Chapter 2: Pre Approval Process

Academic Home Departments

For all graduate students, the students’ academic graduate department/group (the department/group where the student is pursuing a degree) will be established as the HOME DEPARTMENT. Click here for the most current list of Graduate Student Home Department Codes and Contacts.

The graduate department/group is responsible for pre-approving all support (academic and staff titles). In addition, it is the Academic Home Department’s responsibility to verify the student’s support eligibility, to coordinate the student’s support from all sources, and to coordinate with Graduate Division the issuance of TA and GSR fee payments using the Graduate Division Financial Support Request Tool.

Each of the Academic Home Department/groups has the authority to establish its own pre-approval process for students appointed or employed outside the graduate department/group. This includes determining who in the department can approve the appointment/employment and deciding whether the approval can be verbal or must be in writing.

Students Funded Outside of Academic Home Department

1. Determine the graduate student’s Academic Home Department/group. You can ask the student or look in the Graduate Division’s Student database here. For those who use ISIS, you can do a name search on GP NAME and then check for the Graduate Dept/Group listed in the RG ENRLINQ screen.

2. Contact the graduate coordinator in the student’s graduate academic department/group (by using the Graduate Student Home Department Codes and Contacts list) to:
   1. Obtain pre-approval of funding
   2. Determine whether it’s a new hire, rehire, or extension
   3. All GSRs are appointed to the GSR step level(s) as established by the student’s academic home department or program (NOT the fund source)

3. New Hire
   1. For a new hire, input the student’s graduate Academic Home Department as the Home Department (EPER screen)
   2. The funding department is added as the Appointment Department code (EAPC screen), and as Alternate Department (EPER screen)

4. Rehire
   1. If you don’t have access to the student’s record (your department does not currently exist as a department appointment code), ask the student’s graduate coordinator to add you as an alternate department on the EPER screen.

5. PPS PANs (Personnel Action Notices) for graduate students are automatically routed to:
   1. Home Department (graduate academic department)
   2. Appointment Department (fund source department)
   3. Personnel (The Graduate Division)
   4. Payroll (retroactive actions)
   5. Alternate Department

Change in Academic Home Department

If a student transfers from one department to another, Graduate Division will be responsible for making the change to the Home Department code in the Payroll system. You can also contact Graduate Division to change the Home Department code for new graduate students who were previously set up in the Payroll system as undergraduate or non-student employees.

PAN Routing
New users may also input themselves or another reviewer as a UserDefined Reviewer.