



New Department Manager Checklist

_____ Submit OARS for Financials access roles (M-Reports, etc.) or contact Stacy Eglinton in Financial Services for help

_____ Submit OARS for Human Resources roles (time approval, hiring manager, etc.) or contact Human Resources for help.

_____ Submit a new P-Card application form, if the manager will have a P-Card.

_____ Any individuals with the department manager as their Concur default approver will need to update their Concur Profile.

_____ Contact Stacy Eglinton in Financial Services to process Project Director, Single Administrative Point of Contact and Department ID Manager changes.