

Approving Funding and Journal Entries on Your Worklist

Please remember that all entry must be done by no later than noon and all approvals must be done by 5:00pm on the same day as a GL run as the GL will run at 5:30. If your school approver has specified an earlier data entry cutoff time, please adhere to that.

A few reminders regarding the new workflow process:

APPROVING POSITION FUNDING

You must approve ALL rows of pending funding on positions, not just the rows that have your name on them.

Not approving all the rows will cause the position to end up with funding rows that have statuses of both A and P and will not route to the next PTA/School Approver. In addition, the transaction will revert back to the old funding when the GL runs.

APPROVING MULTIPLE JOURNAL ENTRIES

Payroll, PTA's and School Approvers will no longer get two items on their worklist for multiple journals. For example: If there are 2 journals, one from 11/01/08 to 11/30/08 and another from 12/01/08 to 12/31/08, you will see only one item on your worklist.

Click the item, approve the top journal first, click the arrow on the blue bar to display the 2nd journal, approve it and SAVE. If approvals are not completed using this process they will not successfully go through the GL.

Approving one journal will NOT approve all of the journals on that work item, each journal must be approved separately. You can approve one journal while denying the other, and only the Approved journal will go through the GL.

Please feel free to contact the Help Desk @ 7-4800 if you have any questions.

Assigning PTA Approvers

We have noticed errors being sent to our HRIS WORKLIST because users are trying to save PTA Changes at the same time they are entering Position Funding or Journal Transactions. Please keep in mind; prior to entering Position Funding or a Journal Transaction you must first verify that a Payroll Transaction Approver (PTA) or Payroll Transaction Backup Approver has been assigned to a FN DEPT/PROJECT. This can be verified on the Payroll Transaction Approver Panel.

SOLUTION:

1. If you are in the middle of entering Position Funding or a Journal Transaction and realize that a chartstring has no PTA Approver, you should not open up a new window to establish the PTA; rather you should exit out completely of the Position Funding Panel or Journal Entry Panel.
2. Once you have successfully set up the (PTA) Payroll Transaction Approver then you can go back and do your data entry.
3. Failure to do this will send the Position Funding or Journal Transaction to the HRIS HELP WORKLIST and will not route to the next PTA/School Approver.