Anschutz Administration, Finance Dept, Chancellor's Dept, CSA, Health Affairs, and Research

** All positions funded fully or partially by funds 10, 11 or 36 need 2nd level budget approval**

New Positions & Promotions

- Pre-submission process. BP & Finance Contact answers questions on the standardized form and submits.
- BPA & Finance Contact receives 2nd Level Approval submission email
  - Yes
  - BPA confirms appropriate data was sent
    - Yes
    - BPA confirms budget is available
      - Yes
      - EVC/VC determines approval
        - Yes
        - Discussions between EVC/VC and Area Leader
        - On Hold/No
      - No
      - BP attaches 2nd Level Approval confirmation email to NPP
- No
  - BPA works with Finance Contact to get correct data and adjust entry
    - Yes
    - Executive receives 2nd Level Approval request email
      - Yes
      - EVC/VC determines approval
        - Yes
        - Discussions between EVC/VC and Area Leader
        - On Hold/No
      - No
      - BP attaches 2nd Level Approval confirmation email to NPP
- BPA confirms budget is available
  - Yes
  - EVC/VC determines approval
    - Yes
    - Discussions between EVC/VC and Area Leader
    - On Hold/No
  - No
  - BP attaches 2nd Level Approval confirmation email to NPP
- Communication to TAC, BP, & Finance Contact
- Communication to Faculty Inbox, BP, & Finance Contact
- Communication to PRA Inbox, BP, & Finance Contact
- SS sends confirmation email to the appropriate inbox
- Yes
- Classified
- University Staff
- Faculty
- PRA

BP = Business Partner
BPA = Budget Planning and Analysis
EVC = Executive Vice Chancellor
VC = Vice Chancellor