

## NEBS WORK PROGRAM MODULE APPROVAL ROLES

### Individual User Approval Roles:

There are four approval roles associated with the Work Program module. Agencies are not required to have four levels of approval, rather agencies are encouraged to request the minimal number of approval levels they determine are necessary to accommodate the work program process. Users will only have access to the specific budget accounts identified in their Work Program security profile.

- **WP Data Entry Users** – This is an optional role. These users can enter and modify draft work programs. Once the work program has been submitted to a higher level approver, Data Entry Users may not make changes to the work program unless the work program is rejected back to this level.
- **WP Agency BA Approver Users** – This is an optional role. These users can perform data entry functions and can apply the Agency Budget Account level approval to the next higher level approver. Once the work program has been submitted to a higher level approver, Agency BA Approver Users may not make changes to the work program unless the work program is rejected back to this level.
- **WP Division Approver User** – This is an optional role. These users can perform data entry functions and can apply the Division level approval to the Department level approver which is the highest level approver. Once the work program has been submitted to a higher level approver, Division Approver Users may not make changes to the work program unless the work program is rejected back to this level.
- **WP Department Approver User** – This approval/role is required at each agency. Once the work program has been submitted to the Budget Division, Department Approver Users may not make changes to the work program unless the work program is rejected back to this level.

### Synopsis of Agency Security Roles:

Approval Name	Authorized Roles	Comments
Submittal/Data Entry	WP Data Entry	Optional approval/role
Budget Account Approval	WP BA Approver	Optional approval/role
Division Approval	WP Division Approver	Optional approval/role
Department Approval	WP Department Approver	Required role. Work program is submitted to the Budget Office once this approval is applied.

Agencies need to determine the appropriate number of approval levels. For example, smaller agencies may only require two levels while larger agencies may need three or four. Agencies are encouraged to discuss these options with their assigned Budget Analyst. Once the individual roles are determined, the agency must complete the Individual Confidentiality Agreement security forms for the Work Program Module and they must be signed by the appointing authority. The completed forms can be mailed or faxed to the Budget Division.