GENESEO **DEPARTMENT NAMES**

In order for Human Resources & Payroll Services to provide reports sorted by department names or select employees for reports by department, it is essential that all forms contain a **standard department name** in the format that our human resources management system accepts and understands. Employees can only be assigned to one department, Human Resources must assign each employee a "home record" based upon such factors as workload and employee history.

Following is the current list of acceptable department names and name formats to use on our Geneseo Employment Recommendation (GER) Form and Change of Directory Forms.

ACCESS OPPORTUNITY PROGRAMS
ACCOUNTING SERVICES
ADMINISTRATION & FINANCE
ADMINISTRATIVE SYSTEMS SERVICES
ADMISSIONS
AFFIRMATIVE ACTION
ANTHROPOLOGY
ART HISTORY
BIOLOGY
BUDGET OFFICE
CAREER DEVELOPMENT
CENTER FOR COMMUNITY
CENTRAL DUPLICATING SERVICES
CHEMISTRY
CENTER FOR INQUIRY, DISCOVERY & DEV
COLLEGE ADVANCEMENT
COMMUNICATION
COMPUTING & INFORMATION TECHNOLOGY
ENGLISH
ENROLLMENT SERVICES
FACILITIES SERVICES
FINANCIAL AID
GEOGRAPHY
GEOLOGICAL SCIENCES
GRANTS MANAGEMENT
HEALTH & COUNSELING
HISTORY
HUMAN RESOURCES & PAYROLL SERVICES
INSTITUTIONAL RESEARCH
INTERCOLLEGIATE ATHLETICS & REC
INTL STUDENT & SCHOLAR SERVICES
LANGUAGES & LITERATURES
MAIL SERVICES
MATHEMATICS
MILNE LIBRARY
MUSIC
OFFICE OF DEAN OF THE COLLEGE
OFFICE OF DISABILITY SERVICES
OFFICE OF INTERNATIONAL PROGRAMS
OFFICE OF THE PRESIDENT
OFFICE OF THE PROVOST
OFFICE OF THE REGISTRAR
OFFICE OF SUSTAINABILITY
PHILOSOPHY
PHYSICS & ASTRONOMY
POL SCIENCE & INTERN RELATIONS
PROCUREMENT & PROPERTY CONTROL SVCS
PSYCHOLOGY
RESIDENCE LIFE
SCHEDULING, EVENTS & CONFERENCE SVS
SCHOOL OF BUSINESS
SCHOOL OF EDUCATION
SMALL BUSINESS DEVELOPMENT CENTER
SOCIOLOGY
SPONSORED RESEARCH
STUDENT ACCOUNTS
STUDENT ASSOCIATION
STUDENT & CAMPUS LIFE
STUDENT LIFE
THEATRE & DANCE
UNIVERSITY POLICE