
AUTHORIZATION POLICY FOR PERSONNEL TRANSACTIONS

Category: Human Resource Management
Responsible Office: Human Resource Management Office

Date Established: 04/27/1994
Date Last Revised: 04/13/2017
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POLICY SUMMARY

This policy outlines the approval authorizations required for processing personnel transactions within SUNY Buffalo State.

POLICY

Policy Statement

All personnel transactions must be signed/authorized by the final approver (see Attachment).

The SUNY Board of Trustees has vested authority in the chief administrative officer (president) to authorize particular appointments. Where permitted, the president may delegate authority to vice presidents and deans to improve operational efficiency.

Background

SUNY Buffalo State executes personnel transactions which obligate college resources. A sound internal control environment requires that only authorized individuals approve transactions. Internal controls help to ensure that transactions are valid, appropriate, and executed in accordance with SUNY and college policies and contractual agreements.

Applicability

This policy applies to all New York State employees.

Definitions

Approval Authority – Permission to approve transactions for execution. This approval attests to the accuracy, validity, and appropriateness of the transaction within the college’s program objectives and budgetary authorizations. Transaction approval may be performed electronically or manually with a handwritten signature.

Internal Control – The integration of the activities, plans, attitudes, policies, and efforts of the people of a department working together to provide reasonable assurance that the department will achieve its mission.

Responsibility

Approver

- Ensure you have the authority to approve the transaction.
- Verify the transaction conforms to SUNY and college policies and contractual agreements.

- Confirm that funds have been allocated.
- Ensure that there is no real or apparent conflict of interest on your part or on the part of any other individual involved in the transaction. If there is, resolve it prior to approving the transaction.

Vice Presidents and Deans

- Responsible for overall operations of their units.
- Delegate approval authority as necessary and appropriate. If a delegate is assigned, maintain a written delegation plan documenting the name and signature of the approver and the scope of delegation.

President

- Delegate approval authority as necessary and appropriate. If a delegate is assigned, maintain a written delegation plan documenting the name and signature of the approver and the scope of delegation.
- Notify or obtain approval from the Chancellor for personnel transactions as required by the SUNY Board of Trustees Policies.

Procedure

See attached document: SUNY Buffalo State Signature Policy chart (July 2011)

RELATED INFORMATION

Documents and Forms:

[SUNY Buffalo State Personnel Forms](#)

Related Links:

[SUNY Policies of the Board of Trustees](#)

CONTACT INFORMATION

Human Resource Management Office
Cleveland Hall, Room 403
1300 Elmwood Avenue
Buffalo, NY 14222

Phone: (716) 878-4822
Fax: (716) 878-3069
Website: <http://hr.buffalostate.edu/>
E-mail: earshesj@buffalostate.edu

REVISION HISTORY

Date of change: 03/27/2015

Brief description of edit: Adapted to standard template

Date of change: 04/13/2017

Brief description of edit: Update to hyperlink

APPROVAL

Approved prior to 2016

**SUNY Buffalo State Signature Policy
(Revised July 2011)**

ACTION / FORMS	SPECIFICS	FINAL APPROVAL*
MANAGEMENT / CONFIDENTIAL		
All	Any M/C personnel transaction (appointments, leaves, separations, salary increases, extra service, position release, recruitment plan, etc.)	President
POSITION RELEASE		
	Faculty Professionals Classified Staff	Provost / Vice President / CIO
RECRUITMENT PLAN		
	Faculty Professionals	Provost / Vice President / CIO
APPOINTMENTS		
Professionals and Faculty (full-time only)	Continuing/Permanent, Promotions, Chair Designations	President
	New Appointment Renewal of Term Extension of Temporary Retiree at a salary above annual retirement system earnings limitation	Provost / Vice President / CIO
Faculty (part-time only)	New Appointment Renewal of Term Extension of Temporary Adjunct assignments without salary	Deans
Classified Staff	New Appointment, Extension of Temporary	Provost / Vice President / CIO
Graduate Assistants	New Appointment, Extension of Temporary	Dean or VP / CIO
LEAVES		
	Sick Leave, Maternity / Child Care, Sabbatical	Provost / Vice President / CIO
	Administrative / Title F	President
EXTRA SERVICE		
	Extra Service at BSC Extra Service at another State agency (UP-6 or UP-8 required) Dual Employment (part-time professionals)	Provost / Vice President / CIO
	Dual Employment (part-time faculty)	Deans
SEPARATIONS		
Non-Renewal/Expiration of Term	Part-Time Faculty	Deans
	Professionals and Full-Time Faculty except when employee is up for Continuing or Permanent appointment	Provost / Vice President / CIO
	Professionals and Full-Time Faculty when employee is up for Continuing or Permanent appointment	President
Resignation, Retirement, Termination	Professionals and Full-Time Faculty Classified Staff	Provost / Vice President / CIO
	Part-Time Faculty Graduate Assistants	Deans
MISCELLANEOUS		
	Salary increase over 10%	President
	Salary increase less than 10% Other changes (line number, local title, FTE, pay mode, obligation, etc.)	Provost / Vice President / CIO
	Summer Session appointments	Deans

*Exception: The President will approve transactions regarding employment of direct reports to Provost / Vice Presidents / CIO.