

Workday Roles for Georgia Tech

Role	Description
Employee As Self	This role will enable the user to complete spend authorizations, expense reports, and start requisitions.
Accountant	This role will have access to create operational and accounting journals and report on accounting transactions for assigned companies. This role provides no approval authority, however, an employee may have another role that provides approval authority such as a driver worktag manager. This role is assigned to Central Business Office and Campus accounting and finance staff.
Cost Center Manager	This role will have approval authority for financial business processes for the assigned cost center. Cost Center Manager is the same as the Finance Approver in PeopleSoft.
Expense Preparer	This role will be able to perform expense report data entry functions for assigned organizations. Examples include creating expense reports on behalf of other workers and applicants, but they do not have approval authority. The Expense Preparer is the same as today's T&E Admins.
Gift Manager	This role will serve as the "Spend Approver" for assigned Gifts. This role will have access to gift spend analytics and approval authority for financial business processes.
Grant Budget Specialist	This role will be able to perform grant budget functions for assigned organizations. This includes maintaining budgets and amendments, but the role will not have approval authority. This role will be assigned to Grants & Contracts accounting professionals who are also G&C Award Contract Specialists.
Grant Principal Investigator	This role will be able to view transactions on their associated grants and have a role in the subaward invoice approval workflow.
Grant Manager	This role will serve as the "Spend Approver" for assigned grants. It is typically assigned to administrative personnel and provides access to grant spend analytics as well as approval authority for financial business processes.
Project Manager	This role will serve as the "Spend Approver" for assigned Projects. This role will have access to project spend analytics and approval authority for financial business processes.
Custodial Entity Manager	This role will serve as the "Spend Approver" for assigned custodial entities and have approval authority for financial business processes. This role will also be used for the Supplier Administrator for GTAA suppliers.
Designated Manager	This role will serve as the "Spend Approver" for assigned Designated organizations. The role has approval authority for financial business processes.
GTRI Charge Code Manager	This role will serve as the "Spend Approver" for assigned GTRI Charge Codes. This role has approval authority for financial business processes.
PCard Cost Center Manager	This role will have approval authority for PCard transactions.
RQ Reviewer	This role is the first step for reviewing requisitions after creation for its corresponding cost center.

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Property Coordinator	This role will be able to perform business asset tracking functions for assigned organizations. Examples include business asset registration, issue, transfer, and disposal. The role has approval authority for business asset tracking business processes and can register, issue and transfer the assets, but not dispose of.
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