

ROLES & RESPONSIBILITIES

for Additional Pay eForms

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