ROLES & RESPONSIBILITIES

for *Faculty and Student Position Attribute Change* eForms

1.Requestor (Dept Admin)

Enter accurate information and submit the eForm on time.

CRITICAL FIELDS:

Action, Compensation, Dept., Effective Date, FTE, Hours, Job Code, Position No., Reason

2. Department Manager

Validate and approve all eForm content.

CRITICAL FIELDS:

Action, Compensation, Dept., Effective Date, FTE, Hours, Job Code, Position No., Reason

3. Budget Authority

Validate and approve cost-center funded positions.

CRITICAL FIELDS:

Active, Compensation, Effective Date, FTE, Hours, Reason

4. PI/PM

Validate and approve funding sources and timeframe.

CRITICAL FIELDS:

Active, Compensation, Effective Date, FTE, Hours, Reason

5. Grants Research Officer

Validate and approve grant funded positions.

CRITICAL FIELDS:

Active, Compensation, Effective Date, FTE, Hours, Reason

6. Dean's Office

Validate and approve academic department positions.

CRITICAL FIELDS:

Action, Compensation, Dept., Effective Date, FTE, Hours, Job Code, Position No., Reason

7. Budget Office

Validate and approve budgetary fields.

CRITICAL FIELDS:

Active, Compensation, Effective Date, FTE, Hours, Reason

8. VPAFS

Validate and approve all eForm content.

CRITICAL FIELDS:

Action, Compensation, Dept., Effective Date, FTE, Hours, Job Code, Position No., Reason

9. Employee Services

Validate and approve all eForm content.

CRITICAL FIELDS:

Action, Compensation, Dept., Effective Date, FTE, Hours, Job Code, Position No., Reason