

ROLES & RESPONSIBILITIES

for Faculty, Student, POI New Position eForms

1. Requestor (Dept Admin)

Enter accurate information and submit the eForm on time.

CRITICAL FIELDS:

CBC, Contract Amount, Funding Source, FTE, Hours, Job Title, Posting ID

2. Department Manager

Validate and approve faculty and student positions.

CRITICAL FIELDS:

Compensation, Employee Type, End Date, Funding Availability, Pay Rate & Frequency

3. Budget Authority

Validate and approve cost-center funded positions.

CRITICAL FIELDS:

Cost Center Funding, Distribution, Funding Gaps, FTE, Start/Effective/End Date

4. PI/PM

Validate and approve funding sources and timeframe.

CRITICAL FIELDS:

Distribution, End Date, Funding Sources, Start Date/Effective Date

5. Grants Research Officer

Validate and approve grant funded positions.

CRITICAL FIELDS:

Distribution, End Date, Grant Funding, Start Date/Effective Date

6. Dean's Office

Validate and approve academic department faculty positions.

CRITICAL FIELDS:

Compensation, Employee Type, End Date, Funding Availability, Pay Rate & Frequency

7. VPAFS

Validate and approve faculty positions.

CRITICAL FIELDS:

Department, Employee Type, Funding Availability, FTE, Job Code, Job Title, Report To

8. Budget Office

Validate and approve faculty and student positions.

CRITICAL FIELDS:

Distribution, End Date, FTE, Funding Gaps, Funding Sources, Start Date/Effective Date

9. Employee Services

Validate and approve all eForm content.

CRITICAL FIELDS:

Benefits, Compensation