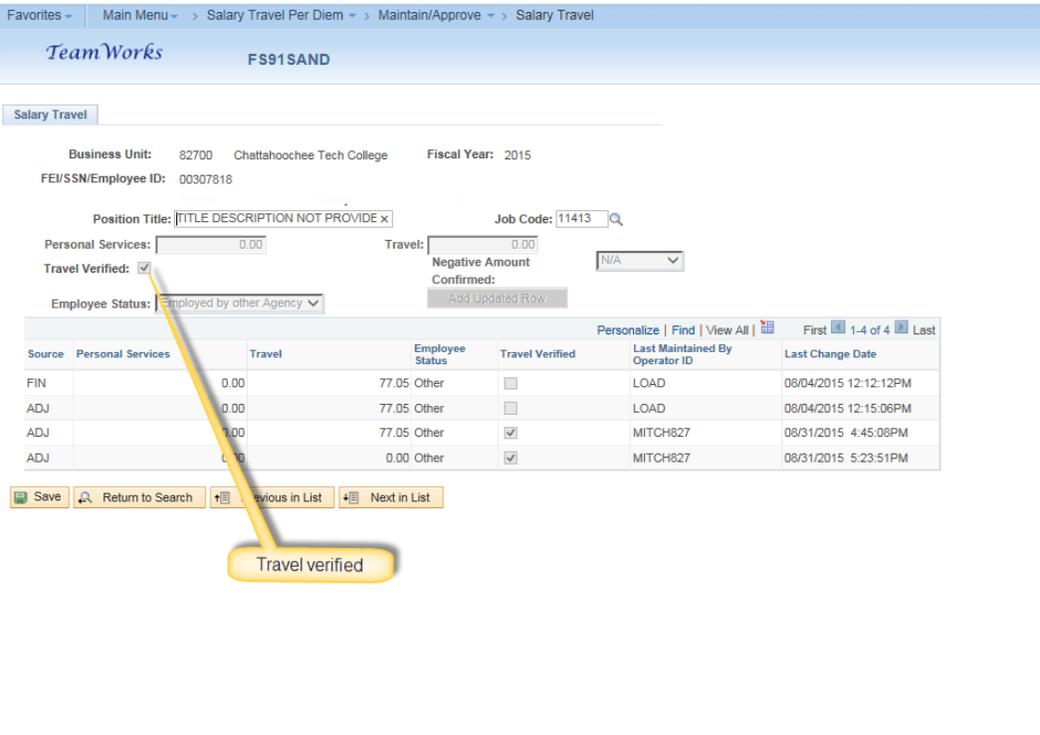


Job Aid - Review and Edit Salary and Travel Data: Conducting Review

Date Created: 06/30/2016

Reviewed: June 2016

1.	Click the Salary Travel Per Diem link.
2.	Click the Maintain/Approve link.
3.	Click the Salary Travel link.
4.	Verify that your Business Unit number defaults in the Business Unit field.
5.	The current fiscal year defaults in the Fiscal Year field. You can view prior year information by changing this value.
6.	Enter Vendor FEI number/EmplID or search by Vendor/Employee name to access information.
7.	Enter the appropriate information into the Name or EMPID field. The name field is not case-sensitive.
8.	Click the Search button.
9.	Make note of the travel amount to be moved to the employee record. Click in the Travel field
10.	Enter the appropriate information into the Travel field.
11.	Press [Tab] to validate the corrected amount..
12.	In PeopleSoft 8.8, negative amounts cannot be utilized to delete an existing amount. The process does not perform a netting affect. The amount must be reduced to zero to delete a record. Click the OK button.

13.	Enter the appropriate information into the Travel field.																																			
14.	Press [Tab] to validate the corrected amount..																																			
15.	Click the Add Updated Row button.																																			
16.	<p>Ensure the Travel Verified check box is selected.</p>  <p>The screenshot shows the 'Salary Travel' form in TeamWorks. The 'Travel Verified' checkbox is checked. A yellow callout box with an arrow points to the checkbox and contains the text 'Travel verified'.</p> <table border="1"> <thead> <tr> <th>Source</th> <th>Personal Services</th> <th>Travel</th> <th>Employee Status</th> <th>Travel Verified</th> <th>Last Maintained By Operator ID</th> <th>Last Change Date</th> </tr> </thead> <tbody> <tr> <td>FIN</td> <td>0.00</td> <td></td> <td>77.05 Other</td> <td><input type="checkbox"/></td> <td>LOAD</td> <td>08/04/2015 12:12:12PM</td> </tr> <tr> <td>ADJ</td> <td>0.00</td> <td></td> <td>77.05 Other</td> <td><input type="checkbox"/></td> <td>LOAD</td> <td>08/04/2015 12:15:06PM</td> </tr> <tr> <td>ADJ</td> <td>0.00</td> <td></td> <td>77.05 Other</td> <td><input checked="" type="checkbox"/></td> <td>MITCH827</td> <td>08/31/2015 4:45:08PM</td> </tr> <tr> <td>ADJ</td> <td>0.00</td> <td></td> <td>0.00 Other</td> <td><input checked="" type="checkbox"/></td> <td>MITCH827</td> <td>08/31/2015 5:23:51PM</td> </tr> </tbody> </table>	Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date	FIN	0.00		77.05 Other	<input type="checkbox"/>	LOAD	08/04/2015 12:12:12PM	ADJ	0.00		77.05 Other	<input type="checkbox"/>	LOAD	08/04/2015 12:15:06PM	ADJ	0.00		77.05 Other	<input checked="" type="checkbox"/>	MITCH827	08/31/2015 4:45:08PM	ADJ	0.00		0.00 Other	<input checked="" type="checkbox"/>	MITCH827	08/31/2015 5:23:51PM
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17.	Click the Save button.																																			
18.	Click the Return to Search button.																																			
19.	Enter the appropriate information into the EmplID field.																																			
20.	Click the Search button.																																			
21.	Click in the Travel: field.																																			
22.	Enter the appropriate information into the Travel field.																																			

23.	Click the Add Updated Row button.
24.	Ensure that the Travel Verified check box is selected.
25.	Click the Save button.
26.	You have successfully corrected the Salary Travel data by moving expenses that would have been incorrectly reported. This exercise would also work if expenses had to be moved from one employee to another.
27.	You have successfully completed the Review and Edit Salary and Travel Data topic. End of Procedure.