Need Checklist
- Relo requests
- Fund and org
- Who is budget approver
- Amount of Relocation
- Et Cetera

3/23/23

SS – HR – Relocation – Fund 2

Work Unit (WU)
- Decision to Fund Relocation
  - Route grant funding request

OSP Post Award Manager
- WU reworks
  - Yes
  - No
    - Approved?

RA
- Submits “Employee Change” ticket
  1. Click on “Employee Change” under SS HR Service
  2. Click on “Employee Change” under SS HR Service Offering
  3. Drop down menu for relocation requests

SS HRC
- Processes Ticket and Routes
- Routes virtual copy of approved NextGen form to RA
- Approved?
  - WU reworks

UA HR
- End