

## KEY ROLES

FINANCIAL MANAGEMENT		
Role	Role Description	Access Provided To
Budget Analyst	Provides access to view financial and position budgets as well as submit amendments	<ul style="list-style-type: none"> <li>Initiate budget amendments</li> <li>View budgets</li> </ul>
Budget Manager	Performs budget functions for assigned organizations	<ul style="list-style-type: none"> <li>Initiate and view budget events and amendments</li> <li>Approve budget amendments</li> </ul>
Asset Custodian	Performs business asset accounting functions for assigned organizations	<ul style="list-style-type: none"> <li>Initiate asset transfer</li> <li>View assets for assigned organization</li> <li>Approve asset transfers</li> </ul>
Business Asset Tracking Specialist	Perform business asset tracking functions for assigned organizations	<ul style="list-style-type: none"> <li>Initiate registration, issuance, transfer, reclassification, reinstatement, removal of assets, in-service date and cost adjustments</li> <li>Approve asset registrations, reclassifications, issuance, transfers, disposals</li> </ul>
Campus Buyer	Perform sourcing functions for assigned organizations	<ul style="list-style-type: none"> <li>Initiate supplier contracts, amendments, requests for quote, purchase order issuance, change orders and supplier changes</li> <li>View suppliers and procurement events</li> </ul>
Sponsored Programs Director – Campus	View grant functions for assigned organizations	<ul style="list-style-type: none"> <li>Review letter of credit draw down</li> <li>Approve accounting journals, customer invoices, customer refunds</li> </ul>
Central Company Accountant	Perform accounting functions for assigned organizations	<ul style="list-style-type: none"> <li>Initiate accounting journals, ad hoc bank transactions, budget amendments, cash sales, changes orders</li> <li>Approve accounting journals, cash sales, spend authorizations, expense reports, supplier invoices</li> <li>Accounting journals initiated by this role do not require cost center manager approval</li> </ul>

Role	Role Description	Access Provided To
Company Costing Manager	Provides access to spend analytics and considered primary fiscal manager for assigned organization	<ul style="list-style-type: none"> <li>View financial events</li> </ul>
Procurement Manager	Performs procurement functions for assigned organization	<ul style="list-style-type: none"> <li>Initiate procurement mass close event</li> <li>Review supplier changes and customer contract amendments</li> <li>Approve supplier contracts, supplier contract amendments, supplier changes, purchase orders, customer contract amendments</li> </ul>
Award Billing Specialist	Performs award billing functions for assigned organization	<ul style="list-style-type: none"> <li>Initiates budget amendments, customer invoice and refund events, letters of credit draw downs and reprocessing of award costs</li> <li>Approve accounting journals and budget amendments</li> <li>View awards and grants</li> </ul>
Cost Center Manager	Primary fiscal manager for assigned cost centers	<ul style="list-style-type: none"> <li>Initiate costing allocations</li> <li>Approve accounting journals, ad hoc payments, change orders, costing allocations, spend authorizations, supplier invoices and procurement requests</li> </ul>
Accountant – Department	Perform accounting functions for assigned organizations	<ul style="list-style-type: none"> <li>Initiate accounting journals, ad hoc events, budget amendments, cash sales, change orders, receipts and supplier changes</li> </ul>
Award Analyst	Provides access to view awards	<ul style="list-style-type: none"> <li>View budgets, sponsors, grants and associated reports</li> </ul>
Grant Financial Analyst	Perform financial reporting functions for assigned grants	<ul style="list-style-type: none"> <li>View grants, budgets, business assets, customers, suppliers and associated financial reports</li> </ul>

## HUMAN CAPITAL MANAGEMENT

Role	Role Description	Access Provided To
Academic Partner	Initiates academic appointment processes in staffing events	<ul style="list-style-type: none"> <li>Initiate adding, modifying and ending academic appointments</li> </ul>
Recruiting Coordinator	Create, qualify, and evaluate candidates for job requisitions for assigned organizations	<ul style="list-style-type: none"> <li>Initiate job posting, background check and offer</li> <li>Manage job applications, changes to job requisition and job posting, schedule interview</li> </ul>

Role	Role Description	Access Provided To
Manager	Perform actions on members of assigned supervisory organizations	<ul style="list-style-type: none"> <li>Initiate planning document, manager evaluation for performance reviews and disciplinary actions</li> <li>Review goals, change or end job requests, job applications, employee's move to a new manager and leaves of absence</li> <li>Approve time off requests, time entry, spend authorizations, delegation changes, requisitions if sent to an ad hoc address and expense reports</li> </ul>
HR Department Head	Approver on most staffing transactions. Can also be added as an ad hoc approver on most business processes	<ul style="list-style-type: none"> <li>View and approve additional jobs, costing allocations, creating positions, hires, period activity pay, compensation changes, merits, one time payments, service date changes, terminations</li> </ul>
Benefits Analyst (other than A&M)	View benefits for assigned organization. Process Benefits Analyst tasks for assigned organization.	<ul style="list-style-type: none"> <li>View benefits, approve dependent verification documents, process and upload medical court orders, process and upload long-term care enrollments.</li> </ul>
Retiree Partner (other than A&M)	View retirement plans for assigned organization. Process Retiree Partner tasks for assigned organization.	<ul style="list-style-type: none"> <li>View retirement plans, make appropriate retirement plan changes based on employment type and retirement system vesting, process DROP Plan actions, confirm employees are correctly enrolled in a retirement plan through delivered audit reports, and confirm that retirement dates are correctly entered.</li> </ul>
HR Analyst	Perform HR functions for assigned organizations	<ul style="list-style-type: none"> <li>Initiate position creation, job requisitions, hires, proposing comp, title changes, job changes, organizational assignments, adding an additional job, legal name changes and terminations</li> </ul>
Student Employment Partner	Perform HR functions for assigned organizations for student employees	<ul style="list-style-type: none"> <li>Initiate position creation, job requisitions, hires, proposing compensation, background checks, job changes, organizational assignments, adding an additional job, legal name changes and terminations for student employees</li> </ul>
Timekeeper	Perform timesheet management functions for assigned organizations	<ul style="list-style-type: none"> <li>Initiate time entry, correction of time and time off requests</li> </ul>