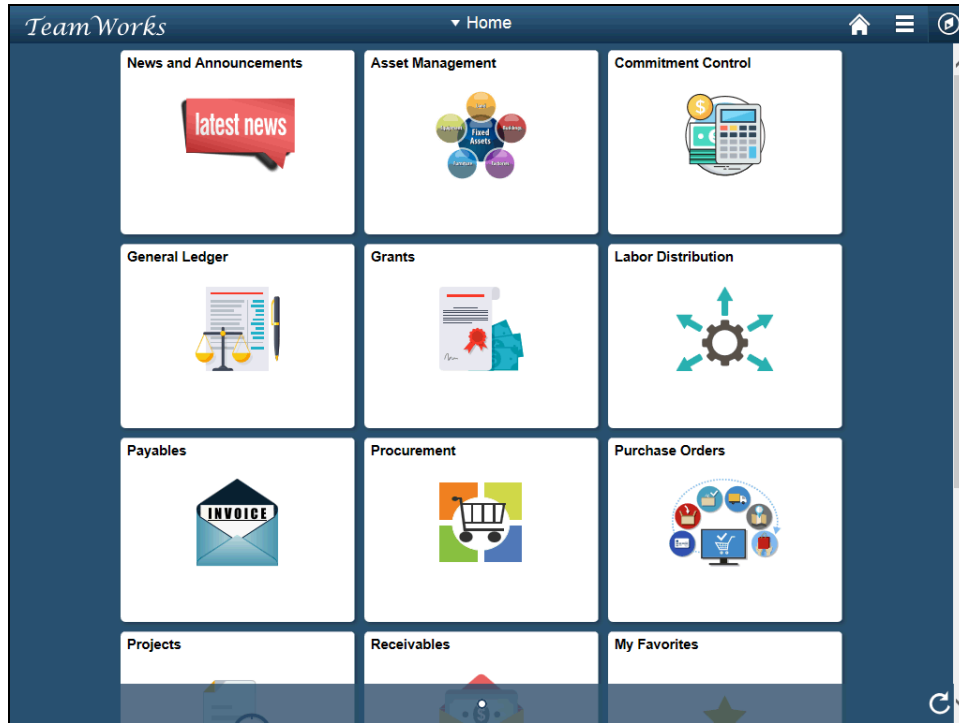

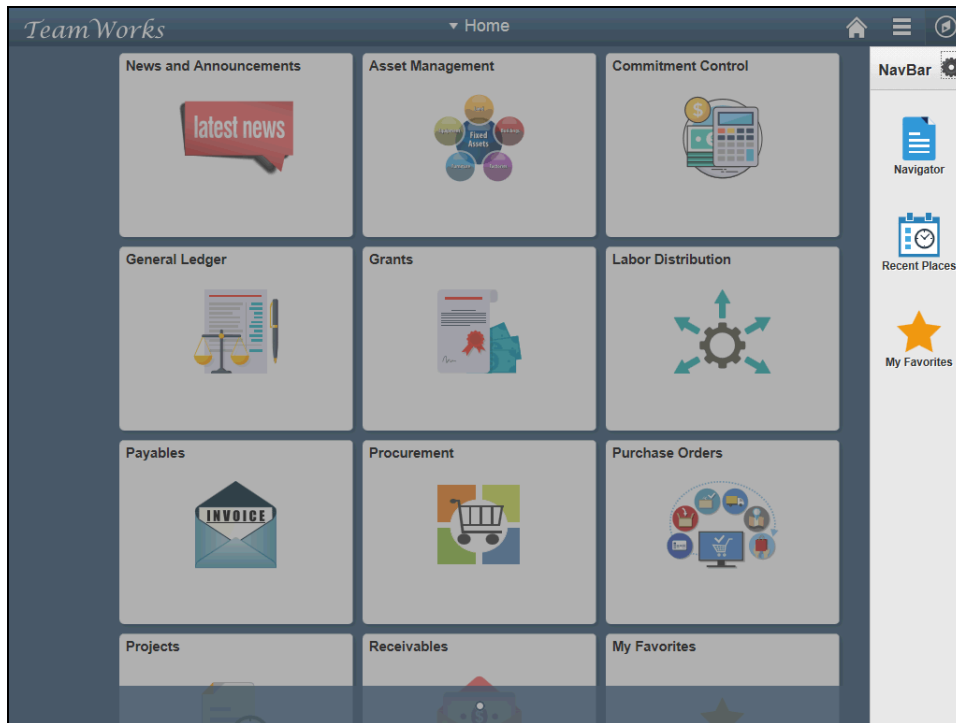
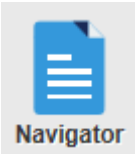


