

ROLES & RESPONSIBILITIES

for Staff New Position eForms

1. Requestor (Dept Admin)

Enter accurate information and submit the eForm on time.

CRITICAL FIELDS:

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

2. Department Manager

Validate and approve all eForm content.

CRITICAL FIELDS:

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

3. Budget Authority

Validate and approve cost-center funded positions.

CRITICAL FIELDS:

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

4. PI/PM

Validate and approved funding sources and timeframe.

CRITICAL FIELDS:

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

5. Grants Research Officer

Validate and approve grant funded positions.

CRITICAL FIELDS:

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

6. Dean's Office

Validate and approve academic department positions.

CRITICAL FIELDS:

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

7. VP Office

Validate and approve benefits eligible positions.

CRITICAL FIELDS:

Benefits, Compensation, Employee Type, Fund Availability, Pay Frequency & Rate

8. Budget Office

Validate and approve budgetary fields.

CRITICAL FIELDS:

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

9. HR Compensation

Validate and approve benefits eligible positions.

CRITICAL FIELDS:

Classification, Job Code, Pay Group

10 Employee Services

Validate and approve transfer eForms.

CRITICAL FIELDS:

Benefits, Compensation