FacultyTransaction	Location	Level 1	Level 2	Level 3	Level 4	Level 5

Student Transaction	Location	Level 1	Level 2	Level 3	Level 4	Level 5

Manager MSS Check List – Work Study Students

Before Submitting

Correct effective date

If this is a change to a person or position, did you use an effective date that aligns with the start of an applicable payroll period (biweekly vs. monthly, depending on the employee)?

If this is a request for one-time supplemental pay for a project, did you use begin and end dates that correspond to when the work was performed?

Intended actions are indicated in the appropriate fields AND comments have been added to clarify

[redacted]st by looking at the action? If no, add
[redacted]n in doubt, add comments!

[redacted]e that affects your budget?

Review Approval Workflow

FWS Transaction	Location	Level 1	Level 2	Level 3	Level 4
[redacted]					
[redacted]		1-up	SKIP	N/A	FWS	HRMS Student
[redacted]		SKIP	SKIP	N/A	N/A	HR Gen
[redacted]		SKIP	SKIP	N/A	SKIP	HRMS Manager
[redacted]		1-up	Line VP	N/A	HR Gen	HRMS Student
[redacted]		1-up	SKIP	N/A	FWS	HR Gen
[redacted]		1-up				