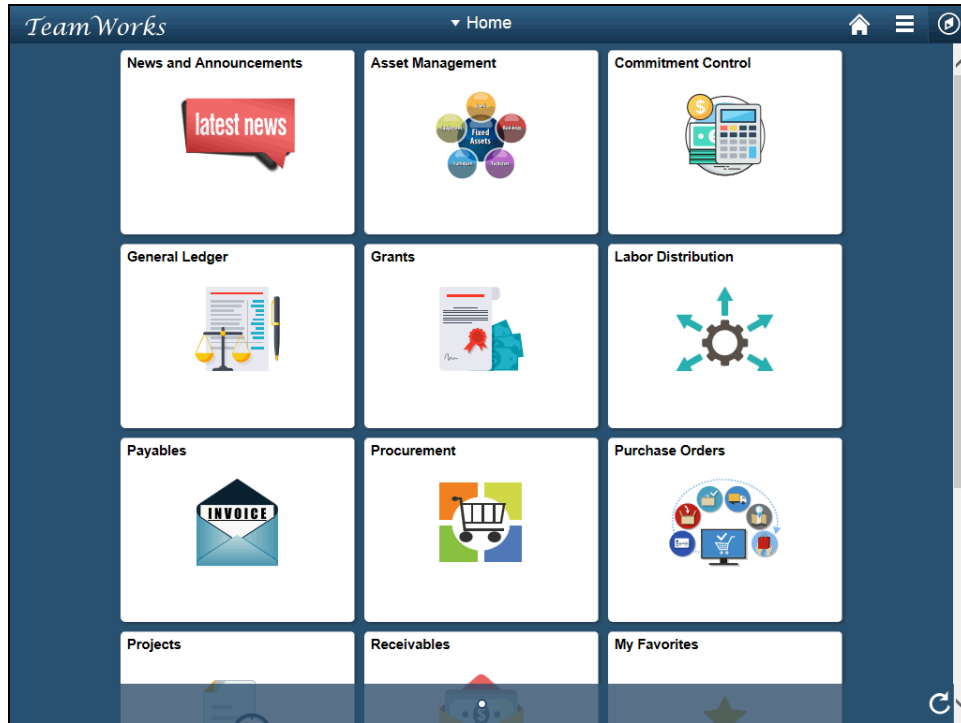

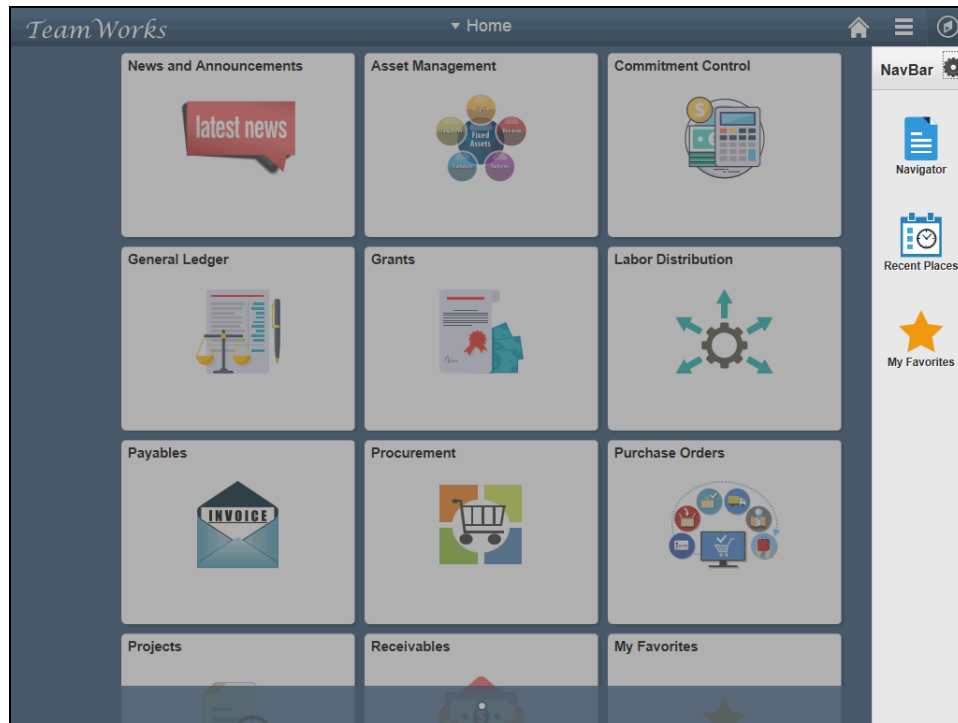



