



## Job Aid Review and Edit Salary and Travel Data: Related BU

Date Created: 07/31/2009

Revised: June 2011

1.	Click the <b>Salary Travel Per Diem</b> link.
2.	Click the <b>Maintain/Approve</b> link.
3.	Click the <b>Salary Travel</b> link.
4.	Verify that your Business Unit number defaults in the <b>Business Unit</b> field.
5.	The current fiscal year defaults in the <b>Fiscal Year</b> field. Note: You can view prior year information by changing this value.
6.	To access a data record use the EmpID or Name field or click Search to get a list.
7.	Enter the appropriate information into the <b>Name (last name first) or EMPID</b> field. Note: The name field is not case-sensitive.
8.	Click the <b>Search</b> button.
9.	The record is retrieved. The expenses have been researched and it is determined that the charges pertain to one of your agencies attached entities.
10.	Click in the <b>Related BU</b> field and Enter the appropriate value; or use the look-up icon to access a list, Select appropriate value.  <b>(Note: This data is needed and required for reporting attached agency data separately for DOAA purposes. It is the agencies responsibility to ensure the Related BU update is appropriately made before the final approval of Salary and Travel data.)</b>

Business Unit: 43000 Judicial Branch Fiscal Year: 2009 Related BU: 43000

FEI/SSN/Employee ID: 00128632 Sorrells Marvin W. Job Code:

Position Title: Title Description not Provided Travel: 110.80

Personal Services: 0.00 Travel Verified:  Negative Amount Confirmed: N/A

Employee Status: Employed by other Agency

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
FIN	0.00	110.80	Other	<input type="checkbox"/>	LOAD	07/24/2009 10:54:43AM
ADJ	0.00	110.80	Other	<input type="checkbox"/>	LOAD	07/24/2009 10:59:37AM

Save Return to Search Previous in List Next in List

New Field added to capture attached entity detail. Defaults to main business unit, but is open to allow selection of applicable attached entity.

Agencies must take responsibility to identify all expenses applicable to the attached entity in accordance with Audit requirement.

11. The record is reviewed; there are no other items to be addressed.
12. Save the record.
13. You have successfully completed the **Review and Edit Salary and Travel Data** topic. **End of Procedure.**