CU 8.9 HRMS Step by Step Guide Approve Funding Outside Worklist – Organizational Development Module

Overview: This guide provides instruction on approving funding outside Worklist.

In version 8.9, Oracle/PeopleSoft has changed the name of Develop Workforce to Organizational Development.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to Funding Approval	University _{of} Colorado			HRSPRAC PRACT46 Home Vorkilst Add to Favorites Sign out
nago	Search:	Main Menu > Organizational Development > Position	<u> Management</u> >	
page		Maintain Positions/Budgets		
 Organizational Development Position Management Maintain Positions/Budgets Funding Approval 	My Favorites Neports and Reviews Recruiting Workforce Administration Compensation Time Collection Workforce Development Organizational Development Position Management Pentiprise Learning Reporting Tools PeopleTools	Position, funding and PET information Add Update Position Info Enter the description, work location, and other information about a position. Position Approval Position Approval Correction PET	Eunding Distribution Funding Distribution	Position Transfer only Position Transfer only PET-Retroactive Funding Change PET-Retroactive Funding Change
		PET Cancellation PET Cancellation		
2. Funding Approval page displays	University _{of} Colorado			HR89PRAC PRACT46 Home Worklist Add to Favorites Sign out
 Enter one or more search fields Click 	Funding Approval Enter any information you have an Find an Existing Value Position Number: be Business Unit: be Department: be Job Code: be Reports To Position Number: be Search Clear Basic	ad click Search. Leave fields blank for a list of all v agins with v agins with v agins with v agins with v agins with v search E Save Search Criteria	values.	New Window NE

- 3. Funding Approval page displays
- System defaults to Funding Approval page
- Notice that all tabs of Funding Info may be reviewed
- Change Funding Status from Proposed to Approved or Rejected
- View/record any comments in
 - Funding Notes
- Check for previous unapproved rows and approve or reject
- 🗆 Click 🔲 Save

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