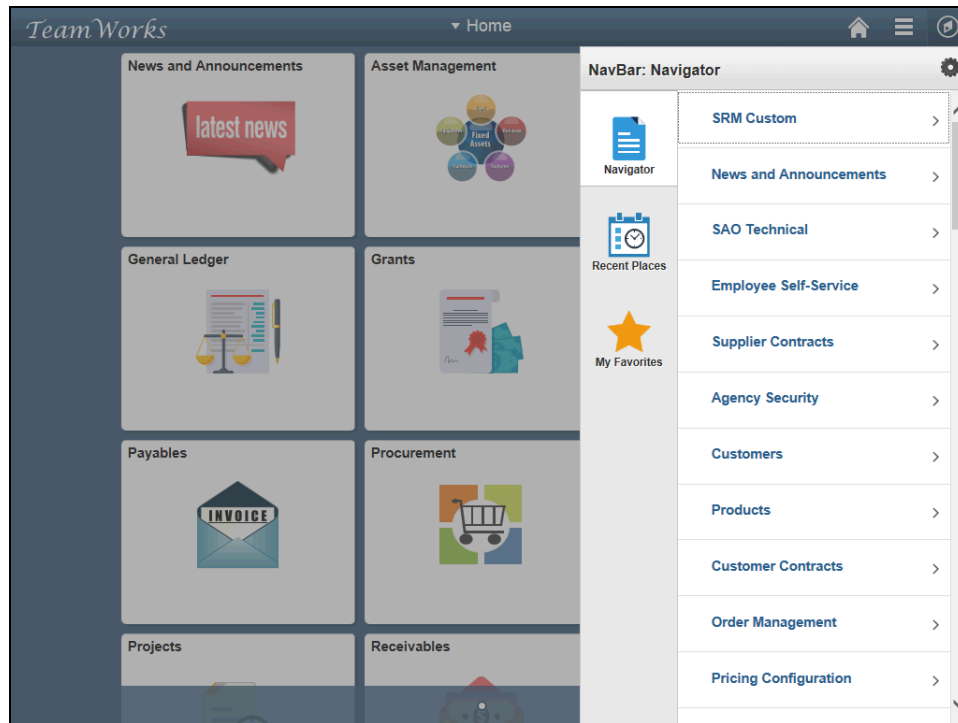
Entering Job Code and Position for Salary Travel Data