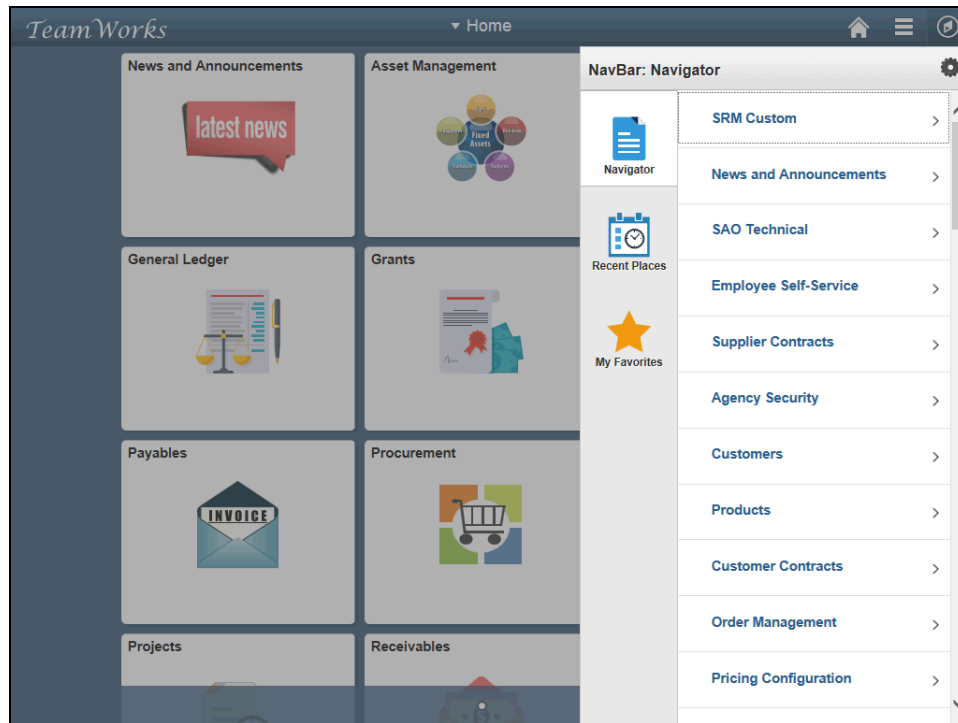
Reviewing and Adjusting Salary Travel Amount



