

## Quick Reference Guide: E-IT Workflow



### Purpose:

Workflow is designed to ensure that personnel are charging proper amounts and items to the proper projects.

<b>EIT</b>	<b>Initiator</b>		
<b>GL Project</b>	Employee	CCM	GL Accounting Group
<b>Non-Sponsored Project</b>	Employee	TM	GL Accounting Group Capital Projects-CFO
<b>Sponsored Project</b>	Employee	TM	Grants & Contracts Group

CCM- Cost Center Manager  
TM- Task Manager

