

**YES!**

**NO!**

- All actions/paperwork that involve college-level funds
- Request for Budget Change (RBC) (all)
- Grant proposal packets (including 501(c)3 related grants)
- Unit head reimbursements (UA or Foundation)
- Gift reports (UA or Foundation)
- Request for new accounts (UA or Foundation)
- Account update memos
- Request for system access (FRS, PSOS, Payroll, etc)
- TRIF-related actions (Hiring Forms, PAF/PCF/RBC)
- Certain RFAAs/PETs changing pre-9/30 expense
- Recruitment
- Hires
- Promotion
- In-class career progression
- Position/employee end date change (including grant funded)
- FTE change
- Flex-year
- Sabbaticals
- Supplemental compensation – all CALS/Non-CALS (plus students that are on college money)
- Employee name change
- PCF, if any budgeted account is listed (CALS or non-CALS)
- I-9 updates
- DS 2019 forms
- Leaves (w/ or w/o pay)
- Termination reports (include PAF/PCF – except Grad or Student)
- FLSA changes
- ???

- Student actions that don't require an RBC
- PCF, if all accounts listed are non-budgeted (CALS or non-CALS)
- Employee attribute changes not on "Do" list
- GRA/GTA actions that don't require an RBC
- Performance evaluations
- ???

**General Guidelines**

- If in doubt, contact CALS Admin Service
- Realize that special circumstances can change the above lists
- Realize these lists are works-in-progress