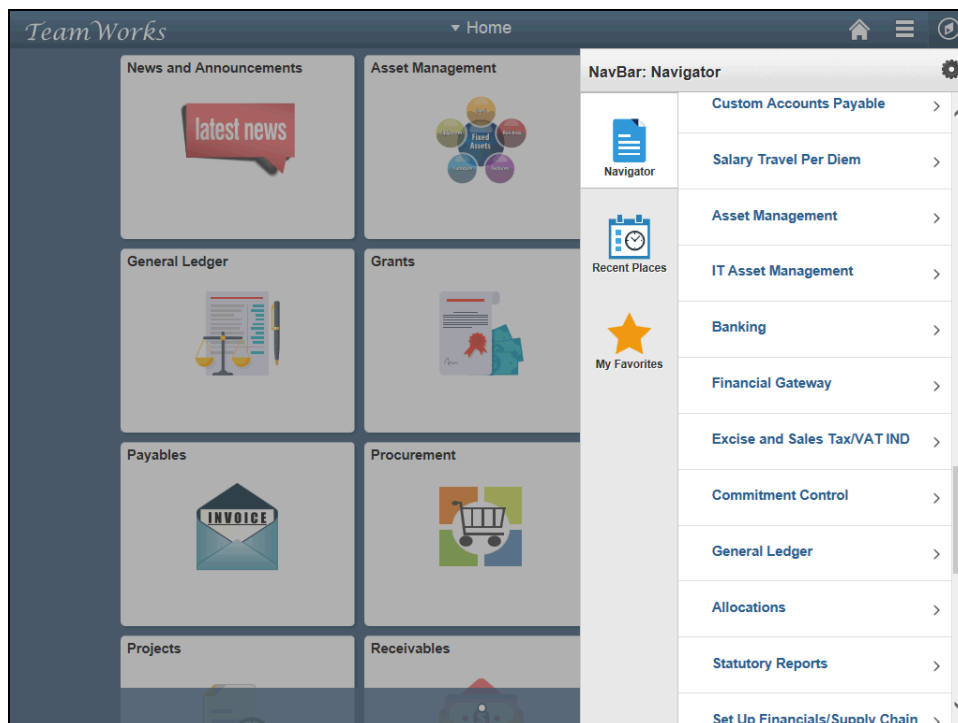
Step	Action
1.	<p>Navigate to the Salary Travel page.</p> <p>Note: This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system please select all values and options based on agency policy, the paperwork on hand and the current situation.</p> <p>Click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



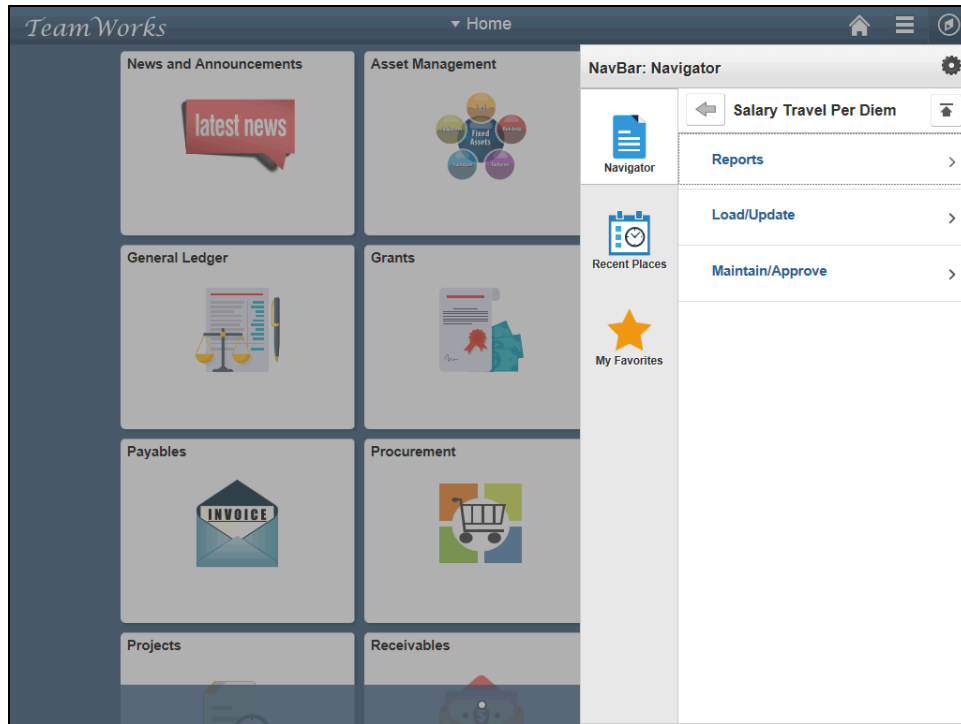
Step	Action
2.	Click the Navigator icon. <div style="text-align: center; margin-top: 10px;">  <p>Navigator</p> </div>