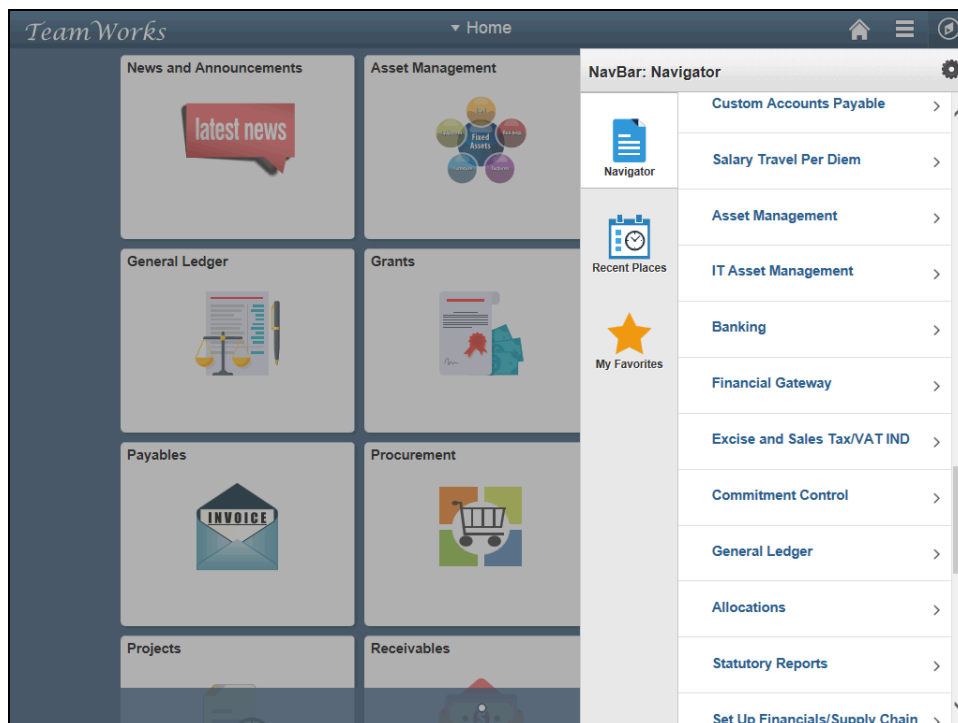
Step	Action
1.	<p>Navigate to the Salary Travel page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click the NavBar icon.</p> 



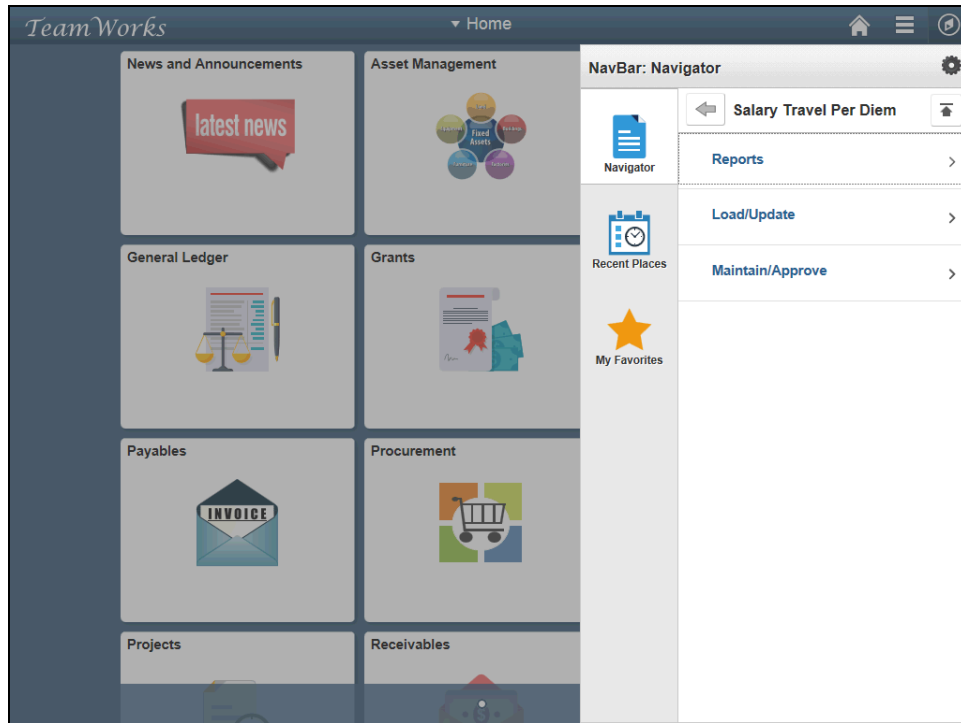
Step	Action
2.	Click the Navigator icon. 



