

GENESE0

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