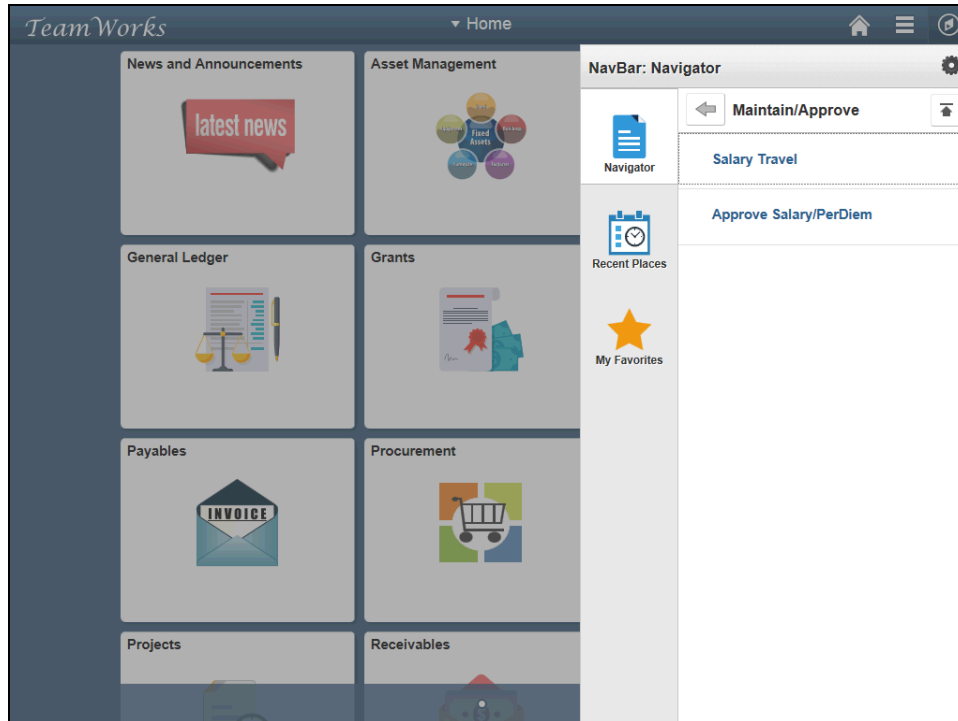
Step	Action
3.	Click the Vertical scrollbar.



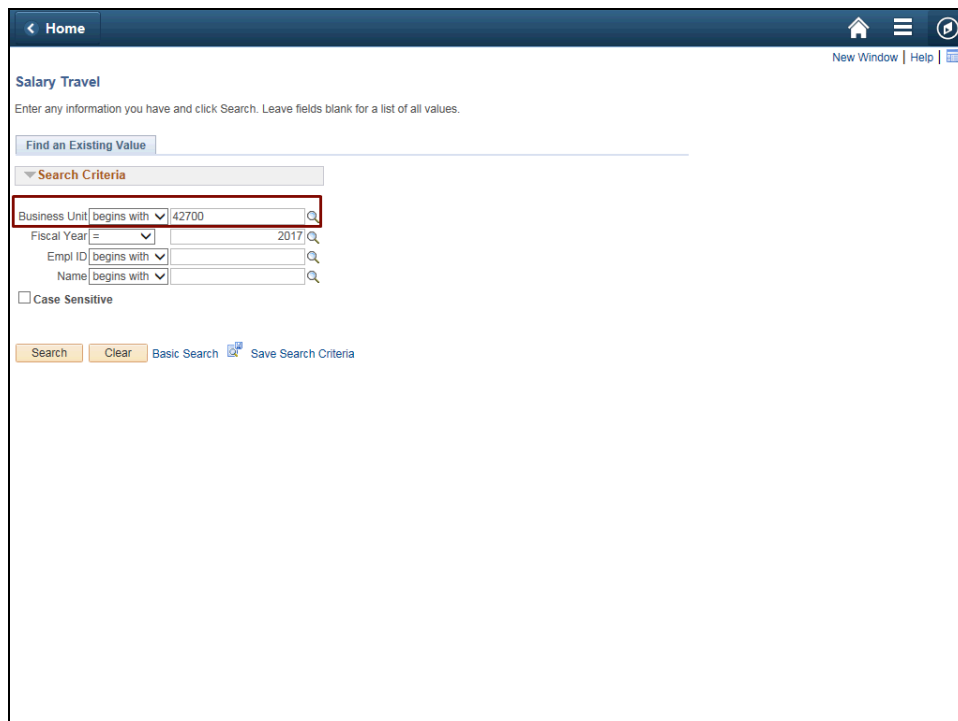
Step	Action
4.	Click the Salary Travel Per Diem link. Salary Travel Per Diem



