Faculty should rarely, if ever, be involved in financial approvals.

Financial approval roles are primarily assigned to Business Officers and their teams, set up across the board in AE and Chair managed departments.

Delegation capabilities will be enabled in Workday to support coverage when responsible managers are out of the office.
Cost Center Manager

The primary Administrator responsible for the financial performance of a department or division. Responsible for budgeting, variance analysis, revenue, purchasing, and personnel.

**SCM Approvals**
- Purchase Requisitions
- Change Order
- Expense Reports
- Miscellaneous Payments
- Supplier Invoice
- Stipend Contract Events

**HCM Approvals**
- Payroll Costing Allocations
- Payroll Accounting Adjustments

**Accounting Approvals**
- Accounting Adjustments
- Manual JE's

Note: replaces eProcurement, Sig Auth Check Request, and Expense Report Approval Roles

Note: replaces ePac RDC and EDC cost center approval roles

Note: provides system based approvals replacing current state manual approvals
Grants Manager

The primary Administrator responsible for the Grant Administration of a department or division. Responsible for budgeting, variance analysis, purchasing, and sponsor reporting.
Gift Manager

The primary Administrator responsible for the Gift Administration of a department or division. Responsible for budgeting, variance analysis, purchasing, and sponsor reporting.

SCM Approvals
- Purchase Requisitions
- Expense Reports
- Misc Payments

Accounting Approvals
- Accounting Adjustments