

Routing

Routing process for extra comps, Taleo, or EPAFs:

1. Applicant or Employee's Signature (applies to extra comps only)
2. Chair/Dept Head
3. Dean/Director
4. May be required to get supervisor signature if outside department (x-comp)
5. Career Services (for work study – WS positions only)
6. Sponsored Programs (anything with a fund that starts with 2XXXXX)
7. Graduate School (any paperwork for a G or Z position)
8. International Programs (any international students or GAs) or Human Resources (any international faculty/staff, adjuncts, or non-students)
9. A-state Online (any paperwork with fund 130161)
10. Vice Chancellor for Academic Affairs (Kathy Hicks will always be in the routing for Academic Affairs approvals).
11. Budget
12. HR
13. Payroll

Do not send paperwork to AAR without first obtaining signatures from all of these areas. AAR requires signatures from these areas prior to signing in the VC line.

Revision #1

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