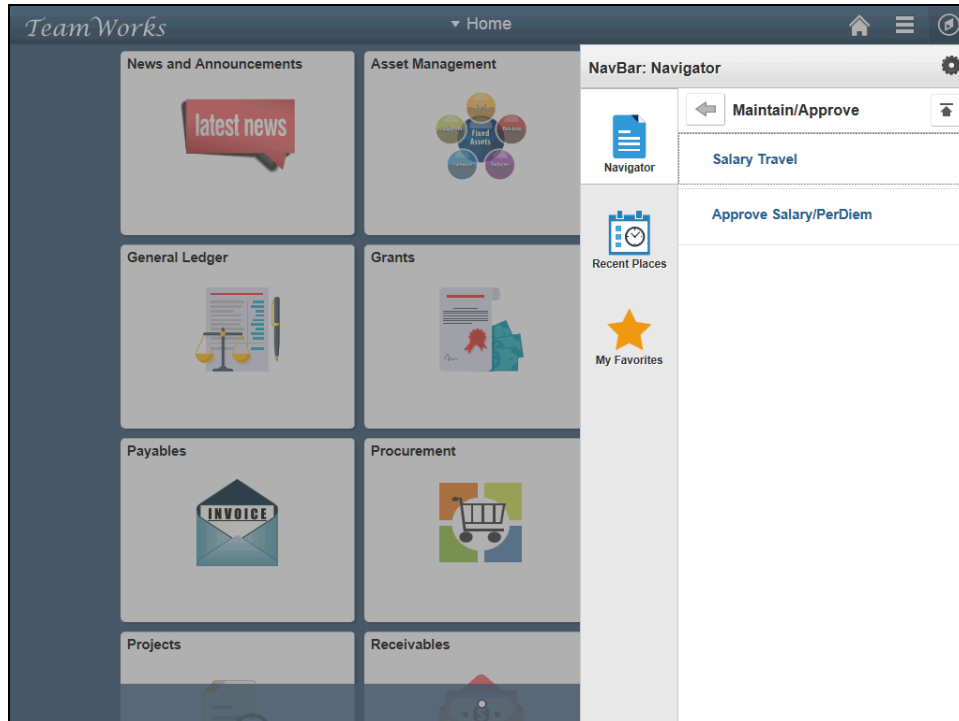
Step	Action
3.	Click the Vertical scrollbar.



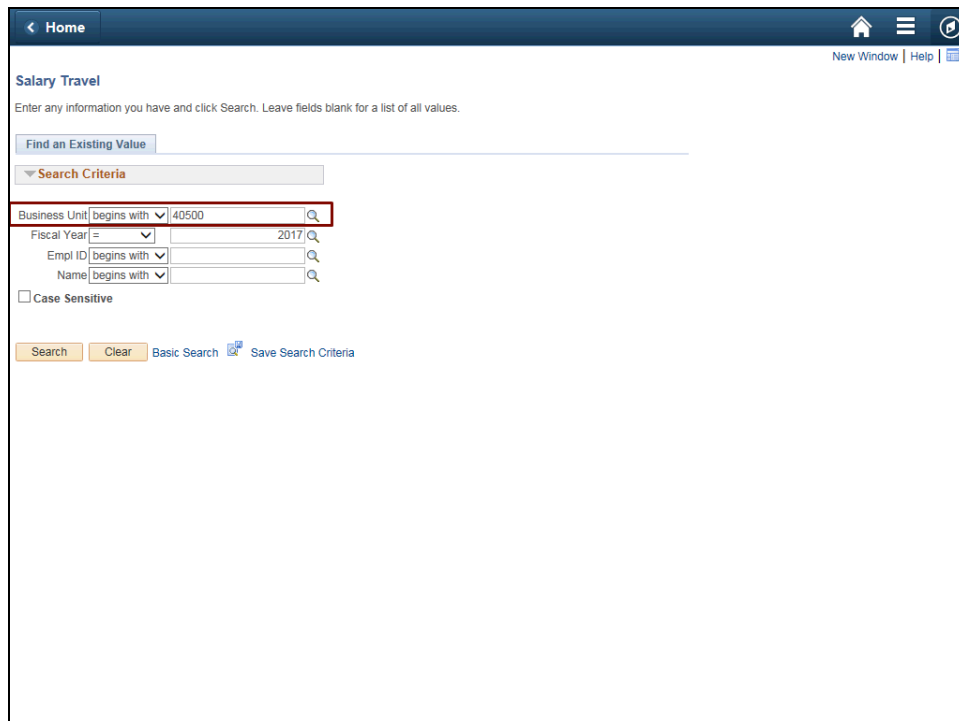
Step	Action
4.	Click the Salary Travel Per Diem link. Salary Travel Per Diem



