

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.

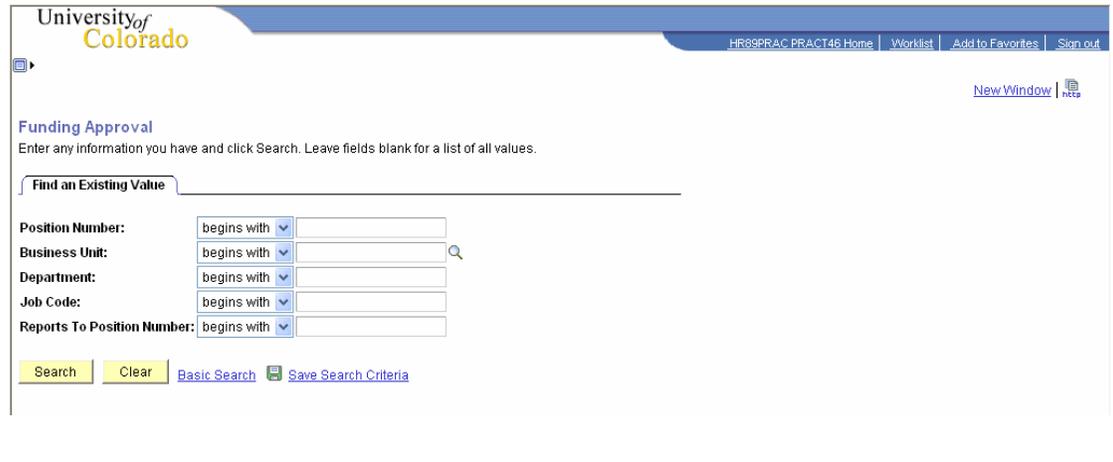
1. Navigate to Funding Approval page

- Organizational Development
- Position Management
- Maintain Positions/Budgets
- Funding Approval



2. Funding Approval page displays

- Enter one or more search fields
- Click 



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



The screenshot shows the University of Colorado HR09PRAC_PRACT46 Home page. The main navigation bar includes "Home", "Worklist", "Add to Favorites", and "Sign out". The "Funding Approval" tab is selected, with sub-tabs for "Funding Distribution" and "Position and Incumbent Data". A toolbar contains buttons for "Save", "Return to Search", "Next in List", "Previous in List", "Refresh", "Update/Display", and "Include History". The "Go To Position Data" link is visible. The "Funding" section displays "Position Number: 00679646", "Sequence: 0", and "Entered Date: 02/20/2007". Below this, the "Funding Status" is set to "Proposed" and the "Status Date" is "02/20/2007". The "Funding Begin Date" is "02/01/2007", and there are radio buttons for "Amt" and "Pct" with "Appr/Reject:" options. The "Distribution" table is shown below, with columns for Percent, Speed Type, Funding End Date, Speed Type Description, Fund, Org, Program, Project, Sub Class, Proj Bdg End Date, Exp Transfer ID, and Transfer Status. A single row is displayed with the following values: 1, 100.000, 52639023, Benefits Admin Fees, 26, 51100, 26788.

Percent	Speed Type	Funding End Date	Speed Type Description	Fund	Org	Program	Project	Sub Class	Proj Bdg End Date	Exp Transfer ID	Transfer Status
1	100.000	52639023	Benefits Admin Fees	26	51100	26788					