## FUNDING FORM NAVIGATION – APPROVER’S GUIDE

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Introduction

Overview
The Funding Form is an electronic form in PeopleSoft HR that is used to update position funding. Unlike the electronic Personnel Action Request (ePAR), which is employee-based, the Funding Form is position-based. This allows funding changes to vacant and pool positions (in addition to filled, benefit eligible positions) and allows funding changes to be processed independently of the ePAR. The Funding Form also allows changes involving multiple effective dates in a single form. It is located separately from the ePAR on the Position Management Home Page. This page is also where the Reports To Form is located.

Objective
To use this paperless transaction to collect and record required funding changes and to track the information through the process.

Position Types
The Funding Form will be used for all types of positions (filled or vacant): Faculty, Administrative Faculty, Academic Professionals, Administrators, Service Professionals, Classified Staff, and all pool positions including Part-Time Faculty, Part-Time Temporary, Graduate Assistant, Student Wage and Federal Work Study. Note: pool positions also include those used for additional pay such as Mobile Phone Allowance and part-time positions used for Supplemental Pay.

Work Flow
When a business decision is made which requires a funding change, the department Initiator enters the required information in the Funding Form. For all transactions, the position information will populate automatically on the form. The Initiator is prompted for required information specific to the requested transaction. Once the form is submitted by the Initiator, it follows a prescribed routing for approval based on the type of employee and funding information involved. After final approval and once the form “hits” the system, the information is automatically loaded into PeopleSoft HR (LOUIE).

As an Approver, if you find changes that need to be made, you can “recycle” the form. This action will return the form to the Initiator for correction. There is a comment section in which you are able to make a note for the Initiator regarding the changes to be made. Recycling the form will ensure all Approvers provide their approvals for the final document and keeps them aware of any changes made.

Coordinating Funding Forms and ePARs
If the Initiator plans to create an ePAR and Funding Form simultaneously and wants the funding change to be reflected in the ePAR, the Funding Form should be submitted first and will need to go through the complete approval process before the ePAR is initiated. If there is a time constraint and this is not possible, the Initiator should include a comment in the ePAR referencing the eForm ID for the Funding Form in process.

Viewing the Status of a Form
Those with access to the department including the Initiator and Approvers can view the progress of the form and know its status at any time during the processing of the Funding Form. They can also view the completed form once the process is completed and see that the form has executed to PeopleSoft HR.
Approving Forms
Be aware that clicking the “approve” button in a transaction is the equivalent of your signature and indicates that you attest, to the best of your knowledge, that the information is correct and you authorize the advancement of the transaction to final approval.

Approval Roles
The type of Funding Form approvals necessary is dependent on a variety of factors such as type of employee and funding sources. Approvers will receive an email notification with subject line “Worklist Item: Action Required” indicating that there is a form that needs action taken upon. In other transactions, an Approver may simply be notified the transaction is occurring, but no approval is required. This is distinguished by the subject line of the email which will be “FYI”. Departmental approval roles are determined with the assistance of Human Resources.

Contact
If you have any questions about the Funding Form after reviewing this user guide, please contact the University Budget Office at budget@nau.edu or by contacting the Position Management Team, Vanessa Egan at 523-4696, Sharon Chief-Yazzie at 523-6443 or Barbara Jenkins at 523-4560.
Accessing the Funding Form
You may access the forms that need your review and approval either through a link in the email notification sent to you when the Initiator submits the form, through Evaluate on the Position Management Home Page or by accessing your worklist in PeopleSoft HR.

From Your Notification Email
You will receive a notification email that contains a link to the form that needs your review and approval. The subject line of the email notification will say “Action Required”. Click the link under the “Link To Evaluate” heading at the bottom of the email and it will direct you to the form for evaluation. You may be prompted to sign into PeopleSoft HR with your user ID and password.

Note: You can click on the link under the “Link To View” heading in your Action Required email notification; however, you won’t be able to make any approvals though this link. You will be viewing the form in read only mode.

Remember, you may also receive notification emails alerting you a transaction is occurring, but it does not require any action on your part. Those emails will have a “FYI” in the subject line. You will be able to view those forms in read only mode by clicking on the link in the email or navigating through the View function which is explained later.

From Your Worklist
You can choose to access the forms requiring your approval by logging into PeopleSoft HR and navigating to your worklist. The worklist is your personal list of items that require action on your part. There are several links available to access your worklist as shown below.
Once you open your worklist, click on the form you need to approve.

Note: Funding Forms are position-based; therefore, these items in your worklist will show only the title and position number information, while ePAR forms show the name of the person in the position.

From Evaluate
You can also access the form by navigating to Department Self Service > Position Management Home Page > Evaluate and clicking on “Evaluate”.

*You will see the word "FUNDING" listed first for a Funding Form along with the title and position number will be shown.
Next you will need to enter either the eForm ID or search criteria such as position number, Employee ID, or Department to assist you in finding the desired form. If you have little in your worklist and would rather see all of your items, leave the criteria blank and click “Search”.

Enter search criteria if any and click "Search"
Keep in mind, only those forms that are in your worklist will be available through “Evaluate”. Also, since Funding Forms are position-based, the results will show a line for each incumbent tied to the position. One form could return several lines if the position has multiple incumbents, which you will often find with pool positions. It is possible all the results produced are for one form and you simply need to click on a line to access the form. As the Reports To form is also a Position Management Form, you will also see multiple lines for Reports To forms in the search results (a line for each position in the form). To narrow your search results be sure to specify the Workflow Form Type (REPT or FUNDING).