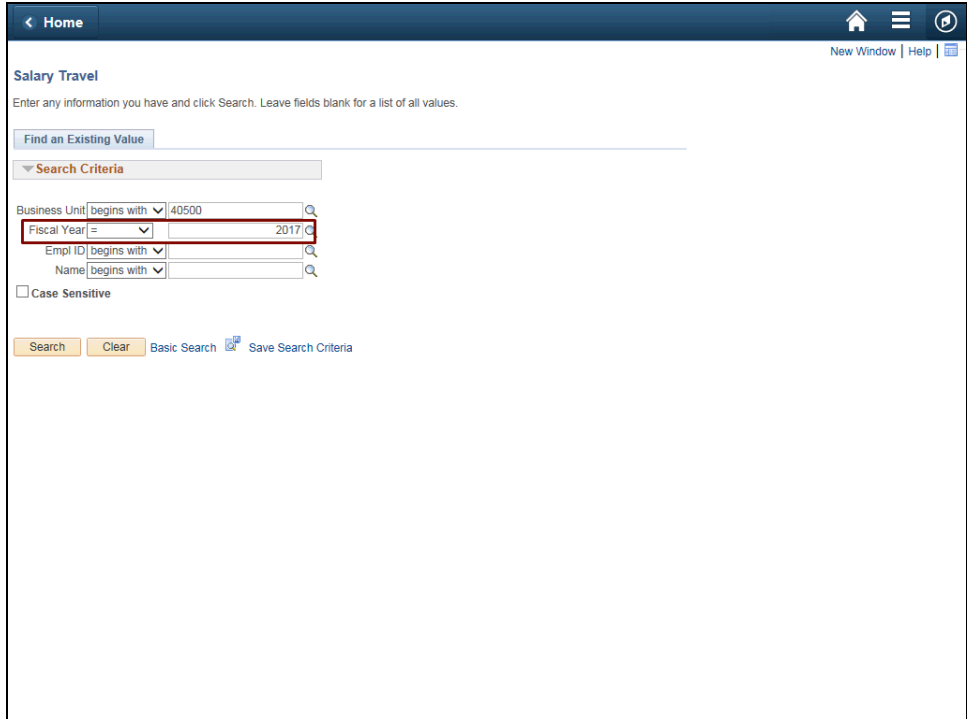
Step	Action
5.	Click the Maintain/Approve link. Maintain/Approve



