if involves change from Hard Money to Grant Money)
	Budget Center (if involves Pay Change < \$2,500)	Compensation (if involves Pay Change)
		Budget Center (if involves Pay Change < \$2,500)

Change to Job

	Faculty	Staff	Student	Temp	CWR
Approvers	OFA (if involves Hours/FTE change)	HRBP (if involves Title or Hours/FTE change)	LRA (if involves Grant Funding)	LRA (if involves Grant Funding)	LRA (if involves Grant Funding)
	Compensation (if involves Hours/FTE change)	Compensation (if involves Hours/FTE change)	TSS Tier 2 (if involves Hours/FTE change)	TSS Tier 2 (if involves Hours/FTE change)	TSS Tier 2 (if involves Hours/FTE change)
	LRA (if involves Grant Funding)	LRA (if involves Grant Funding)			
	Position Mgt	Position Mgt			
	TSS Tier 2 (if involves Hours/FTE change)	TSS Tier 2 (if involves Hours/FTE change)			
Notified	Finance Office (if involves Location change)	Finance Office (if involves Location change)	Finance Office (if involves Location change)	Finance Office (if involves Location change)	Finance Office (if involves Location change)
	HRBP (if involves Department or Supervisor change for Staff)	HRBP (if involves Department or Supervisor change for Staff)	HRBP (if involves Department or Supervisor change for Staff)	HRBP (if involves Department or Supervisor change for Staff)	HRBP (if involves Department or Supervisor change for Staff)
	Compensation (if involves Title Change for Staff)	Compensation (if involves Title Change for Staff)	Compensation (if involves Title Change for Staff)	Compensation (if involves Title Change for Staff)	Compensation (if involves Title Change for Staff)
	Budget Center (if involves Title Change for Staff or involves Department Change for any role)	Budget Center (if involves Title Change for Staff or involves Department Change for any role)	Budget Center (if involves Title Change for Staff or involves Department Change for any role)	Budget Center (if involves Title Change for Staff or involves Department Change for any role)	Budget Center (if involves Title Change for Staff or involves Department Change for any role)

Change Pay and Labor and/or Timekeep

	Faculty	Staff	Student	Temp
Approvers	Employee's Supervisor (if involves a Timekeep change)	Employee's Supervisor (if involves a Timekeep change)	Employee's Supervisor (if involves a Timekeep change)	Employee's Supervisor (if involves a Timekeep change)
	OFA (if involves a Pay change)	HRBP and Compensation (if involves a Pay change)	LRA (if involves Grant Funding)	LRA (if involves Grant Funding)
	LRA (if involves Grant Funding)	LRA (if involves Grant Funding)	OVPR Post-Award (if involves Retroactive Grant Funding)	OVPR Post-Award (if involves Retroactive Grant Funding)
	OVPR Post-Award (if involves Retroactive Grant Funding)	OVPR Post-Award (if involves Retroactive Grant Funding)	Budget Center (if pay change is > \$2,500)	Budget Center (if pay change is > \$2,500)
	Budget Center (if pay change is > \$2,500)	Budget Center (if pay change is > \$2,500)	TSS Tier 2 (if involves Pay or Labor Change)	TSS Tier 2 (if involves Pay or Labor Change)
Notified	TSS Tier 2 (if involves Pay or Labor Change)	TSS Tier 2 (if involves Pay or Labor Change)		
	Employee's Supervisor (if involves a Timekeep change)	Employee's Supervisor (if involves a Timekeep change)	Employee's Supervisor (if involves a Timekeep change)	Employee's Supervisor (if involves a Timekeep change)
	OFA (if involves a Pay change)	HRBP and Compensation (if involves a Pay change)	LRA (if involves Grant Funding)	LRA (if involves Grant Funding)
	LRA (if involves Grant Funding)	LRA (if involves Grant Funding)	OVPR Post-Award (if involves Retroactive Grant Funding)	OVPR Post-Award (if involves Retroactive Grant Funding)
	OVPR Post-Award (if involves Retroactive Grant Funding)	OVPR Post-Award (if involves Retroactive Grant Funding)	Budget Center (if pay change is > \$2,500)	Budget Center (if pay change is > \$2,500)
	Budget Center (if pay change is > \$2,500)	Budget Center (if pay change is > \$2,500)	TSS Tier 2 (if involves Pay or Labor Change)	TSS Tier 2 (if involves Pay or Labor Change)
	TSS Tier 2 (if involves Pay or Labor Change)	TSS Tier 2 (if involves Pay or Labor Change)		
Finance Office (if involves timekeep change)	Finance Office (if involves timekeep change)	Finance Office (if involves timekeep change)	Finance Office (if involves timekeep change)	
HRBP (if a labor distribution is changing from all Hard Money to Grant Funding)	HRBP (if a labor distribution is changing from all Hard Money to Grant Funding)	HRBP (if a labor distribution is changing from all Hard Money to Grant Funding)	HRBP (if a labor distribution is changing from all Hard Money to Grant Funding)	

