# ROLES & RESPONSIBILITIES

*for Additional Pay eForms*

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsiblities</th>
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| **1. Requestor (Dept Admin)** | Enter accurate information and submit the eForm on time.  
**CRITICAL FIELDS:**  
Earnings Code, Funding Source, Pay Amount, Pay Reason, Pay Start & End Date |
| **2. Department Manager** | Validate and approve all eForm content.  
**CRITICAL FIELDS:**  
Earnings Code, Funding Source, Pay Amount, Pay Reason, Pay Start & End Date |
| **3. Budget Authority** | Validate and approve cost-center funded positions.  
**CRITICAL FIELDS:**  
Cost Center Funding Source, Earnings Code, Pay Amount, Pay Reason, Pay Start & End Date |
| **4. PI/PM** | Validate and approve funding sources and timeframe.  
**CRITICAL FIELDS:**  
Earnings Code, Funding Source, Pay Amount, Pay Reason, Pay Start & End Date |
| **5. Grants Research Officer** | Validate and approve grant funded positions.  
**CRITICAL FIELDS:**  
Earnings Code, Grant Funding Source, Pay Amount, Pay Reason, Pay Start & End Date |
| **6. Dean’s Office** | Validate and approve academic department positions.  
**CRITICAL FIELDS:**  
Earnings Code, Funding Source, Pay Amount, Pay Reason, Pay Start & End Date |
| **7. VP Office** | Validate and approve non-academic department positions.  
**CRITICAL FIELDS:**  
Earnings Code, Funding Source, Pay Amount, Pay Reason, Pay Start & End Date |
| **8. HR Compensation** | Validate and approve one-time merit or temp duties for staff.  
**CRITICAL FIELDS:**  
Earnings Code, Funding Source, Pay Amount, Pay Reason, Pay Start & End Date |
| **9. VPAFS** | Validate and approve Award, Bonus, Endowment, Overload, Special, Supplement, Temp Duties for faculty.  
**CRITICAL FIELDS:**  
Earnings Code, Funding Source, Pay Amount, Pay Reason, Pay Start & End Date |
| **10. Budget Office** | Validate and approve all budgetary fields.  
**CRITICAL FIELDS:**  
Earnings Code, Funding Source, Pay Amount, Pay Reason, Pay Start & End Date |
| **11. Payroll** | Validate and approve all eForm content.  
**CRITICAL FIELDS:**  
Earnings Code, Funding Source, Pay Amount, Pay Reason, Pay Start & End Date |