

Fiscal Employee Approval Form Guidelines and Document Flow

In compliance with Section V of the Indiana State University Handbook, this form is used for all full-time fiscal employees including support staff who are to be compensated for work outside of their primary job responsibilities (e.g.: prison proctor). The Fiscal Employee Approval Form must be routed and approval received before the work is performed and the pay authorization begins.

Fiscal employees may not receive extra compensation for work performed during their normal work schedule unless leave time is taken or their work schedule has been rearranged with their supervisor's prior approval.

The completed fiscal form with approval signatures must be attached to the pay authorization and routed as usual.

NOTE: Pay authorizations received without the approved fiscal form will be returned to the hiring supervisor and may result in a delay of payment.

DOCUMENT FLOW

1. Initiating Unit (hiring supervisor) – initiate form, sign and date approval of recommendation.
2. Employee – reads and acknowledges policy before signing and dating the form.
3. Supervisor of fiscal employee – sign and date approval of recommendation and work schedule change if necessary.
4. Dean/Administrator of fiscal employee – sign and date approval of recommendation.
5. Vice President of fiscal employee – sign and date approval of recommendation.
6. Vice President's Office returns completed fiscal form to hiring unit to attach to the pay authorization.
7. Pay authorization and approved fiscal form are routed together.
8. Human Resources shall retain the approved fiscal forms.