Supplemental Pay

	Faculty	Staff	Student	Temp
Approvers	Employee's Supervisor	Employee's Supervisor	Employee's Supervisor	Employee's Supervisor
	LRA (if involves Grant Funding)	HRBP (if Pay Type is 302, 305, or 325)	LRA (if involves Grant Funding)	LRA (if involves Grant Funding)
	Budget Center (if amt is >= \$2,500)	Compensation	Budget Center (if amt is >= \$2,500)	Budget Center (if amt is >= \$2,500)
	OPVPR Post-Award (if Pay Type is 219)	Budget Center (if amt is >= \$2,500)	OPVPR Post-Award (if Pay Type is 219)	OPVPR Post-Award (if Pay Type is 219)
Notified	OFA	OPVPR Post-Award (if Pay Type is 219)		

Leave of Absence: Academic

	Faculty
Approvers	Dept Chair
	Dean
	TSS Tier 2
Notified	OFA
	Budget Center

Leave of Absence: Non-Academic

	Faculty	Staff
Approvers	Dept Manager	Dept Manager
	TSS Tier 2	TSS Tier 2
Notified	Employee's Supervisor	Employee's Supervisor
	HRBP	HRBP
	Budget Center	Budget Center

Leave of Absence: Summer

	Faculty	Staff
Approvers	Dept Manager	Dept Manager
	OFA	HRBP
	TSS Tier 2	TSS Tier 2
Notified	Budget Center	Budget Center

Leave of Absence: Semester

	Faculty
Approvers	Dept Manager
	OFA
	TSS Tier 2
Notified	Budget Center

Separation Layoff

	Faculty	Staff	Student	Temp	POI
Approvers	TSS Tier 2	HRBP	[none]	[none]	[none]
Notified	OFA	Compensation	Employee's Supervisor	Employee's Supervisor	Employee's Supervisor
	HRBP	Position Management			
	Position Management	Budget Center			
	Budget Center	Employee's Supervisor			
	Employee's Supervisor				

Involuntary Separations

	Faculty	Staff	Student	Temp	POI
Approvers	HRBP	HRBP	[none]	[none]	[none]
	TSS Tier 2				
Notified	OFA	Budget Center	Employee's Supervisor(s)	Employee's Supervisor(s)	Employee's Supervisor(s)
	Budget Center	Employee's Supervisor(s)			
	Employee's Supervisor(s)				

Make Timekeeper

	Faculty	Staff	Student	Temp
Approvers	TSS Tier 2	TSS Tier 2	TSS Tier 2	TSS Tier 2
Notified	Peoplesoft HCM Security Admin Finance Office	Peoplesoft HCM Security Admin Finance Office	Peoplesoft HCM Security Admin Finance Office	Peoplesoft HCM Security Admin Finance Office

Voluntary Separations

	Faculty	Staff	Student	Temp	POI
Approvers	TSS Tier 2	TSS Tier 2	TSS Tier 2	TSS Tier 2	TSS Tier 2
Notified	Budget Center Employee's Supervisor	HRBP Budget Center Employee's Supervisor	Employee's Supervisor	Employee's Supervisor	Employee's Supervisor

Name Change

	Faculty	Staff	Student	Temp	POI	CWR
Approvers	TSS Tier 2	TSS Tier 2	TSS Tier 2	TSS Tier 2	TSS Tier 2	TSS Tier 2
Notified						

Joint Appointments

	Faculty	Staff (postdoc)
Approvers	OFA	OFA
Notified	OVRP Post-Award (if employed by Tufts University)	OVRP Post-Award (if employed by Tufts University)

Joint Appointment Salary Change

	Faculty	Staff (Postdoc)
Approvers	OFA	OFA
Notified	OVRP Post-Award (if employed by Tufts University)	OVRP Post-Award (if employed by Tufts University)

Leave of Absence: Return

	Faculty	Staff
Approvers	TSS Tier 2	TSS Tier 2
Notified	OFA Employee's Supervisor Budget Center	Dept Manager Employee's Supervisor Budget Center