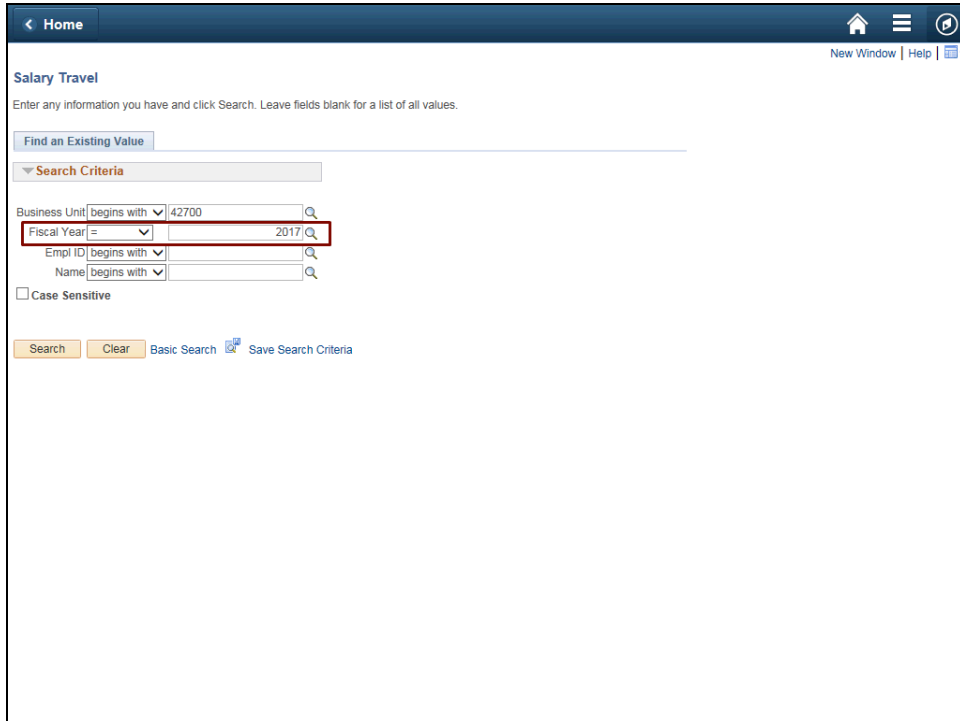
Step	Action
5.	Click the Maintain/Approve link. Maintain/Approve



