

UPDATED PRE-APPROVAL PROCESS FOR SPECIAL ASSIGNMENT PAYMENTS

As of February 2023, the Office of Human Resources has updated the pre-approval process for Special Assignment Payments/Salary Vouchers as a result of State audits that Rowan University must be in compliance with. Pre-Approval must now be granted from a number of approvers prior to the employee starting the project. The new process is as follows:

- Department will submit the Special Assignment Payment electronic form **up to 90 days but no later than one week before the start date of the project**. Departments will designate Office & Division Approvers along with a “certifier” to approve payment and attest to satisfactory work completion.
 - Note: The certifier must be someone other than the assigned employee and must be in a supervisory position.
 - Note: Any forms that are submitted after the project begin date **must include an explanation from the department as to why the form was not submitted on time and the pre-approval process was not followed**. Human Resources will then notify upper administration of the late submission.
- The following approvers will review the form and make a determination on the pre-approval:
 - Supervisor/Director of Program
 - Dean
 - Human Resources Pre-Approver
 - Budget/OSP (depending on the funding source for the project)
 - Division
- Once the project receives pre-approval from the above parties, the submitter will receive an email notifying them that the project has been approved and the employee may begin working on the project.
- On the project’s end date (as noted on the electronic form), the certifier will receive a follow-up email instructing them to open the form and certify that the work has been completed.
 - Please note that the certifier cannot verify that the work has been completed until on or after the project end date noted on the form. The certifier will receive daily follow-up emails until they certify and sign the form.
- Once the certifiers indicates that the work has been completed, the form will be routed to the HR Admin to be processed for payment.