ROLES & RESPONSIBILITIES

for *Staff and Student Job Attribute Change* eForms

1.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

2. Department Manager

Validate and approve all eForm content.

CRITICAL FIELDS:

Action, Effective Date, Funding Source, Funding Start Date, Rate, Reason, Salary

3. Budget Authority

Validate and approve cost-center funded positions.

CRITICAL FIELDS:

Action, Cost-Center Funding, Effective Date, Funding Start Date, Rate, Reason, Salary

4. PI/PM

Validate and approve funding sources and timeframe.

CRITICAL FIELDS:

Action, Effective Date, Funding Source, Funding Start Date, Rate, Reason, Salary

5. Grants Research Officer

Validate and approve grant funded positions.

CRITICAL FIELDS:

Action, Effective Date, Funding Start Date, Grant Funding, Rate, Reason, Salary

6. Dean's Office

Validate and approve academic department positions.

CRITICAL FIELDS:

Action, Effective Date, Funding Source, Funding Start Date, Rate, Reason, Salary

7. Budget Office

Validate and approve budgetary fields.

CRITICAL FIELDS:

Action, Effective Date, Funding Source, Funding Start Date, Rate, Reason, Salary

8. HR Compensation

Evaluate if pay change is appropriate.

CRITICAL FIELDS:

Action, Effective Date, Funding Source, Funding Start Date, Rate, Reason, Salary

9. 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