Below is a flow-chart that allow for our staff and faculty to know who will be initiating the initial contact with our HRSC Representatives. Next to each type of transactions below, the correct initiator of that task is listed. This person should contact Ms. Melissa Furman 234-3479 or mfurman@coastal.edu to complete the HR task. Therefore, as the task below is required, the person listed below in red should start the process and contact Ms. Furman to complete the work.

** For the tasks listed below with “Dept. Admins/Faculty”, these can be initiated by the faculty member contacting Ms. Furman directly, if the faculty member wishes. **

- **HR Ops transactions**
  - Account Number Changes: Department Admins
  - Basis Changes: Department Admins
  - Department Changes: Department Admins
  - Dual Employment: Department Admins
  - Graduate Assistantship Hires: Department Admins/Faculty
  - Non-FTE Staff Reappointments: Department Admins/Faculty
  - Student Separations: Department Admins/Faculty
  - Teaching Associate Separations: Department Admins
  - Temp Hire Separations: Department Admins/Faculty
  - Faculty/Staff Separations: Administrative Coordinator
  - Student Hires: Department Admins/Faculty
  - Student Changes – Pay rate, Employment dates, Dept changes, Position changes: Department Admins/Faculty
  - Supervisor Changes: Department Admins
  - Temporary Staff Rehires: Department Admins/Faculty
  - Title Changes: Department Admins
  - Volunteer and Affiliate Hires and Separations: Department Admins/Faculty

- **Class/Comp transactions**
  - Additional Duty Increases *(anticipated begin date of July 1)*: Administrative Coordinator
- Additional Knowledge Increases (anticipated begin date of July 1): Administrative Coordinator
- Bonuses: Administrative Coordinator
- Position Description Updates: Administrative Coordinator
- Reclassifications (anticipated begin date of July 1): Administrative Coordinator
- Supplemental Pay for Chairs: Administrative Coordinator
- Coordinator forms for Depts: Department Admins

- Employment transactions
  - Request Job Postings (vacant positions being priority): Administrative Coordinator
  - Faculty/Staff Hires (Classified Staff, Faculty): Administrative Coordinator
  - TFACs, TEMPs, TLTD, Research Grants: Department Admins/Faculty