GAP Approvals Workflow

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Some, but not all, appointments created in the Graduate Appointment Portal (GAP) will require approval by one or more departments. Conditions which require approval include:

HR Payroll

- PERNR is not valid for the dates of the appointment
- A retroactive change for a student who is currently an employee
- Prior calendar year amount or percentage changes, or changes after deletion
- Errors processing the appointment/distributions in SAP

ODGE

- Salary/stipend is greater than 15% above the standard rate
- Reasonable compensation rule is waived

SFS

- Student not eligible in current term, changes to prior term within same aid year
- Eligible and on degree list in current term, total amount changed (tuition/ins/SLF)
- Award created, changed or deleted prior to current term, or in prior aid year

VPF Sponsored

- Change of amount for WBS more than 90 days past end of fiscal year quarter

> ⚠ PowerFAIDS will receive a notification email if an appointment is created, changed or deleted from a previous aid year, although the appointment will not require their approval.

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