# ROLES & RESPONSIBILITIES

for **Staff and Student Job Attribute Change** eForms

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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| Requestor (Dept Admin) | Enter accurate information and submit the eForm on time.  
**CRITICAL FIELDS:**  
Action, Effective Date, FICA Change, Funding Source, Funding Start Date, Rate, Reason, Salary |
| Department Manager | Validate and approve all eForm content.  
**CRITICAL FIELDS:**  
Action, Effective Date, Funding Source, Funding Start Date, Rate, Reason, Salary |
| Budget Authority | Validate and approve cost-center funded positions.  
**CRITICAL FIELDS:**  
Action, Cost-Center Funding, Effective Date, Funding Start Date, Rate, Reason, Salary |
| PI/PM | Validate and approve funding sources and timeframe.  
**CRITICAL FIELDS:**  
Action, Effective Date, Funding Source, Funding Start Date, Rate, Reason, Salary |
| Grants Research Officer | Validate and approve grant funded positions.  
**CRITICAL FIELDS:**  
Action, Effective Date, Funding Start Date, Grant Funding, Rate, Reason, Salary |
| Dean’s Office | Validate and approve academic department positions.  
**CRITICAL FIELDS:**  
Action, Effective Date, Funding Source, Funding Start Date, Rate, Reason, Salary |
| Budget Office | Validate and approve budgetary fields.  
**CRITICAL FIELDS:**  
Action, Effective Date, Funding Source, Funding Start Date, Rate, Reason, Salary |
| HR Compensation | Evaluate if pay change is appropriate.  
**CRITICAL FIELDS:**  
Action, Effective Date, Funding Source, Funding Start Date, Rate, Reason, Salary |
| Employee Services | Evaluate if pay change for students is appropriate.  
**CRITICAL FIELDS:**  
Action, Effective Date, FICA Change, Funding Source, Funding Start Date, Rate, Reason, Salary |