



## CHECKLIST FOR FACULTY FINANCIAL OFFICER (FFO) / FINANCIAL SERVICES TEAMS (FST) SUPERVISOR CHANGES

<input type="checkbox"/>	Faculty/Unit must provide <a href="mailto:Fissecurity.acct@mcgill.ca">Fissecurity.acct@mcgill.ca</a> with the name of the new FFO/FST Supervisor, McGill ID and start date.
<input type="checkbox"/>	FFO/FST Supervisor must register and complete the <b>Banner and Minerva administration</b> courses (GEN 300, FIS 301, and FIS 330) if not already completed. Go to <a href="#">Minerva&gt; Employee&gt; IT Customer Services (ICS) Training Menu&gt; Banner/Minerva training</a> to register for the courses.
<input type="checkbox"/>	FFO/FST Supervisor must register and complete the online course <b>OLC (FIN) 451 – FST Advances and Expense Reports</b> . Go to <a href="#">Minerva&gt; Employee&gt; IT Customer Services (ICS) Training Menu&gt; Online Training</a> to register for the course.
<input type="checkbox"/>	FFO/FST Supervisor should refer to the <b>Research Administration Network (RAN)</b> website to review the research related information and must complete and submit the <b>InfoEd Access Request Form – View only</b> . The form is available in the “For FFOs” page on the Financial Services website.
<input type="checkbox"/>	FFO/FST Supervisor must complete and submit the Finance Information System ( <b>FIS</b> ) <b>Authorization Form</b> for fund/org security access. The form is located in the Forms page on the Financial Services website.
<input type="checkbox"/>	If the FFO/FST Supervisor is also a FST Manager, the <b>FST Manager Membership Changes form</b> , must be completed and submitted once <u>all</u> of the courses have been successfully completed. The form is available in the “For FFOs” page on the Financial Services website.
<input type="checkbox"/>	A <b>specimen signature</b> of the FFO/FST Supervisor must be submitted to the Central Travel Desk in Financial Services. Specimen signature template is available in the “For FFOs” page on the Financial Services website.