Work with PI to set up chartstring in internal systems

Communicate chartstring and speedtypes to PI and supported staff

Work with PI on project staffing

Set up recharges if needed

Complete all activity with award setup: staffing, speedtype, recharges, etc.

Provide HR with chartstring for new hires, and transfers of current staff

Work with HR on new hires

CSS RA

Expense Setup

PI

- This process document is current effective 11/24/2014
- If you have questions about this document please contact ptimaps@lists.berkeley.edu
<table>
<thead>
<tr>
<th>Task</th>
<th>Responsible</th>
<th>Accountable</th>
<th>Consulted</th>
<th>Informed</th>
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<td>Work with PI to set up chartstring in internal systems.</td>
<td>A/R</td>
<td>C</td>
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</tr>
</tbody>
</table>
CSS RA – Expense Setup

**PI**

- **START** Award Setup
- Work with PI on project staffing
- Move current staff to new project
- Provide HR with chart string for new hires, and transfers of current staff
- PI works with HR on new hires

**CSS RA**

- Set up chartstring in internal systems (BearBuy profiles, speedtype in BFS)
- Communicate chartstring and speedtypes to PI and supported staff
- Set up Recharges
- Complete all activity with award setup: staffing, speedtype, recharges, etc.
- Set up equipment or procurement purchases

**Legend**

- Start/End
- Process Step
- Subprocess Step
- Decision Point
- CSS
- Unit
- Central Campus Unit (Disbursements, Procurement etc.)
- Faculty (Customer)
- 3rd Party

**Guidelines**

- Common Smartsheet online repository
- Form
- Notification sent via Email

**9/25/2014**