CHECKLIST FOR FINANCIAL SERVICES TEAMS (FST) SUPPORT STAFF MEMBERSHIP CHANGES

The FFO/FST Supervisor must immediately communicate all changes in FST Support Staff membership.

SUPPORT STAFF LEAVES AND A REPLACEMENT HAS NOT/WILL NOT BE HIRED

☐	Advise fissecurity.acct@mcgill.ca if a support staff member leaves and a replacement has not or will not be hired. Provide the name and McGill ID# of the outgoing member along with the FST code and date of membership termination.

REPLACEMENT OR AN ADDITIONAL SUPPORT STAFF MEMBER HAS BEEN HIRED

☐	FST member must register and complete the **Banner and Minerva administration courses** (GEN 300, FIS 401, and FIS 430) if not already done so. Go to *Minerva> Employee> Training Menu> Financial Services* to register for the courses.
☐	FST member must register and complete the **FIS 451 – FST Advances and Expense Reports**. Go to *Minerva> Employee> Training Menu> Financial Services* to register for the course.
☐	FST member should refer to the **Research Administration Network (RAN)** website to review the research related information and should complete and submit the **InfoEd Access Request Form – View only** available on the Financial Services website.
☐	FFO/FST Supervisor must complete and submit the **Finance Information System (FIS) Authorization Form** for fund/org security access. The form is available on the Financial Services website.
☐	FFO/FST Supervisor must complete and submit the **FST Support Staff Membership Changes Form** 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.