










	Business Officer 	Division Approver 	Department Approver 	AR Specialist 
WHO	Christian Heger	Christian Heger Stephanie Kilgore	April Matos	Stephanie Kilgore April Matos
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	N/A	Jill Van Zee	Kirk Hatcher	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 staff and student workers</p> <p>Approves all leave requests for exempt 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>