 **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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