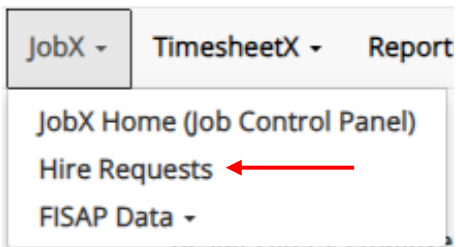


Cost Center Manager Form Approval

The Cost Center Manager form is a Dynamic form created for manager review/approval based on the cost center selected in the hire request. The form must be approved in order to proceed with the hire request approval process.

Submit hire request > click on JobX > Hire Requests



Review the list of hire requests > To initiate the Cost Center form, click on “**Not Completed**” link next to Cost Center Manager.

Hires Requests - Pending Forms & Approval(s)

Request Date	Job Type	Job Title	Name	ID	Employer	Form/Status	Actions
Status: Incomplete - Pending Form Completion							
07/01/24	On-Campus Direct Wage Jobs	Student Project Associate	John Doe	john.doe01@utrgv.edu	Department Name	I9: Not Completed Voluntary Demographic Student Form: Not Completed CBC: Not Completed Cost Center Manager: Not Completed	Actions

Once the form has been initiated, you will be taken to another screen. Select the Yes or No option to determine who will review/approve the form.

- **Yes:** It will be sent to the *Alternate Approver*.
- **No:** It will be sent to the *Primary Approver*.



Do you want to send this review to the Cost Center **Alternate Approver** instead of the Primary Approver?

Note: Based on the option selected, the Cost Center approver information will be populated. Please review the cost center approver information.

Review and confirm the information > click **Next**.



Do you want to send this review to the Cost Center **Alternate Approver** instead of the Primary Approver?

The Cost Center Review and Approval email will be sent to the following **Primary Approver**.

Cost Center or Project Number #1:

Primary Approver:

Primary Approver Email:

The following are the Hire Details that will be reviewed and approved by the Cost Center Manager. The hire will remain pending until the form is approved by the HR Office.

Employee's First Name:

Employee's Last Name:

Employee Email:

Cost Center & Project Funding Review

Type of Job:

Job Title:

Amount:

Timeframe Start Date:

Timeframe End Date:

Hours Per Week:

Total Amount:

Cost Center and Project Percentages

Cost Center or Project Title	Cost Center or Project Number	Cost Center or Project Percentage
Cost Center or Project Number #1:	<input type="text" value="31"/>	<input type="text" value="100"/>
Cost Center or Project Number #2:	<input type="text"/>	<input type="text"/>
Cost Center or Project Number #3:	<input type="text"/>	<input type="text"/>
Cost Center or Project Number #4:	<input type="text"/>	<input type="text"/>

Next



Sign your First and Last name > Click Sign Electronically.

Electronic Signature

Please read the [Disclosure / Consent](#) before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.





If you would like to opt out of electronic signature, please click the "Opt out and print" link below to save your information and print a local copy for your signature.

[Opt out and print](#)

After clicking Sign Electronically, an email notification will be sent to the Cost Center approver.

From: Studentemployment@utrgv.edu <Studentemployment@utrgv.edu>
Sent: Wednesday, June 26, 2024 2:07 PM
To:
Subject: Cost Center & Project Manager Approval Form - Please Review

External Mail

This email originated outside of The University of Texas Rio Grande Valley.
Please exercise caution when clicking on links or opening attachments.

You are receiving this e-mail because you are required to complete the Cost Center & Project Manager Approval Form for the hire of _____ for _____ Pending / Draft Forms to complete the form.

_____. Please click the link below to login to your site and then proceed to

[Click here to complete your section of the form.](#)

The supervisor must click on the link on the email above. This will take you directly to the Cost Center Approval Form. Please review and approve the form.

The form must be approved in order to proceed with the hire request approval process.

For more information or assistance, please contact studentemployment@utrgv.edu.