

Oracle Administrative System Roles Summary Table

Role	Definition	Set up in Oracle by:
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 org; must have an <i>Assignment Category</i> of 01, 03, 04-Affiliated Zero Pay, 04 Retiree	Workflow Administrator
Approver	Person set up on Workflow Approval Maintenance (WAM) form to approve documents; must have an <i>Assignment Category</i> of 01, 03, 04-Affiliated Zero Pay, 04 Retiree	Workflow Officer
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, 03, 04-Affiliated Zero Pay, 04 Retiree	Workflow Officer
HR Organization Contact	Person who receives HR burst reports; one HR Organization Contact per org	Workflow Administrator
Department Effort Officer (DEO)	Person who receives the Effort Reports and Cumulative Salary Status Reports (CSSR) for employees with an assignment in a specific org; one DEO per org	Clay Hester
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
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 org range	Workflow Administrator