Step	Action
6.	Click the Salary Travel link. Salary Travel

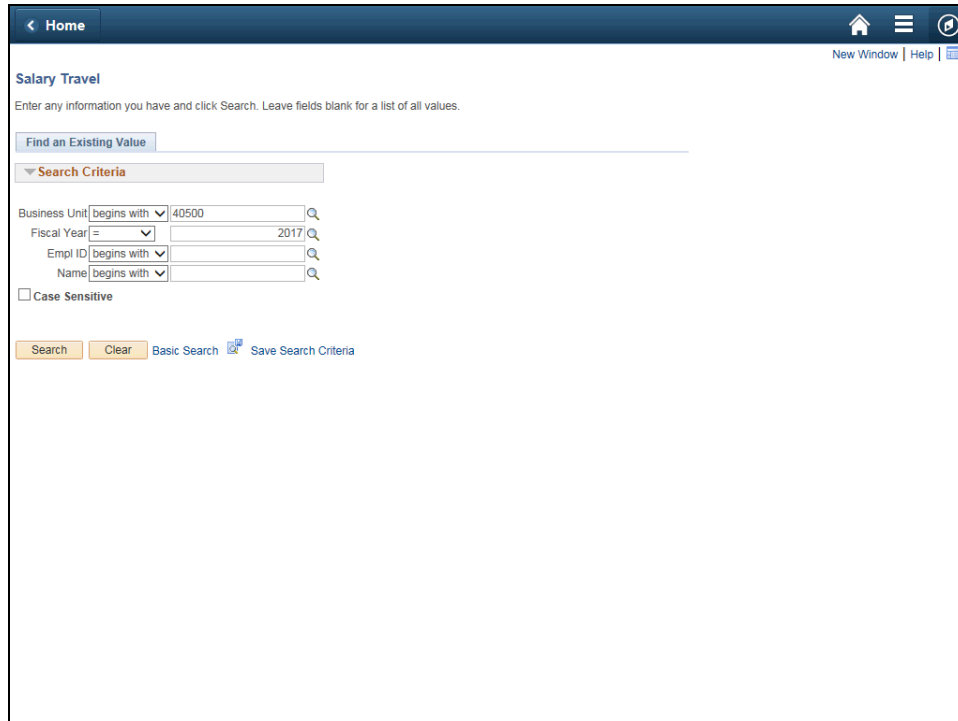


Step	Action
7.	Verify the Business Unit . If the correct business unit does not default enter or use the search functionality to select a new value.



The screenshot shows a web application interface for 'Salary Travel'. At the top, there is a navigation bar with a home icon, a menu icon, and a user icon. Below the navigation bar, the page title is 'Salary Travel' and there is a sub-header 'Find an Existing Value'. The main content area contains a 'Search Criteria' section with several dropdown menus: 'Business Unit' (beginning with '40500'), 'Fiscal Year' (set to '2017'), 'Empl ID' (beginning with), and 'Name' (beginning with). There is also a 'Case Sensitive' checkbox which is unchecked. At the bottom of the search criteria section, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Step	Action
8.	The current fiscal year defaults in the Fiscal Year field. Users can review information from a prior year by changing the year.



Salary Travel

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit begins with 40500

Fiscal Year = 2017

Empl ID begins with

Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
9.	<p>Users can select the desired employee by Empl ID or Name. In this example, the user searches by Empl ID.</p> <p>Note: The Empl ID field can also be used to search by the Vendor EFI number.</p> <p>Click in the Empl ID field.</p> <p>Empl ID begins with <input style="border: 2px solid red;" type="text"/></p>

Salary Travel

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit | begins with | 40500 | Q

Fiscal Year | = | 2017 | Q

Empl ID | begins with | | Q

Name | begins with | | Q

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
10.	Enter the appropriate information into the Empl ID field. For this example, type 86058605 .

Salary Travel

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit | begins with | 40500 | Q

Fiscal Year | = | 2017 | Q

Empl ID | begins with | 86058605 | Q

Name | begins with | | Q

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
11.	Click the Search button.

Business Unit: 40500 Department of Public Health Fiscal Year: 2017
 FEI/SSN/Employee ID: 86058605 TOWER HOTEL

Position Title: Title Description not Provided Job Code:

Personal Services: Travel: Negative Amount:
 Travel Verified: Confirmed:

Employee Status:

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
FIN	0.00	1056.00	Other	<input type="checkbox"/>	LOAD	01/23/2018 4:46:56PM
ADJ	0.00	1056.00	Other	<input type="checkbox"/>	LOAD	01/23/2018 5:12:20PM

Step	Action
12.	Use the Salary Travel page to review and update an employee's travel expenses.

