

Role Specific Job Aids and Training Materials

On this section:

- [Academics - Deans & Assistants](#)
 - [Academic Appointments](#)
 - [Activity Pay \(Overload/Adjunct Pay \) calculations](#)
- [First Responders](#)
 - [How to update your temporary housing designation](#)
- [Print Organizational Charts](#)
- [Procurement and Finance](#)
 - [Search Suppliers and Create Supplier Requests](#)
 - [Create Requisitions](#)
 - [Create Requisition for NEW FY in Current FY](#)
 - [Create Supplier Invoice Request](#)
 - [Closing of the fiscal year - Important Information](#)
 - [Verify Procurement Card Transactions](#)
 - [LU Variance Report](#)
 - [Manage Cost Centers](#)
 - [Cost Center Dashboard](#)
 - [Lynn Variance Report](#)
 - [Review and Approve Expenses](#)
 - [Spend Categories](#)
 - [Print Purchase Orders](#)