



## Responsibility Codes

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### **Primary Financial Authority (PS)**

- Lists employee with primary authority for the FOP or FA combination
- Can have only *one active record* per FOP or FA combination
- Employee listed will receive budget mail (e.g. Monthly Operating Report)

### **Alternate Financial Authority (AS)**

- Lists employees who have alternate authority on the FOP or FA combination
- Can have *multiple active records* per FOP or FA combination

### **Payroll Mail Responsibility (PM)**

- Lists employee responsible for payroll
- Can have only *one active record* per FOP or FA combination

### **VIP Report Access (VR)**

- Lists employee responsible for running the VIP payroll reports
- Can have *multiple active records* per FOP or FA combination

### **Financial Services Responsibility (FS)**

- Lists the Financial Services representative responsible for the FOP or FA combination
- Can have only *one active record* per FOP or FA combination
- Employee listed will receive a copy of the budget mailing