

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.

Academic Planning & Advising	Office of the Registrar
Access Opportunity Programs	Office of Sponsored Programs Admin
Accounting Services	Performing Arts
Admissions	Philosophy
Anthropology	Physics & Astronomy
Art History	Pol Science & Intern Relations
Biology	Procurement & Property Control Svcs
Career Design Center	Psychology
Center for Community	Residence Life
Center for Global Engagement	Scheduling, Events & Conference Svcs
Center for Integrative Learning	School of Business
Central Duplicating Services	School of Education
Chemistry	Sociology
College Advancement	Sponsored Research
Communication	Student Accounts
Communications & Marketing	Student & Campus Life
Computing & Information Technology	Student Association
English	Student Health & Counseling
Enrollment Management	Student Life
Facilities Services	University Police
Finance & Administration	
Financial Aid	
Geography & Sustainability Studies	
Geological Sciences	
Global Languages & Cultures	
History	
Human Resources & Payroll Services	
Institutional Research	
Intercollegiate Athletics & Rec	
Mail Services	
Mathematics	
Milne Library	
Multicultural Affairs	
Office of Accessibility Services	
Office of Diversity & Equity	
Office of the President	
Office of the Provost	

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