

**Approvals**

The approvals required for University actions (personnel, payroll, and business transactions) or forms have a specific purpose. The following types of signatures are most commonly required:

- AP: Approves an action on the basis of delegated authority. The approval authority must have personal knowledge of the action or a system of internal procedures that provides for review of the action by a responsible subordinate.
- AK: Acknowledges that the information has been read and understood or that he/she is aware that an action has been taken or will take place.
- CE: Certifies that an action is necessary and appropriate or has occurred and that the information is correct and true.
- CO: Concurs that action is appropriate or the description of a situation/action/transaction is appropriate.

A large number of actions are initiated by departments. Below is a table of common departmental actions; the notations in the approval columns indicate the types of approval required on the document.

TYPE OF ACTION	REQUIRED APPROVALS			
	Employee	Supervisor	Dept Head or Designee	VC/Dean or Designee
<b>AUTHORIZATION DOCUMENTS</b>				
DaFIS Approval Authorization or Cancellation			AP	CO
PPS/OPTRS/PPS DS Access/Change Application	CE	AP		
<b>PERSONNEL ACTIONS</b>				
Personnel actions	AK		AP	
Position Description	AK	CE	CO	
Vacancy Listing			AP	
Performance appraisal:				
Probationary Period Report	AK	CE		
Employee Performance Appraisal Report	AK	CE	CO	
Summary of Accomplishments	CE			
Absence Notice	CE	AP		
Overtime Authorization and Time Worked	CE		AP	
Employee Development:				
Individual Development Plan	AK	AP		
Staff Development Class Enrollment	CE	AP		

TYPE OF ACTION	REQUIRED APPROVALS			
	Employee	Supervisor	Dept Head or Designee	VC/Dean or Designee
Employee-Student Reduced Fee Authorization	AK	AP		
Employer's Report of Occupational Injury/Illness	CE		AK	
Unemployment Insurance Termination Report	AK	CE	CE	
Sabbatical Leave/Special Leave of Absence	CE		AP	AP
Probationary release	AK	AP	AP	
Dismissal			AP	
Layoff			AP	
PAYROLL ACTIONS				
Employee time records	CE	CE		
Payroll time reporting			AP	
Payroll Expenditure Transfer			AP	
BUSINESS TRANSACTIONS				
Budget Documents (CB and BB)			AP	AP
Distribution of Expense (DI)			AP	
Direct Charge (DC, DCT)			AP	
Error Correction (EC)			AP	
Restricted Error Correction (REC)			AP	
Service department requisition			AP	
Purchase Requisition (PR)			AP	
Departmental Purchase Order (DPO)			AP	
Travel Expense Voucher	CE		AP	
Vendor Invoice			AP	
Entertainment Expense Voucher	CE		AP	AP
Equipment Inventory Modification			AP	
Change in Room Assignment Notice				AP
Campus Gift Acceptance Report			CE	CO