Manager/Dept Head

Dept Budget Mgr/Principal Investigator (PI)

Office of Research Administration

Sponsored Programs Accounting

HRIS

Manager/Dept Post Doc Contact completes Postdoctoral Scholar New Appointment Form (PNF)

Dept Budget Mgr and PI approve Postdoctoral Scholar New Appointment Form (PNF)

ORA approves Postdoctoral Scholar New Appointment Form (PNF)

SPA Approves Postdoctoral Scholar New Appointment Form (PNF)

HRIS enters PNF into PeopleSoft

If NHF has any University Funding, then Budget is notified to approve PNF.

Payroll produces Employee Change Report to capture retro and new hires

HRIS will enter future termination date eliminating the need to send a termination ECF when the post doc appointment ends. If post doc appointment ends prematurely or is extended an ECF will need to be completed to process the new end of appointment date. See Post Doc Termination Flow
Manager/Dept Head

Dept Budget Mgr/Principal Investigator (PI)

Office of the Provost

HRIS

Manager/Dept Post Doc Contact completes Postdoctoral Scholar Change Form (PCF)

Dept Budget Mgr and PI approve Postdoctoral Scholar Change Form (PCF)

Office of the Provost approves Postdoctoral Scholar Change Form (PCF)

If ECF has any University Funding, then Budget is notified to approve PCF.

HRIS enters PCF into PeopleSoft
Manager/Dept Head

Dept Budget Mgr/PI

Dept Budget Mgr and PI approve PCF

Office of the Provost

Office of the Provost approves PCF

Manager/Dept Post Doc Contact completes Postdoctoral Scholar Change Form (PCF)

HRIS

HRIS enters ECF into PeopleSoft