Home New Window | Help | Personalize Page

Salary Travel

Business Unit: 40500 Department of Public Health Fiscal Year: 2017
 FEI/SSN/Employee ID: 86058605 TOWER HOTEL

Position Title: Job Code:

Personal Services: Travel:
 Travel Verified: Negative Amount:
 Confirmed:

Employee Status:

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
FIN	0.00		1056.00 Other	<input type="checkbox"/>	LOAD	01/23/2018 4:46:56PM
ADJ	0.00		1056.00 Other	<input type="checkbox"/>	LOAD	01/23/2018 5:12:20PM

Step	Action
13.	When there is a travel expense on an employee record without a salary, Job Code , and Position Title fields are open for entry.

Home New Window | Help | Personalize Page

Salary Travel

Business Unit: 40500 Department of Public Health Fiscal Year: 2017
 FEI/SSN/Employee ID: 86058605 TOWER HOTEL

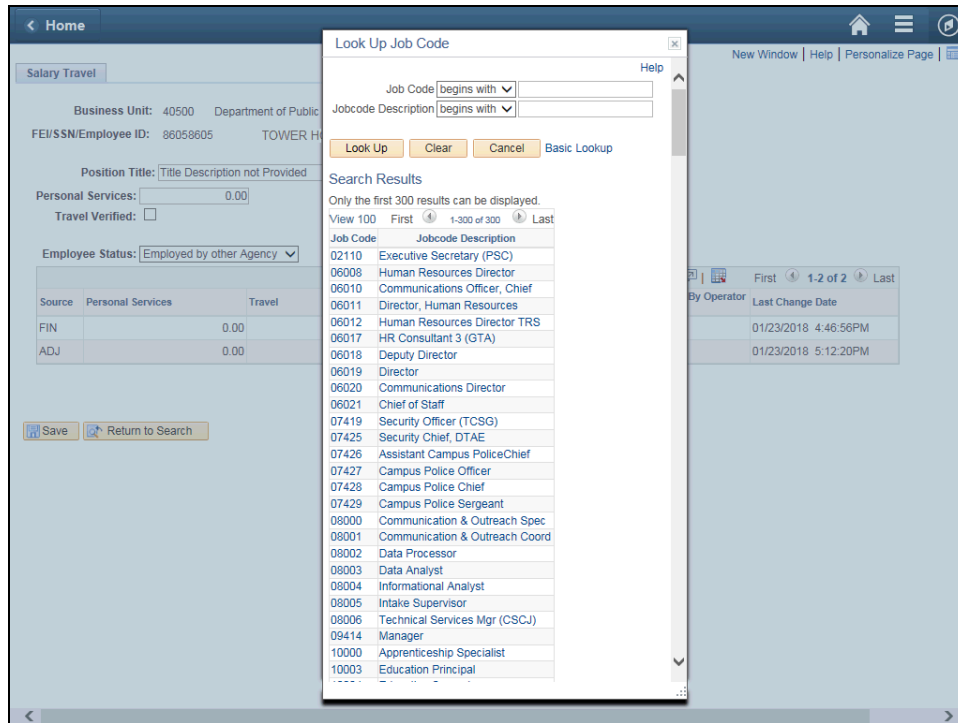
Position Title: Job Code:

Personal Services: Travel:
 Travel Verified: Negative Amount:
 Confirmed:

Employee Status:

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
FIN	0.00		1056.00 Other	<input type="checkbox"/>	LOAD	01/23/2018 4:46:56PM
ADJ	0.00		1056.00 Other	<input type="checkbox"/>	LOAD	01/23/2018 5:12:20PM

Step	Action
14.	<p>Users must enter or use the look up functionality to select the correct Job Code.</p> <p>Note: The system will not accept 99999 or 00000 values.</p> <p>Click the Job Code button.</p> <p>Job Code: <input type="text"/> <input type="button" value="🔍"/></p>



