


Continuing Education and Internal Consulting Activity Scheduling and Approval of Payment Process

Carbondale Campus End User Business Processes

PROCESS – Continuing Education and Internal Consulting Activities Scheduling and Authorization of Payment

Process: Follow this process to schedule and obtain authorization for payment to a faculty or staff member performing a continuing education or internal consulting activity.

Access: Obtain necessary form(s). Electronic forms are available through the eforms website  <http://eforms.siu.edu/>

Actions:

Responsible Party	Action
Department	1. Completes Continuing Education and Internal Consulting Activities Scheduling and Authorization of Payment Request form.
Dean/Director	2. Approves <i>Request</i> .
Dean of Graduate School	3. Approves any <i>Request</i> for a graduate level activity.
Director of Continuing Education	4. Approves <i>Request</i> . Sends one copy to Admissions and Records (Scheduling), if applicable. Forwards <i>Request</i> original to the Vice Chancellor for Academic Affairs.
Vice Chancellor for Academic Affairs	5. Updates annual record of earnings under University policy. Approves <i>Request</i> provided maximum limit has not been exceeded. Obtains any other required signatures.
Human Resources	6. Enters supplemental earnings element into HRMS. Makes and distributes copies of the <i>Request</i> : <ul style="list-style-type: none"> ▪ Payroll, for verification purposes ▪ Employee ▪ Employee file (original) ▪ Vice chancellor area
Vice Chancellor Area	7. Makes two copies of the form. Maintains a copy for vice chancellor area records. Distributes a copy to: <ul style="list-style-type: none"> ▪ Continuing Education ▪ Dean/director
Dean/Director	8. Copies and distributes form to department. Maintains a copy for dean/director area records.
Department	9. Maintains copy for departmental records.
End of Process	

Special Notes: This document is intended as an overview to assist the end user in easily identifying the basic steps in processing a *Continuing Education and Internal Consulting Activities Request*. For more detailed information, the end user should also consult the *Employee*

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Handbook, and *SIUC Personnel Policies*. Both of these documents may be accessed via Human Resources homepage at <http://hr.siu.edu/>

A list of the documentation required to schedule and obtain authorization for payment to a faculty or staff member performing a continuing education or internal consulting activity follows.

Continuing Education and Internal Consulting Activities Scheduling and Authorization of Payment Request <http://eforms.siu.edu/siuforms/info/hro1005.html>

*Funds Allocation Request*¹ <http://eforms.siu.edu/siuforms/info/hro1006.html>

- ¹ If necessary to establish or transfer funds to support the position. Departments/approvers should keep a copy of the completed form. A copy will not be returned from Human Resources after processing.