

PRIMARY FINANCIAL APPROVAL ROLES

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

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

HCM Approvals

Payroll Costing Allocations

Payroll Accounting Adjustments

Note: replaces ePac RDC and EDC cost center approval roles

Accounting Approvals

Accounting Adjustments

Manual JE's

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