

Glossary: Role Assignments

Cost Center Finance Analyst - Perform financial reporting functions for assigned cost centers. Access to manager financial reporting, metrics, spend analytics and payroll details. Viewing access only, no approval authority.

Cost Center Finance Specialist - Create budget amendment, create journal, record cash sale, adjust accounting, create customer invoice, record customer payment, create spend authorization & expense report for non-worker, worker, etc. No approval authority.

Cost Center Manager - Primary manager for assigned cost centers. Access to cost center spend analytics, payroll details and access to create budget amendments. Approval authority for financial business processes.

Cost Center Requisitioner - Create requisitions, supplier invoice, receipt, return, change order and find suppliers, etc. No approval authority.

Administrative Assistant - Initiate hires, job changes, and compensation changes for temporary and student employees. Hire and enter period activity pay for adjuncts. Initiate recruiting processes.

Manager - Initiate hires, job changes, and compensation changes for temporary and student employees. Hire and enter period activity pay for adjuncts. Initiate recruiting processes. Responsible for completing the approval step for various business processes. Approving time off requests and entering time off for employees on leave. Recruiting view access and initiate recruiting processes. Required to complete a performance review for all direct reports.

Timekeeper – Approve time entry and enter time on behalf of hourly employees.

Unit Head - Responsible for completing the approval step for various business processes including the approval of offers to final candidates. Required to complete a performance review for all employees within unit.