Chapter 2: Pre Approval Process

Academic Home Departments

For all graduate students, the students’ academic graduate department or group (the department or group where the student is pursuing a degree) will be established as the Academic Home Department. View the list of Graduate Student Home Department Codes and Contacts.

The Academic Home Department 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 ASE and GSR fee payments using the Graduate Division Financial Support Request Tool.

Each of the Academic Home Departments has the authority to establish its own pre-approval process for students appointed or employed outside the Home Department. This includes: 1) determining who, in the department, can approve the appointment or employment; and 2) 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. 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 ENRLING screen.

2. Contact the graduate coordinator in the student’s Academic Home Department to:
   a. Obtain pre-approval of funding
   b. Determine whether the appointment will be a new hire, rehire, or extension
   c. 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
   a. For a new hire, input the student’s graduate Academic Home Department as the Home Department (EPER screen)
   b. The funding department is added as the Appointment Department code (EAPC screen), and as Alternate Department (EPER screen)

4. Rehire
   a. 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:
   a. Home Department (Academic Home Department)
   b. Appointment Department (fund source department)
   c. Personnel (Graduate Division)
   d. Payroll (retroactive actions)
   e. 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 Academic Home Department code in the Payroll system. You can also contact Graduate Division to change the Academic 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.