

**Finance Division** 

**Academic Units** 

**Budget Development** 

Financial Reporting &

& Maintenance

**Account Code** 

Support (FOAPALS)

**UShop Requestor** 

**Teaching Adjuncts** 

Teaching & Research

**Academic Units Email** 

tech support)

Assistants

(see procurement for

**Analysis** 

Business Service Center Transition to Shared Service Model as of 8/16/2021

## **Business Service Centers Transition Financial** Human **Operations Center** Research (STAR) **Procurement** Resources (FOC) Pcards – receipt **Purchases- Ushop Hiring Services** Pre-award submission and Benefitted Staff requests Independent & Faculty Post-award Contractor **Student Hourly** Invoices Reporting Agreements (ICA) **Adjunct Hires** (non-teaching) **Travel & Expense** Exception to Bid (ETB) Kronos (UKG) **STAR Website Payroll Questions UShop Training** Wise **Submit Invoice for Payment Procurement Services Employee Services Submit Travel/ Personal UShop Assistance** Reimbursements **HR Services Submit Payroll Question**

**Go-To Guide**