

Arts & Sciences Administrators: How to initiate Moving & Relocation stipend requests

1. In consultation with the A&S Dean's Office, the authorized relocation stipend amount is determined at the time of the job offer and must be noted on the Faculty Appointment Form and specified in the letter of intent or employment contract. (If known, please note the amount paid by Department/Program in cases of shared funding.)
2. **Shortly after the employee's start date (not before, please)**, the Department or Program Administrator prepares the University Relocation Stipend Agreement (URSA) and has the new employee sign. *The form will be counter-signed by the Dean's Office (not Chair or Director).* Make a copy for your file. The W&M policy and URSA may be found [here](#). Please also ensure that the new employee updates their local address in Banner Self-Service.
3. To obtain authorized signatures, the Department/Program Administrator will forward the signed URSA (.pdf) to the Dean's Office for signature (Attn: Gail Pascaris and CC: Robin McDow).
4. Completion of the [Personnel Action Form](#) (PAF) depends on the type of hire:
 - a. For Tenure-eligible and Teaching faculty hires (formerly NTEs) whose relocation is **either fully or partially** funded by the Dean's Office, the Dean's Office fiscal staff will initiate the PAF after receiving the URSA, and will advance for all requisite approvals via DocuSign.
 - b. For grant-funded hires, professionals, and other types of employees, the Department or Program Administrator is responsible for completing the PAF and URSA and securing appropriate signatures (employee signature on URSA, Chair/Director and OSP signatures on PAF) and submitting these along with any required backup documentation* to the Dean's Office for signature (Attn: Gail Pascaris and CC: Robin McDow). *Please be sure to include a signed copy of the employee contract documenting the authorized relocation amount.* Once all documents are received, the Dean's Office will route for all remaining requisite approvals via DocuSign.
***Per OSP practice, grant funded hires are required to produce receipts of their expenditures and may receive a stipend up to the allocated amount but not to exceed the total documented expenditures.**

Please contact Gail Pascaris or Robin McDow if you have any questions.