










	<b>Business Officer</b> 	<b>Division Approver</b> 	<b>Department Approver</b> 	<b>AR Specialist</b> 
WHO	Sandra Lené	Sandra Lené Karen Edwards	Karen Edwards	Karen Edwards, Heather Beck Amanda Ringo Alison Blenden Callie Jo Clevenger Jan Dodd, Tessa Jamerson Celeste Thomas Phylcia Hernandez Ella Gonzales, Tanya Pruitt Rochelle Peters, Ginger Stone Trish Davis
ROLE	Plans and manages school/division finances in partnership with Dean/VP  Approves large dollar purchase transactions and contract requests  Partners with HR Human Resource Consultants and HCM Specialists on all faculty/staff employment changes	Approves purchase requisitions and expense reports between \$25,000 and \$100,000 to ensure appropriate accounting, compliance, and availability of funds  Supports business officer to plan and manage school/division funds	Approves purchase requisitions and expense reports, up to \$25,000 to ensure appropriate accounting, compliance, and availability of funds  Supports business officer and division approvers to manage departmental funds	Collects cash, check and credit cards receipts, makes deposits for school/division, records deposits in Ignite and invoices for receivables from external customers
TRAINING	<b>February</b> – Chart of Accounts, Faculty Funds, School/Division Internal Billing  <b>March</b> – Expenses, Shopping  <b>April</b> – Data & Reporting, Contracts  <b>May</b> – School/Division Training	<b>February</b> – Chart of Accounts, Faculty Funds, School/Division Internal Billing  <b>March</b> – Expenses, Shopping  <b>April</b> – Data & Reporting, Contracts  <b>May</b> – School/Division Training	<b>February</b> – Chart of Accounts including Projects  <b>March</b> – Expenses, Shopping  <b>April</b> – Data & Reporting, Contracts  <b>May</b> – School/Division Training	<b>March</b> – Chart of Accounts including Projects  <b>April</b> – Collecting and Recording Cash & Other Payments

	<b>University Research Administrator</b> 	<b>HR Consultant (HRC)</b> 	<b>HCM Specialist</b> 	<b>Supervisor/ Line Manager</b> 	<b>Employee</b> 
WHO	n/a	Jill Van Zee	Davis Hodge	Any faculty or staff member who has at least one faculty, staff, or student worker direct report	Faculty, staff, and student workers
ROLE	<p>Serve as the primary liaison between PIs and the Pre- and Post-Award Offices</p> <p>Monitor and track all costing and payroll allocations related to sponsored projects</p> <p>Monitor award budgets to expenses and advise PIs accordingly</p>	<p>Partners with Business Officer and Key Leaders to support school/division workforce planning</p> <p>Supports school/division on personnel and position issues including compensation, position alignment, and position replacement</p> <p>Consults with leaders and employees on goals, succession planning, &amp; learning/development</p>	<p>Works with HRC and Business Officer to execute HR transactions in Ignite</p>	<p>Approves timecards for nonexempt faculty, staff, and student workers</p> <p>Approves all leave requests for exempt faculty, staff, and student workers</p> <p>Communicates and approves direct reports' compensation changes</p> <p>Participates in employee annual evaluation and merit process</p>	<p><b>Purchasing and Expenses</b></p> <ul style="list-style-type: none"> <li>Shop in the marketplace</li> <li>Create requisitions</li> <li>Request authorization to travel</li> <li>Complete expense reports</li> <li>Contract requests</li> </ul> <p><b>Leave Requests &amp; Timekeeping</b></p> <ul style="list-style-type: none"> <li>Request leave</li> <li>Non-exempt employees: Enter time worked</li> </ul> <p><b>Paychecks and Personal Information</b></p> <ul style="list-style-type: none"> <li>View payslip, leave balances</li> <li>View and update personal information</li> </ul> <p><b>More</b></p> <ul style="list-style-type: none"> <li>Access classes in Ignite Learn</li> </ul>
TRAINING	<p><b>February</b> – Chart of Accounts including Projects</p> <p><b>March/April</b> – HCM, Shopping and other Processes to support Research</p>	<p><b>February</b> – Chart of Accounts including Projects</p> <p><b>March/April</b> – HCM/HR Processes with HCM Specialists</p>	<p><b>February</b> – Chart of Accounts including Projects</p> <p><b>March</b> – Compensation, HCM/HR Processes with HRCs</p> <p><b>April</b> – HCM/HR Processes with Business Officers &amp; URAs</p>	<p><b>April</b> Experts &amp; Frequent Users</p> <p><b>May</b> All Campus</p>	<p><b>April</b> Experts &amp; Frequent Users</p> <p><b>May</b> All Campus</p>

