

## **Dean/Director Level Check List**

- ☐ Approval Category
- ☐ PCN# and Suffix
- ☐ Dates
  - ☐ Query Date
  - ☐ Jobs Effective Date
  - ☐ Personnel Date
  - ☐ Seniority Date (same as Personnel)
  - ☐ Term Date
- ☐ Titles
  - ☐ Abbreviated correctly (check ROJD for Banner Title)
- ☐ Salary/Hourly Rate (check with fiscal officer)
- ☐ Hours per day/pay
- ☐ Pays/Factors (match dates)
- ☐ Employee Class Code
- ☐ Job Employee Class
- ☐ Default Earning Code (same as hours per pay)