Step	Action
15.	<p>Click the 08003 - Data Analyst link.</p>

Home New Window | Help | Personalize Page

Salary Travel

Business Unit: 40500 Department of Public Health Fiscal Year: 2017
 FEI/SSN/Employee ID: 86058605 TOWER HOTEL

Position Title: TITLE DESCRIPTION NOT PROVIDED Job Code: 08003

Personal Services: 0.00 Travel: 1056.00
 Travel Verified: Negative Amount: N/A

Employee Status: Employed by other Agency Add Updated Row

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
FIN	0.00	1056.00	Other	<input type="checkbox"/>	LOAD	01/23/2018 4:46:56PM
ADJ	0.00	1056.00	Other	<input type="checkbox"/>	LOAD	01/23/2018 5:12:20PM

Save Return to Search

Step	Action
16.	Notice that the system defaults the associated Position Title .

Home New Window | Help | Personalize Page

Salary Travel

Business Unit: 40500 Department of Public Health Fiscal Year: 2017
 FEI/SSN/Employee ID: 86058605 TOWER HOTEL

Position Title: TITLE DESCRIPTION NOT PROVIDED Job Code: 08003

Personal Services: 0.00 Travel: 1056.00
 Travel Verified: Negative Amount: N/A

Employee Status: Employed by other Agency Add Updated Row

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
FIN	0.00	1056.00	Other	<input type="checkbox"/>	LOAD	01/23/2018 4:46:56PM
ADJ	0.00	1056.00	Other	<input type="checkbox"/>	LOAD	01/23/2018 5:12:20PM

Save Return to Search

Step	Action
17.	Click the Travel Verified option. Travel Verified: <input type="checkbox"/>

Business Unit: 40500 Department of Public Health Fiscal Year: 2017
 FEI/SSN/Employee ID: 86058605 TOWER HOTEL

Position Title: TITLE DESCRIPTION NOT PROVIDED Job Code: 08003

Personal Services: 0.00 Travel: 1056.00
 Travel Verified: Negative Amount: N/A
 Confirmed: Add Updated Row

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	1056.00	Other	<input type="checkbox"/>	LOAD	01/23/2018 4:46:56PM
ADJ	0.00	1056.00	Other	<input type="checkbox"/>	LOAD	01/23/2018 5:12:20PM

Save Return to Search

Step	Action
18.	Click the Save button.

Home New Window Help Personalize Page

Salary Travel

Business Unit: 40500 Department of Public Health Fiscal Year: 2017
 FEI/SSN/Employee ID: 86058605 TOWER HOTEL

Position Title: TITLE DESCRIPTION NOT PROVIDED Job Code: 08003

Personal Services: 0.00 Travel: 1056.00
 Travel Verified: Negative Amount: N/A

Employee Status: Employed by other Agency Add Updated Row

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
FIN	0.00	1056.00	Other	<input type="checkbox"/>	LOAD	01/23/2018 4:46:56PM
ADJ	0.00	1056.00	Other	<input type="checkbox"/>	LOAD	01/23/2018 5:12:20PM

Save Return to Search

Step	Action
19.	Click here (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.

Home New Window Help Personalize Page

Salary Travel

Business Unit: 40500 Department of Public Health Fiscal Year: 2017
 FEI/SSN/Employee ID: 86058605 TOWER HOTEL

Position Title: TITLE DESCRIPTION NOT PROVIDED Job Code: 08003

Personal Services: 0.00 Travel: 1056.00
 Travel Verified: Negative Amount: N/A

Employee Status: Employed by other Agency Add Updated Row

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
FIN	0.00	1056.00	Other	<input type="checkbox"/>	LOAD	01/23/2018 4:46:56PM
ADJ	0.00	1056.00	Other	<input type="checkbox"/>	LOAD	01/23/2018 5:12:20PM

Save Return to Search

Step	Action
20.	Congratulations! You have completed entering and verifying Job Code information for Salary and Travel. End of Procedure.