










	<b>Business Officer</b> 	<b>Division Approver</b> 	<b>Department Approver</b> 	<b>AR Specialist</b> 
WHO	Christian Heger	Christian Heger Stephanie Kilgore	Marsha Duckworth	Stephanie Kilgore Felicia Cruz Marsha Duckworth
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><b>February</b> – Chart of Accounts, Faculty Funds, School/Division Internal Billing</p> <p><b>March</b> – Expenses, Shopping</p> <p><b>April</b> – Data &amp; Reporting, Contracts</p> <p><b>May</b> – School/Division Training</p>	<p><b>February</b> – Chart of Accounts, Faculty Funds, School/Division Internal Billing</p> <p><b>March</b> – Expenses, Shopping</p> <p><b>April</b> – Data &amp; Reporting, Contracts</p> <p><b>May</b> – School/Division Training</p>	<p><b>February</b> – Chart of Accounts including Projects</p> <p><b>March</b> – Expenses, Shopping</p> <p><b>April</b> – Data &amp; Reporting, Contracts</p> <p><b>May</b> – School/Division Training</p>	<p><b>March</b> – Chart of Accounts including Projects</p> <p><b>April</b> – Collecting and Recording Cash &amp; Other Payments</p>

	<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	Michelle Huse	Amy Tomlinson	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 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><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>