

# ROLES & RESPONSIBILITIES

## *for Faculty Job Attribute Changes eForms*

<p style="text-align: center;"><b>1. Requestor (Dept Admin)</b></p> <p>Enter accurate information and submit the eForm on time.</p> <p style="text-align: center;"><b><u>CRITICAL FIELDS:</u></b></p> <p style="text-align: center;">Action, Effective Date, FICA Change, Funding Source, Rate, Reason, Salary, Start Date</p>	<p style="text-align: center;"><b>2. Department Manager</b></p> <p>Validate and approve all eForm content.</p> <p style="text-align: center;"><b><u>CRITICAL FIELDS:</u></b></p> <p style="text-align: center;">Action, Effective Date, Funding Source, Rate, Reason, Salary, Start Date</p>	<p style="text-align: center;"><b>3. Budget Authority</b></p> <p>Validate and approve cost-center funded positions.</p> <p style="text-align: center;"><b><u>CRITICAL FIELDS:</u></b></p> <p style="text-align: center;">Cost Center Funding Source, Effective Date, Rate, Salary, Start Date</p>
<p style="text-align: center;"><b>4. PI/PM</b></p> <p>Validate and approve funding sources and timeframe.</p> <p style="text-align: center;"><b><u>CRITICAL FIELDS:</u></b></p> <p style="text-align: center;">Effective Date, Funding Source, Rate, Salary, Start Date</p>	<p style="text-align: center;"><b>5. Grants Research Officer</b></p> <p>Validate and approve grant funded positions.</p> <p style="text-align: center;"><b><u>CRITICAL FIELDS:</u></b></p> <p style="text-align: center;">Effective Date, Grant Funding Source, Rate, Salary, Start Date</p>	<p style="text-align: center;"><b>6. Dean's Office</b></p> <p>Validate and approve academic department positions.</p> <p style="text-align: center;"><b><u>CRITICAL FIELDS:</u></b></p> <p style="text-align: center;">Action, Effective Date, Funding Source, Rate, Reason, Salary, Start Date</p>
<p style="text-align: center;"><b>7. Budget Office</b></p> <p>Validate and approve budgetary fields.</p> <p style="text-align: center;"><b><u>CRITICAL FIELDS:</u></b></p> <p style="text-align: center;">Action, Effective Date, Funding Source, Rate, Reason, Salary, Start Date</p>	<p style="text-align: center;"><b>8. VPAFS</b></p> <p>Validate and approve all eForm content.</p> <p style="text-align: center;"><b><u>CRITICAL FIELDS:</u></b></p> <p style="text-align: center;">Action, Effective Date, Funding Source, Rate, Reason, Salary, Start Date</p>	<p style="text-align: center;"><b>9. Employee Services</b></p> <p>Validate and approve all eForm content.</p> <p style="text-align: center;"><b><u>CRITICAL FIELDS:</u></b></p> <p style="text-align: center;">Action, Effective Date, Funding Source, Rate, Reason, Salary, Start Date</p>