There are several roles in the WORKS system. The chart below provides a brief overview of the types of roles and a description of system access.

<table>
<thead>
<tr>
<th>Role</th>
<th>Responsibilities</th>
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</table>
| **Accountholder (Faculty)** | • Reviews own transactions  
• Inform approvers of any required changes needed |
| **Accountholder (Staff)**   | • Reviews own transactions  
• Signs Off on own transactions  
• Edit Worktags on transactions if needed |
| **Approver**                | • Review Accountholder transactions and verify accuracy of information  
• Approve Accountholder transactions |
| **Accountant**              | • Edit worktags on a transaction if needed |
| **Reconciler**              | • Provides access to reports to view various transaction data |