

Finance and Planning Service Contract

3/10/11

Returning Calls: within 24 hours

Responding to Emails: within 24 hours respond or acknowledge emails and provide timeline for response

Approving Requisitions:

Level 2 Final Approval: 2 business days from paperwork submission

Level 3 Final Approval: 3 business days from paperwork submission

Appointments Sent to Payroll: 3 business days from receipt of letter

Additional Pays for Payroll to Process on Monthly Payroll:

Staff: need paperwork by 5th of month

Faculty (on non-sponsored funding): need paperwork by 10th of month

Additional Pay for Faculty on Sponsored Funding: 1 day from paperwork submission to Nancy before forwarded to OSR and ASRSP, who do not have published turnaround times

Special Pays to Payroll: 3 days from paperwork submission (two deadlines per month – allow at least 2 additional weeks for Payroll to process paperwork)

SoFo Checks Cut: 7-10 business days from paperwork submission

GIM and Conference Reimbursement Checks Cut by AP: 2-3 weeks from paperwork submission

Chartstring and System Access Requests to Café/HRIS: within 24 hours of request/forms received

P Card Increase Sent to Accounting Services: within 24 hours of request

Additional Funds Transferred to Faculty/Department/Center: within 24 hours of approved request

Sponsored Proposals to Nancy to Meet OSR Submission Deadline: 3 weeks prior to submission deadline