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

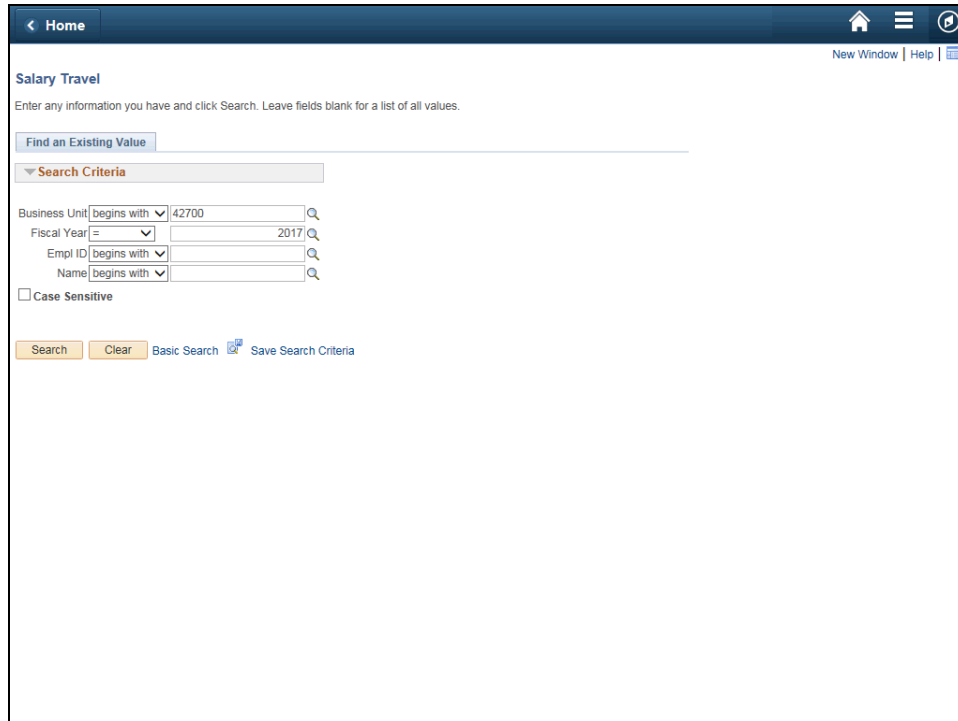


Step	Action
7.	Verify the Business Unit . If the correct business unit does not default enter or use the search functionality to select a new value.



The screenshot shows a web application interface for "Salary Travel". At the top, there is a navigation bar with "Home", "New Window", and "Help" options. Below the header, the page title is "Salary Travel" and a sub-header says "Enter any information you have and click Search. Leave fields blank for a list of all values." There is a "Find an Existing Value" button. A "Search Criteria" section contains several search fields: "Business Unit" (begins with 42700), "Fiscal Year" (dropdown menu with 2017 selected and highlighted by a red box), "Empl ID" (begins with), and "Name" (begins with). There is also a "Case Sensitive" checkbox. 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 42700

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>

New Window | Help |

Salary Travel

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

Search Criteria

Business Unit | begins with | 42700 |

Fiscal Year | = | 2017 |

Empl ID | begins with | |

Name | begins with | |

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Step	Action
10.	Enter the appropriate information into the Empl ID field. For this example, type 00110011 .

New Window | Help |

Salary Travel

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

Search Criteria

Business Unit | begins with | 42700 |

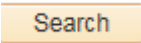
Fiscal Year | = | 2017 |

Empl ID | begins with | 00110011 |

Name | begins with | |

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Step	Action
11.	Click the Search button. 

Business Unit: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00110011
 Cake Coffee N
 Position Title: Board Member Job Code: A0048
 Personal Services: 840.00 Travel: 706.87
 Travel Verified: Negative Amount Confirmed: N/A
 Employee Status: Board Member
 Add Updated Row

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	840.00	0.00	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
FIN	0.00	706.87	Board	<input type="checkbox"/>	LOAD	01/23/2018 4:52:17PM
ADJ	840.00	706.87	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM

Save Return to Search

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: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00110011
 Cake Coffee N
 Position Title: Board Member Job Code: A0048

Personal Services: 840.00 Travel: 706.87
 Travel Verified: Negative Amount: N/A
 Confirmed:

Employee Status: Board Member Add Updated Row

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	840.00	0.00	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
FIN	0.00	706.87	Board	<input type="checkbox"/>	LOAD	01/23/2018 4:52:17PM
ADJ	840.00	706.87	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM

[Save](#) [Return to Search](#)

Step	Action
13.	Make note of the travel amount to be moved to the correct employee record. Click in the Travel field. Travel: 706.87

[Home](#) New Window | Help | Personalize Page

Salary Travel

Business Unit: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00110011
 Cake Coffee N
 Position Title: Board Member Job Code: A0048
 Personal Services: 840.00 Travel: 706.87
 Travel Verified: Negative Amount: N/A
 Confirmed:
 Employee Status: Board Member Add Updated Row

