



## CHECKLIST FOR FINANCIAL SERVICES TEAMS (FST) MANAGER MEMBERSHIP CHANGES

*The FFO/FST Supervisor must immediately communicate all changes in FST Manager Membership.*

**NEW FST MANAGER NOT YET HIRED** - If a new FST Manager has not yet been hired or fully 'certified' upon the departure of a FST Manager, a temporary manager must be appointed.

<input type="checkbox"/>	The temporary manager must be the FFO/FST Supervisor <b>or</b> another 'certified' FST Manager within the Faculty/Unit.
<input type="checkbox"/>	FFO/FST Supervisor must complete and submit the <b>Temporary Changes to FST Manager Membership Form</b> that is available in the " <a href="#">Faculty Financial Officers (FFOs)</a> " page on the Financial Services website.

### NEW FST MANAGER HIRED

<input type="checkbox"/>	FST Manager must register and complete the <b>Banner and Minerva administration courses</b> (GEN 300, FIS 401, and FIS 430) if not already done so. Go to <a href="#">Minerva&gt; Employee&gt; Training Menu&gt; Financial Services</a> to register for the courses.
<input type="checkbox"/>	FST Manager must register and complete the <b>FIS 451 – FST Advances and Expense Reports</b> . Go to <a href="#">Minerva&gt; Employee&gt; Training Menu&gt; Financial Services</a> to register for the course.
<input type="checkbox"/>	FST Manager should refer to the <b>Research Administration Network (RAN)</b> website to review the research related information and must complete and submit the <a href="#">InfoEd Access Request Form – View only</a> available on the Financial Services website.
<input type="checkbox"/>	FFO/FST Supervisor must complete and submit the <b>Finance Information System (FIS) Authorization Form</b> for fund/org security access. The form is available on the Financial Services website.
<input type="checkbox"/>	FFO/FST Supervisor must complete and submit the <b>FST Manager Membership Changes Form</b> once <u>all</u> of the courses have been successfully completed. The form is available in the "Faculty Financial Officers (FFOs)" page on the Financial Services website.