



CHECKLIST FOR FINANCIAL SERVICES TEAMS (FST) SUPPORT STAFF MEMBERSHIP CHANGES

The FFO/FST Supervisor must immediately communicate all changes in FST Support Staff membership.

SUPPORT STAFF LEAVES AND A REPLACEMENT HAS NOT/WILL NOT BE HIRED

<input type="checkbox"/>	Advise fissecurity.acct@mcgill.ca if a support staff member leaves and a replacement has not or will not be hired. Provide the name and McGill ID# of the outgoing member along with the FST code and date of membership termination.
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REPLACEMENT OR AN ADDITIONAL SUPPORT STAFF MEMBER HAS BEEN HIRED

<input type="checkbox"/>	FST member must register and complete the Banner and Minerva administration courses (GEN 300, FIS 301, and FIS 330) if not already done so. Go to Minerva> Employee> IT Customer Services (ICS) Training Menu> Banner/Minerva training to register for the courses.
<input type="checkbox"/>	FST member must register and complete the online course OLC (FIN) 451 – FST Advances and Expense Reports . Go to Minerva> Employee> IT Customer Services (ICS) Training Menu> Online Training to register for the course.
<input type="checkbox"/>	FST member should refer to the Research Administration Network (RAN) website to review the research related information and should complete and submit the InfoEd Access Request Form – View only . 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 (FIS) Authorization Form for fund/org security access. The form is available in the Forms page on the Financial Services website
<input type="checkbox"/>	FFO/FST Supervisor must complete and submit the FST Support Staff Membership Changes Form 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.