Departmental Financial Security Roles

ROLE	DESCRIPTION	Dept/Central	Assigned On	Initiations	Approvals	View Access/ Reporting
Cost Center Manager	This role is responsible for approving and managing all financial transactions for a cost center. Financial transactions include payroll costing allocations, purchase requisitions, Pcard and T&E card transactions, and more. Some transactions may require additional approval based on grant, gift or project status or dollar amount. Workday will automatically route financial transactions based on their attributes. Only one approval is necessary if an individual holds multiple approval roles within a transaction's workflow.	Departmental	Cost Center or Cost Center hierarchy	Manual JE (JET) Assign Costing Allocation (PCA) Create Payroll Accounting Adjustments (PAA)	Assign Costing Allocation (PCA) Create Payroll Accounting Adjustments (PAA) Accounting Adjustment Event Accounting Journal Event (Manual JEs) Change Order Expense Report Event Miscellaneous Payment Request Event Requisition Event Supplier Contract Event Supplier Invoice Event Supplier Invoice Request Event	Financial results with payroll details constrained by cost center hierarchy PRISM effort and Labor Reporting Workflow reporting on financial BPs FDM Related Worktags
Cost Center Financial Analyst with Payroll D	This role performs financial reporting functions for assigned cost centers or cost center hierarchies. Examples include financial statements, and spend analytics. No approval authority. Includes employee level detail on payroll journals.	Departmental	Cost Center or Cost Center hierarchy	N/A	N/A	Financial results with payroll details constrained by cost center hierarchy
Cost Center Financial Analyst	This role performs financial reporting functions for assigned cost centers or cost center hierarchies. Examples include financial statements, and spend analytics. No approval authority. Does not include employee level detail on payroll journals.	Departmental	Cost Center or Cost Center hierarchy Operating Entity or Operating Entity hierarchy	N/A	N/A	Financial results without employee level detail on payroll journals. Constrained by cost center hierarchy
Payroll Costing Initiator	This role initiates Payroll Costing Allocations (PCA) and Payroll Accounting Adjustments (PAA)	Departmental	Cost Center or Cost Center hierarchy	PCA PAA	N/A	RPT144 CR Vanderbilt Effort - Position Restrictions
Departmental Accountant I	This role initiates accounting adjustments.	Departmental	Cost Center or Cost Center hierarchy	Accounting Adjustments	N/A	N/A
Grant Manager	This role is the primary manager for assigned grants. Responsible for budgeting, variance analysis, purchasing, and sponsor reporting Typically assigned to administrative personnel. Access to grant spend analytics. Approval authority for financial business processes. SCM Approvals: Purchase requisitions, purchase order, change orders, expense reports, misc. payments and supplier invoices. HCM Approvals: Effort Certification and Payroll Accounting Adjustments. Accounting Approvals: Accounting Adjustments and Manual JEs. Accounting Submissions: Grant Budgets	Departmental	Grant or Grant hierarchy		Effort Certification Create Payroll Accounting Adjustments (PAA) Accounting Adjustment Event Accounting Journal Event (Manual JEs) Change Order Expense Report Event Miscellaneous Payment Request Event Requisition Event	Financial results with payroll details constrained by grant or grant hierarchy
Grant Financial Analyst	This role performs financial reporting functions for assigned grants. Examples include financial statements, and spend analytics. No approval authority.	Departmental	Grant or Grant hierarchy	N/A	N/A	Financial results with payroll details constrained by grant or grant hierarchy
Gift Manager	This role is the primary manager for assigned gifts. Access to gift spend analytics. Responsible for budgeting, variance analysis, purchasing, and sponsor reporting. Approval authority for financial business processes. SCM Approvals: Purchase requisitions, expense reports, and Miscellaneous Payments. Accounting Approvals: Accounting Adjustments	Departmental	Gift or Gift hierarchy	N/A Gift Event	Create Payroll Accounting Adjustments (PAA) Accounting Adjustment Event Accounting Journal Event (Manual JEs) Change Order Expense Report Event Miscellaneous Payment Request Event Requisition Event	Financial results with payroll details constrained by gift or gift hierarchy
Gift Financial Analyst	This role performs financial reporting functions for assigned gifts. Examples include financial statements, and spend analytics. No approval authority.	Departmental	Gift or Gift hierarchy	N/A	N/A	Financial results with payroll details constrained by gift or gift hierarchy

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Grant Budget Specialist	This role performs grant budget functions for assigned organizations. Examples include maintaining budgets and amendments. No approval authority.	Departmental	Company or Company hierarchy	Award Budget Hub Event (Submit Budget); award amendment event	N/A	N/A
Program Manager	Primary manager for assigned programs. Access to program spend analytics. Approval authority for financial business processes. Program Manager is constrained by Role Access. The role has view only access to Grants, Endowments and Award LInes	Departmental	Program or Program hierarchy	N/A No BPs assigned for initiation.	Create Payroll Accounting Adjustments (PAA) Accounting Adjustment Event Accounting Journal Event (Manual JEs) Change Order Expense Report Event Miscellaneous Payment Request Event Requisition Event	Financial results without employee level details on payroll journals. Constrained by Program ID or Progam hierarchy
Program Financial Analyst	This role performs financial reporting functions for assigned programs. Examples include financial statements, and spend analytics. No approval authority.	Departmental	Program or Program hierarchy	N/A	N/A	Financial results without employee level details on payroll journals. Constrained by Program ID or Progam hierarchy