

**COLLEGE OF TROPICAL AGRICULTURE & HUMAN RESOURCES  
GUIDELINES FOR PROCESSING  
PERSONNEL AND FISCAL DOCUMENTS**

**Background**

All faculty and staff, regardless of their work location or position classification, have a designated department as their academic home. In order to expedite the processing of personnel and financial documents, the routing and approving authority will be determined by the work location of the faculty or staff.

Departments will initiate and approve personnel and fiscal documents for faculty and staff located on the Mānoa Campus except for Oahu County extension agents. In addition, departments will also approve documents for personnel hired by their faculty on contracts or grants.

Counties will initiate and approve fiscal documents and routine personnel documents for faculty and staff located in the counties including Oahu County Extension Agents located on the Mānoa Campus. Unlike departments, the routing of personnel documents differs slightly from the routing of fiscal documents. Fiscal documents need not be sent to the department for approval but may be sent directly to the CTAHR Fiscal Office for approval and issuance. Routine personnel documents are initiated and approved in the county, however, personnel actions that are academic in nature (e.g. promotion and tenure, contract renewal, faculty evaluation) must be transmitted to the department for approval.

**Personnel Procedures**

The departments will prepare and approve all personnel documents for faculty and staff who are physically located on the Manoa Campus except for Oahu County extension agents. To assist both the faculty in the counties and secretarial/clerical staff in the departments, the counties will initiate and approve all routine personnel documents for faculty and personnel hired by the faculty who are physically located in the counties. The counties will process academic documents to the faculties' respective departments for review and approval by the department chairs. The departments will then process the documents to the CTAHR Personnel Office. This applies to all positions (regular and temporary) regardless of funding.

Exceptions:

EFNEP - The program leader will be assisted by the secretarial/clerical staff supported by EFNEP funds. Personnel transactions will originate in the county or department offices depending on location, be transmitted to the EFNEP clerk, and be approved by the program leader before processing to the CTAHR Personnel Office.

## **Fiscal Procedures**

The departments will prepare and approve all fiscal documents for faculty and personnel hired by those faculty who are physically located on the Manoa Campus except Oahu County extension agents. All fiscal documents will be transmitted to the CTAHR Fiscal Office for printing and signing of the required documents.

To expedite the procurement and fiscal process, all counties will initiate fiscal documents for county agents and other faculty located in the counties. This includes fiscal documents for all of their employees hired on contracts and grants. This also includes:

EFNEP – The county secretarial/clerical staff will initiate fiscal documents for faculty and staff who are located in the county and are allocated county EFNEP funds.

4-H - The county secretarial/clerical staff will initiate fiscal documents for faculty and staff who are located in the county and are allocated county 4-H funds.

County Administrators may approve purchases within their fiscal authority (\$2,500). Those and all other purchases exceeding their authority will be transmitted to the CTAHR Fiscal Office for processing, issuing of purchase orders, and final approval.