

KEY ROLES

FINANCIAL MANAGEMENT				
Role	Role Description	Access Provided To		
Budget Analyst	Provides access to view financial and position budgets as well as submit amendments	Initiate budget amendments View budgets		
Budget Manager	Performs budget functions for assigned organizations	Initiate and view budget events and amendments Approve budget amendments		
Asset Custodian	Performs business asset accounting functions for assigned organizations	Initiate asset transfer View assets for assigned organization Approve asset transfers		
Business Asset Tracking Specialist	Perform business asset tracking functions for assigned organizations	Initiate registration, issuance, transfer, reclassification, reinstatement, removal of assets, in-service date and cost adjustments Approve asset registrations, reclassifications, issuance, transfers, disposals		
Campus Buyer	Perform sourcing functions for assigned organizations	Initiate supplier contracts, 063/(niz)(a)-(a)(4ons)(5)]T#23-06/0983RG[()]T#TQ#33/		



Role	Role Description	Access Provided To
Company Costing Manager	Provides access to spend analytics and considered primary fiscal manager for assigned organization	View financial events
Procurement Manager	Performs procurement functions for assigned organization	Initiate procurement mass close event Review supplier changes and customer contract amendments Approve supplier contracts, supplier contract amendments, supplier changes, purchase orders, customer contract amendments
Award Billing Specialist	Performs award billing functions for assigned organization	Initiates budget amendments, customer invoice and refund events, letters of credit draw downs and reprocessing of award costs Approve accounting journals and budget amendments View awards and grants
Cost Center Manager	Primary fiscal manager for assigned cost centers	Initiate costing allocations Approve accounting journals, ad hoc payments, change orders, costing allocations, spend authorizations, supplier invoices and procurement requests
Accountant Department	Perform accounting functions for assigned organizations	Initiate accounting journals, ad hoc events, budget amendments, cash sales, change orders, receipts and supplier changes
Award Analyst	Provides access to view awards	View budgets, sponsors, grants and associated reports
Grant Financial Analyst	Perform financial reporting functions for assigned grants	View grants, budgets, business assets, customers, suppliers and associated financial reports

HUMAN CAPITAL MANAGEMENT				
Role	Role Description	Access Provided To		
Academic Partner	Initiates academic appointment processes in staffing events	Initiate adding, modifying and ending academic appointments		
Recruiting Coordinator	Create, qualify, and evaluate candidates for job requisitions for assigned organizations	Initiate job poTm 99 ()]T#T969ying		



Role	Role Description	Access Provided To
Manager	Perform actions on members of assigned supervisory organizations	Initiate planning document, manager evaluation for performance reviews and disciplinary actions Review goals, change or end job requests, job applications, Approve time off requests, time entry, spend authorizations, delegation changes, requisitions if sent to an ad hoc address and expense reports
HR Department Head	Approver on most staffing transactions. Can also be added as an ad hoc approver on most business processes	View and approve additional jobs, costing allocations, creating positions, hires, period activity pay, compensation changes, merits, one time payments, service date changes, terminations
Benefits Analyst (other than A&M)	View benefits for assigned organization. Process Benefits Analyst tasks for assigned organization.	'