 **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

Access Opportunity Programs  
Accounting Services  
Administrative Systems   
Admissions  
Anthropology  
Art History  
Biology  
Career Development  
Center for Community  
Center for Integrative Learning  
Central Duplicating Services  
Chemistry  
College Advancement  
Communication

Communications & Marketing  
Computing & Information Technology

English  
Enrollment Management  
Facilities Services

Finance & Administration  
Financial Aid  
Geography  
Geological Sciences  
Grants Management  
History  
Human Resources & Payroll Services  
Institutional Research  
Intercollegiate Athletics & Rec  
Intl Student & Scholar Services  
Languages & Literatures  
Mail Services

Mathematics  
Milne Library  
Music  
Office of Accessibility Services  
Office of Diversity & Equity  
Office of International Programs  
Office of Sustainability   
Office of the President  
Office of the Provost  
Office of the Registrar  
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 & Campus Life  
Student Association  
Student Health & Counseling  
Student Life  
Theatre & Dance  
University Police

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