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| **ROLE** | **ELIGIBLE USF EMPLOYEES TO PERFORM THAT ROLE** |
| **CERTS Preparer** | Any non-student employee in the department or business unit, who has knowledge of hours worked based on timesheets submitted, and can enter those reported hours into the CERTs data entry screen. Ideally, this person should be a Staff or Administration employee. |
| **CERTS Certifier** | Employees in the department or business unit who is in a Supervisory Position or who has Budgetary Spending Authority/Accountable Officer for that department and can be: an Administration Employee, Faculty/Adjunct or Staff in a supervisory position. |
| **Payroll Certification Adjustment Form (PCAF) Form Preparer** | Any CERTS Preparer or Certifier in the employee’s department or business unit |
| **Payroll Certification Adjustment Form (PCAF) Form Approver** | CERTs Certifier (see above) |