

Administrative Systems Roles Summary Table

Role	Definition	Role set up by:
Approver	Person set up on Workflow Approval Maintenance (WAM) form to approve documents; must have an <i>Assignment Category</i> of 01 Fulltime, 03 Parttime, 04 Retiree, 59 Affiliate Employee	Primary or Secondary Workflow Officer
Award Manager	Person who receives certain GA burst reports; may also be referred to as the "primary recipient" of GA burst reports	Accountant in Grants & Contracts Accounting
Deliver-to Person	Person who receives certain GL burst reports; may also be referred to as the "primary recipient" of GL burst reports	Accountant in General Accounting
Department Effort Officer (DEO)	Person who receives the new Quarterly Effort Reports for employees with an assignment in a specific org; one DEO per organization	Clay Hester
HR Organization Contact	Person who receives HR burst reports; one HR Organization Contact per organization	Workflow Administrator - Charlotte Wilson
Notify Person	Person who receives FYI notifications of documents with split approvals; one Notify Person per org; must have an <i>Assignment Category</i> of 01 Fulltime, 03 Parttime, 04 Retiree, 59 Affiliate Employee	Workflow Officer
Primary Workflow Officer Secondary Workflow Officer	Person responsible for setting up and maintaining the approval paths and Notify Person on the Workflow Approval Maintenance (WAM) form; one Workflow Officer per Organization; must have an <i>Assignment Category</i> of 01 Fulltime, 03 Parttime, 04 Retiree, 59 Affiliate Employee Please Note: Secondary Workflow Officer(s) can be setup by Primary Workflow Officer	Workflow Administrator - Charlotte Wilson
Secondary Recipient	Person designated to receive GL and/or GA burst reports	Primary Recipient
Security Officer	Individual designated as "final approver" of ACF documents associated with a specific organization range	Workflow Administrator - Charlotte Wilson