Teachers College
COLUMBIA UNIVERSITY

Approval Workflow - Requisitions

Approval Workflow	Applicable Employee Classes	
Faculty & Lecturers / Visiting Professors Postdoctoral Fellow	Faculty = 6111, e-class 20 Lecturer/Visiting Professor/Postdoctoral Fellow = 6161, e-class 25	Single
Full-Time Instructional Staff	FT Instructors = 6121, e-class 24	Single
All Other Employees – Non Split Funded	FT Professional Exempt = 6211, e-class 40 FT Professional Non-Exempt = 6213, e-class 42 FT School Based Professional Exempt = 6211, e-class 44 PT Professional Exempt = 6242, e-class 43 PT Professional Non-Exempt = 6244, e-class 41 PT Professional Student = 6432, e-class 45	Single
	Temporary Professional Exempt or 1-Time Payment = 6252, e-class 48 Interim/Temporary Professional Non-Exempt = 6254, e-class 91	Pooled
All Other Employees - Split Funded	FT Professional Exempt = 6211, e-class 40 FT Professional Non-Exempt = 6213, e-class 42 FT School Based Professional Exempt = 6211, e-class 44 PT Professional Exempt = 6242, e-class 43 PT Professional Non-Exempt = 6244, e-class 41 PT Professional Student = 6432, e-class 45 Temp. Professional Exempt = 6252, e-class 48 One-Time Payment = 6571, e-class 48 70 Hour Secretarial-Clerical = 6311, e-class 50 40 Hour Secretarial-Clerical = 6312, e-class 51 50 hour Secretarial-Clerical = 6312, e-class 52 707 Service-Maintenance = 6321, e-class 70 707 Security = 6331, e-class 71 Temporary Facilities (707) = 6321, e-class 78 32BJ Service Maintenance = 6341, e-class 72	Single
	Interim Employee/Temporary Professional Non-Exempt = 6254, e-class 91 Resident Assistant = 6531, e-class 86	Pooled
PT Instructional Staff	PT Instructors = 6122, e-class 31 Adjunct/PT Visiting Prof/PT Lecturer = 6132, e-class 35 Community Teacher = 6142, e-class 39 Instructional Staff/Fee-Based Instructor = 6152, e-class 81	Pooled
RA/TA/DRFs – Operating Funded	Research/Teaching Assistant = 6422, e-class 87 Doctoral Research Fellow = 6442, e-class 88	Pooled
RA/TA/DRFs – Provost Funded	Research/Teaching Assistant = 6422, e-class 87	Pooled
RA/TA/DRFs – Grant Funded	Doctoral Research Fellow = 6442, e-class 88 Research/Teaching Assistant = 6422, e-class 87	Pooled
Course Assistant/Admin Fellow	Course Assistant = 6462, e-class 84 Administrative Fellow = 6412, e-class 89	Pooled
Federal Work-Study	Federal Work-Study = 7829, e-class 90	Pooled
Interim Student - Non Split Funded	Interim Student = 6452, e-class 93	Pooled
Interim Student - Split Funded	Interim Student = 6452, e-class 93	Pooled