Approval Timing/Processing Lead-time Standards for Physics Business Operations
Updated August 2017

- Approval times for Business Operations/Fiscal start after level 1 (Faculty Support Admins) approval. If admin submits, timing begins after submission.
- Approval Times listed below assume 100% completion
    - Completion includes:
        - Review of funding with notes on problems,
        - Notes on any potential problems
        - Review of items and funding for compliance,
        - Proper attachments,
        - Notes to front office (ad-hoc approval needed)
- If something is missing, front office will deny the eRequest with a comment on what is needed.
    - When eRequest is denied, you do not have to start over; just make appropriate edits and re-submit
        - Comments are added on why eRequest is being denied
    - When you see denied, do not take it personally, this is a word that the system OSU created for us to use.
        - We have tried several approaches (phone call, e-mails, and deny)
        - Deny, seems to provide the quickest resolutions (phone-calls & emails, get lost or forgotten)
- To help facilitate prompt approvals, please highlight anything unusual (ex: project in prelim status, no 06840 F&A listed on project, OGC005 in process): Process currently being reviewed
- All Critical/Emergency orders should have comment about using overnight shipping if applicable
- If something needs approved quicker than the times below, please email Jean, Martina, and Rachel. This will help facilitate quick approval.
    - Note: Travel requests can take up to 48 hours (24 hours by Admin and 24 hours by Front Office).
        - Reminder: Faculty Travel needs chair approval. Chair travel needs Dean Hadad's approval.

Faculty Support Admins- Level 1 Approval

Item	Approval Lead Time
eRequest Approval	24 hours for initial review or communicate questions
Travel Requests Submission	24 hours
Travel Reimbursements Submission	Submit within 5 business days after given all documentation
Ad-Hoc Approvals	24 hours
Journal Entries and Transfers	Provide copy with detailed backup by 25th of month

Business Operations/Fiscal:

Item	Approval Lead Time
Travel Requests Approval	24 (simple)-48 Hours (international, over 10 business days) or communicate questions
Normal eRequest *	48 hours or communicate questions
Reimbursements through eRequest (Non-Travel)	10 to 25 Business Days (simple vs complex)
eRequest's with restricted categories/contracts	5 Business Days
Large Dollar eRequest (Over $10K)	5 Business Days
PA-005 (Office of Sponsored Projects-OSP)	24 hours if 100% Correct or communicate questions
Journal Entry Approvals	By end of current fiscal month
Items to be entered into DocuSign	3-5 Business Days
Payment Request (Paper AP Form)**	48 hours for front office signature, will be returned to admin to facilitate next steps

* Items that require special approval via eRequest (alcohol, chair expenses, computer purchases etc.) may take extra time for ad-hoc approval
** Payment Request Form (Paper Form) - See front office 2 weeks in advance to discuss specifics (Ex: Approvals, Terms, Match Exception, Voucher Approval ($3K+), Vendor Adds, Non Resident Alien)
Reminder: University check runs are Tuesday and Thursday

HR Timelines

Item	Approval Lead Time
Funding Changes (DRD,DBT)	Monthly Deadline communicated by HRP via email
HR Action Request (HRA) Approval	24 hours
Employment Verification Letters*	5 Business Days
Off Duty Pay (ODP)	Monthly Deadline communicated by HRP via email
Hires	See Physics Hiring Processing Times in Shared Drive
Job Posting- Undergrad Student Job Board	48 Hours (Job Board requires 24 Hours from submission to review before posted)
Job Posting- Administrative or Research Staff	10 Business Days

*Employment Verification Letter Requests should come from the Faculty Support Admins.

Business Service Center

Items	Time to wait before contacting
Travel Reimbursements (except advances/prepaid)	10 Business Days in general, 15 days for peak season March-June
Travel Cash Advances/Prepaids	48 Hours
eStores Orders	48 Hours- Unless Urgent
Purchase Orders	5 Business Days

Other Fiscal Items

Items	Who to Contact	Time to wait before contacting
Exceptions	College	30 Days
Waivers and orders over 10K	Central Purchasing	3-5 weeks
Vendor Maintenance	Vendor Maintenance	3-5 weeks