



Employee Request

- Employee submits ADA Accommodation Request Form to Human Resources for consideration by the Administrator of HR and HR Generalist.

Risk Management Coordinator

- Receives email notification of ADA request from HR.
- Meets with Requester.
- Enters ADA Accommodation Request in Sprocket.
- Enters recommendation and cost estimate in Sprocket.

Human Resources Generalist

- Receives email notification of cost estimate.
- Enters budget code that will be used to fund request.

Administrative Assistant of Auxiliary Services

- Receives email notification that request is ready to process.
- Logs request, prepares Journal Entry from budget.

Staff Assistant of Auxiliary Services

- Reviews and approves request.
- Signs Journal Entry to transfer funds to ADA budget.
- Returns to Administrative Assistant to send Journal Entry to appropriate Program Director or Administrator for signature and final approval.

Program Director or Administrator

- Receives email notification of ADA request.
- Approves request in Sprocket.
- Returns signed Journal Entry and dispatches request to Auxiliary Services.

Administrative Assistant of Auxiliary Services

- Receives email notification of approved ADA request.
- Submits Journal Entry to Accounting.
- Dispatches request to Risk Management Coordinator.

Risk Management Coordinator

- Receives email notification that ADA request is ready to complete.
- Generates Sprocket Work Orders and requests for the purchase of materials, equipment, etc.
- Closes request in Sprocket when it is complete.

Administrative Assistant of Auxiliary Services

- Enters orders, tracks costs and documents request.
- Receives email notification that ADA request has been completed.
- Runs Sprocket report, documents any labor costs needed to comply with request.
- Informs Fixed Assets Specialist if there is equipment, furniture, etc. that will require an ADA Fixed Asset tag.

Human Resources Generalist

- Receives email notification that ADA request has been completed.
- Notifies Employee that ADA request has been completed.

Fixed Asset Specialist

- Records and tags ADA Fixed Asset equipment, furniture, etc.
- Coordinates requests for transfer of ADA Fixed Assets via current transfer process.
- Informs HR Generalist and Administrative Assistant of Auxiliary Services of these transfers.

RECORDS

- ADA Accommodation Request Forms will be kept at Human Resources.
- Records of request compliance, including equipment, materials and labor costs, etc. will be kept at Auxiliary Services.
- Shared files will be established between Human Resources Generalist and Administrative Assistant of Auxiliary Services to provide easy access to these records.