Honorary & Trustee Process Checklist

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| Position Title |  |

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|  | **Completed** |
| Nominee for Honorary or Trustee position is identified and approved by Chief of Staff and President. |  |
| Chief of Staff notifies AVP of Human Resources by email and cc’s the Helpdesk for request of email address for the nominee. |  |
| Human Resources sends the Personal Data form to the nominee to complete: |  |
| After the nominee completes and returns the form to Human Resources, Records reviews and inputs nominee into Banner with a 1 year time frame, unless otherwise specified |  |
| Once Banner updates, Identity Management System creates Active Directory account and ITS process new account.  |  |
| Chief of Staff receives notice of account and email log on information; sends notification to nominee on how to log on. |  |
| **NOTE: You are responsible for notifying both Records and Employment if there are any status changes or if their appointment is anticipated to be longer or shorter.**  |  |