










	Business Officer 	Division Approver 	Department Approver 	AR Specialist 	
WHO	Meg Hoefer	Meg Hoefer	Jan Cason	Jan Cason Dorothy Terry Donna Bowman Nancy Floyd Julie Covington Maggie Meadows	
ROLE	<p>Plans and manages school/division finances in partnership with Dean/VP</p> <p>Approves large dollar purchase transactions and contract requests</p> <p>Partners with HR Human Resource Consultants and HCM Specialists on all faculty/staff employment changes</p>	<p>Approves purchase requisitions and expense reports between \$25,000 and \$100,000 to ensure appropriate accounting, compliance, and availability of funds</p> <p>Supports business officer to plan and manage school/division funds</p>	<p>Approves purchase requisitions and expense reports, up to \$25,000 to ensure appropriate accounting, compliance, and availability of funds</p> <p>Supports business officer and division approvers to manage departmental funds</p>	<p>Collects cash, check and credit cards receipts, makes deposits for school/division, records deposits in Ignite and invoices for receivables from external customers</p>	
TRAINING	<p>February – Chart of Accounts, Faculty Funds, School/Division Internal Billing</p> <p>March – Expenses, Shopping</p> <p>April – Data & Reporting, Contracts</p> <p>May – School/Division Training</p>	<p>February – Chart of Accounts, Faculty Funds, School/Division Internal Billing</p> <p>March – Expenses, Shopping</p> <p>April – Data & Reporting, Contracts</p> <p>May – School/Division Training</p>	<p>February – Chart of Accounts including Projects</p> <p>March – Expenses, Shopping</p> <p>April – Data & Reporting, Contracts</p> <p>May – School/Division Training</p>	<p>March – Chart of Accounts including Projects</p> <p>April – Collecting and Recording Cash & Other Payments</p>	
	University Research Administrator	HR Consultant (HRC)	HCM Specialist	Supervisor/ Line Manager	Employee

					
WHO	Jorge Maldonado	Ruby Bowman	Christina Holt	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, & 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>Purchasing and Expenses</p> <ul style="list-style-type: none"> Shop in the marketplace Create requisitions Request authorization to travel Complete expense reports Contract requests <p>Leave Requests & Timekeeping</p> <ul style="list-style-type: none"> Request leave Non-exempt employees: Enter time worked <p>Paychecks and Personal Information</p> <ul style="list-style-type: none"> View payslip, leave balances View and update personal information <p>More</p> <ul style="list-style-type: none"> Access classes in Ignite Learn
TRAINING	<p>February – Chart of Accounts including Projects</p> <p>March/April – HCM, Shopping and other Processes to support Research</p>	<p>February – Chart of Accounts including Projects</p> <p>March/April – HCM/HR Processes with HCM Specialists</p>	<p>February – Chart of Accounts including Projects</p> <p>March – Compensation, HCM/HR Processes with HRCs</p> <p>April – HCM/HR Processes with Business Officers & URAs</p>	<p>April Experts & Frequent Users</p> <p>May All Campus</p>	<p>April Experts & Frequent Users</p> <p>May All Campus</p>