Paperwork Workflow between Finance and Administration and Faculty Affairs

**Changes in appointment**

- **Research/Regular Faculty, Research Staff* & Postdocs:**
  - Any increase or decrease in total % of appointment FTE, transfer to new department, change in start date, leave of absence

**Salary Adjustments**

- **Regular Faculty**

- **Research Faculty, Research Staff, Postdocs** (with no reappointment)

- **Research/Regular Faculty, Research Staff & Postdocs:**
  - Salary shift between multiple appointments (Non NMG)

- **Regular Faculty:** Salary shift between NU and NMG (no change in total salary or total % FTE)

**Appointments and Reappointments**

- **Research/Regular Faculty, Research Staff & Postdocs**

- **NRSA Predoc Fellows:**

**Terminations**

- **Research/Regular Faculty, Research Staff & Postdocs**

- **Regular staff, Research assistants, Research technicians, students**

* Office for Research – list of research staff
∞ Finance and Administration will scan a copy to Faculty Affairs
Δ If salary adjustment is with reappointment, Faculty Affairs will route to Finance and Administration