Remember you can click on a heading to sort your results and to assist you in your search. However, if you have multiple forms with multiple incumbents in your worklist, it could prove difficult in searching for your form and so might be advisable to access the form through your email notification or worklist link.

Once you find the form you are searching for, click on any active link on that particular line and you will be taken to the form for evaluation and approval.

Review the Form
Please remember that clicking the “Approve” button in a transaction is the equivalent of your signature and indicates that you attest, to the best of your knowledge, that the information is correct and you authorize the advancement of the transaction to final approval.

When reviewing a Funding Form, a change will be highlighted in yellow and the status will show as “Updated” for existing rows and “Added” for new rows. The Compare Original Funding link is available on the form to show you how the funding change will affect original funding.
Changes are highlighted and indicate if a row was "Added" or "Updated".

*This strikethrough indicates the elimination of the original funding row for 7/1/14 with this funding change.*
Once you have accessed a form to review, you have several selections available to you (detailed information in next few pages):

- **Approve** – if all the information is correct and complete.
- **Recycle** – if there is a change or correction that needs to be made.
- **Hold** – if you want to come back to the form to approve it later.
- **Cancel** – this will end your review of the form without changing it, but not affecting the work of your initiator.
- **Reject** – this will completely remove the form. **NOTE: Rejecting a form will require the Initiator to start over with a new form. Please do not use this action unless you are absolutely sure a new form needs to be completed. You might want to contact the Initiator first so they are aware of your intention.**

**Approve a Form**

After reviewing the Funding Form and finding all the information correct, you can add any comments and click on “Approve” to send the form to the next step in the approval process.

Once you have approved the form, the resulting page will show you the status of the form submitted. The “Process Visualizer” will show your task as the Approver as completed (with green check mark) and that the form has been passed on to the next level Approver (the blue outline). If a step in the process is skipped, a wavy arrow indicates there is no approval needed at that step in this particular transaction. The items in color are completed steps and the grayed out items are approvals that are upcoming in the routing process. The form will show you whose worklist the form is currently in.
You can view the next Approvers able to access the form by clicking on “Who can work this form?”

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<td>bjo6</td>
</tr>
<tr>
<td>sfc4</td>
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<td>ve35</td>
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Remember, the approval routing can change for each transaction depending on the factors involved such as position type and funding source.

**Recycle a Form**
If after reviewing the form you find something that needs to be changed, you should “recycle” the form. This returns the form to the Initiator to make the requested correction. The system will require you to insert a comments when recycling a form so the Initiator clearly knows what changes to make and why.
After you have recycled the form, the result page will show you the status of the form. The “Process Visualizer” will show your task as recycled (the blue arrow) and that the form has been returned to the Initiator (the blue outline).
As soon as you recycle the form, the Initiator receives an email notifying them the form has been recycled and needs their action. After the Initiator makes the requested changes and resubmits the form, you should expect to see the form again for your review and approval. You will also receive a new email letting you know you have a form to approve. Again, you’ll access the through one of the avenues discussed earlier in the Accessing the Funding Form section.

Once you have reviewed the form and have determined that the acceptable changes have been made, you can proceed in approving the form. The form will then be routed to the next level Approver.

**Reject a Form**
Rejecting a form stops the process completely and requires that a new form be initiated from the beginning at the Initiator level. At times, this is done when it is easier to start over with a new form, or if a transaction is no longer necessary. Just to be sure, you probably want to talk with your Initiator before rejecting a form. When rejecting a form, the system will require you to provide a comment before clicking on the “Reject” button.

**Review and Approve a Form on Hold or Cancel**
To go back to a form that you put on “hold” or “cancel” you can either use the link from your original email or access the form through your worklist. Once you have reviewed the form, you can select the appropriate action (approve, recycle, etc.).

**View Forms**
You can view forms that are in process or have been finalized in read only mode by returning to the Position Management Home Page and navigating in PeopleSoft HR to Department Self Service > Position Management Home Page and click on “View”.

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As you can see below, there are various criteria such as position number, Employee ID, and Department that will assist the Approver in finding the desired form. The ideal search would be to enter the eForm ID, but if that’s not available, enter as much criteria known to narrow down the search. Be aware, the system will limit results to 300 and so might not return all the results of a broad search.

**NOTE:** Since Funding Forms are position-based, the search result will show a line for each incumbent tied to the position. One form could return several lines if the position has multiple incumbents.

**TIP:** If the eForm ID is unknown, try to narrow down your search as much as possible to reduce the results returned.
A list of all forms resulting from the search will appear. Select the form you would like to view. To assist in searching for the desired form, the list shown can be sorted by clicking on a heading at the top.

Remember, you will only be able to view the form and changes cannot be made.
History and Status

If you are initiating a funding change for the upcoming fiscal/academic year for Faculty, please use a July 1st Effective Date.

Funding Search: Wildcards (%) may be used in the PF Dept, Fund, Program and Project columns. For example, PF Dept = 262% will return all valid funding combinations for PF Depts beginning with 262.

Continue to the form history page by clicking on “Next”. This is where the process visualizer will show where the form currently is in the approval process. The transaction log will provide details of those who have taken action on the form throughout the approval process.
By clicking on “Who can work this form?” you will be able to see a list of those who are authorized to take the next action on the form. It will also provide an active link to their email address.