

## ERS-CERT List of Roles and Functions

Table below provides the details related to functions available by specific ERS-CERT Role.

Roles/Functions	Certifier	Pre Reviewer	Post Reviewer	Sub Department Coordinator (Sub DC)	Department Coordinator (DC)	Division Head (DH)	Central Administrator (CA)
Load Data							X
Manage Data							X
Configure Data/System							X
Initiate a Reporting Period							X
Assign Department Coordinators						X	X
Assign Pre Reviewers				X	X		X
Assign Certifiers				X	X		X
Assign Post Reviewers				X	X		X
Perform Pre Review of Assigned Individuals		X		X	X		
Perform Pre Review of Any Form in Sub Dept.				X	X		
Perform Certification	X						
Perform Post Review of Assigned Individuals			X	X	X		
Perform Post Review of Any Form in Sub Dept.				X	X		
Indicate a Cost Transfer is Pending (Initiate CT)		X	X	X	X		
Process Retroactive Cost Transfer (RCT) Data							X
Notifications	X		X	X	X	X	X
View Effort on Demand Report				X	X	X	X