

SOTA System Role Designation Form

Please check all that apply:

- PR-Assist AEMS HR-Assist

Please check one:

- New role Role change Role removal

DATE _____ DESIGNEE NAME _____

USERNAME _____

DEPARTMENT THAT THE ROLES WILL BE ISSUED IN:

Mirror the roles of _____

Please note that all roles issued will be available in all departments a user has access to.

FUNCTIONS THAT YOU WILL PERFORM (PLEASE CHECK ROLE[S]):

- PAF Creator:** Select this if you will be creating, modifying, revising or separating appointments in this system.
- Timekeeper:** Select this role if you will be entering, reviewing and/or submitting timesheets.
- Supervisor** (Department approver): Select this if you will be doing the first level of approvals for appointments and/or approving timesheets for your department.
- Department Head** (Department approver): Select this if you will be doing the second level of approvals for appointments.
- Vice President** (Divisional approver): Select this if you will be doing the penultimate level of approval for appointments.
- Budget:** Select this role only for users who will be responsible for loading departmental budgets.

DESIGNEE'S SIGNATURE _____

This form must be authorized by a Department Chair, Head, or a Dean or Vice President to whom the listed department(s) reports.

NAME: _____

TITLE: _____

SIGNATURE: _____ DATE: _____