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	840.00	0.00	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
FIN	0.00	706.87	Board	<input type="checkbox"/>	LOAD	01/23/2018 4:52:17PM
ADJ	840.00	706.87	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM

[Save](#) [Return to Search](#)

Step	Action
14.	<p>To update the travel amount the user must first bring the balance to zero '0'.</p> <p>Make the current value, a negative value.</p> <p>Enter the appropriate information into the Travel field.</p> <p>For this example, type -.</p>

Home New Window Help Personalize Page

Salary Travel

Business Unit: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00110011
 Cake Coffee N
 Position Title: Board Member Job Code: A0048
 Personal Services: 840.00 Travel: -706.87
 Travel Verified: Negative Amount Confirmed: N/A
 Employee Status: Board Member Add Updated Row

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	840.00	0.00	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
FIN	0.00	706.87	Board	<input type="checkbox"/>	LOAD	01/23/2018 4:52:17PM
ADJ	840.00	706.87	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM

Save Return to Search

Step	Action
15.	The user must confirm the negative amount. Click the Negative Amount Confirmed drop-down list. Negative Amount Confirmed: <input type="text" value="N/A"/> <input checked="" type="button" value="v"/>

< Home New Window | Help | Personalize Page |

Salary Travel

Business Unit: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00110011
 Cake Coffee N
 Position Title: Board Member Job Code: A0048
 Personal Services: 840.00 Travel: -706.87
 Travel Verified: Negative Amount: N/A
No
Yes
 Confirmed:
 Employee Status: Board Member Add Updated Row

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	840.00	0.00	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
FIN	0.00	706.87	Board	<input type="checkbox"/>	LOAD	01/23/2018 4:52:17PM
ADJ	840.00	706.87	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM

Save Return to Search

Step	Action
16.	Click the Yes list item. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> N/A No Yes </div>

[Home](#) New Window | Help | Personalize Page

Salary Travel

Business Unit: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00110011
 Cake Coffee N
 Position Title: Board Member Job Code: A0048
 Personal Services: 840.00 Travel: -706.87
 Travel Verified: Negative Amount Confirmed: Yes
 Employee Status: Board Member **Add Updated Row**

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	840.00	0.00	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
FIN	0.00	706.87	Board	<input type="checkbox"/>	LOAD	01/23/2018 4:52:17PM
ADJ	840.00	706.87	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM

Save Return to Search

Step	Action
17.	Click the Add Updated Row button.

Add Updated Row

[Home](#) New Window | Help | Personalize Page

Salary Travel

Business Unit: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00110011
 Cake Coffee N
 Position Title: Board Member Job Code: A0048
 Personal Services: 840.00 Travel: -706.87
 Travel Verified: Negative Amount Confirmed: Yes
 Employee Status: Board Member **Add Updated Row**

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	840.00	0.00	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
FIN	0.00	706.87	Board	<input type="checkbox"/>	LOAD	01/23/2018 4:52:17PM
ADJ	840.00	706.87	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM
ADJ	840.00	-706.87	Board	<input checked="" type="checkbox"/>	FFLINTSTONES	02/12/2018 2:49:59PM

Save Return to Search

Step	Action
18.	<p>With the negative amount added the user can either enter the correct amount on the current employee's Salary Travel record or enter the amount on another employee's record.</p> <p>In this example, the amount was entered on this employee's record in error. Now, the correct amount must be entered on another employee's Salary Travel record.</p>

Business Unit: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00110011
 Cake Coffee N
 Position Title: Board Member Job Code: A0048
 Personal Services: 840.00 Travel: -706.87
 Travel Verified: Negative Amount Confirmed: Yes
 Employee Status: Board Member

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	840.00	0.00	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
FIN	0.00	706.87	Board	<input type="checkbox"/>	LOAD	01/23/2018 4:52:17PM
ADJ	840.00	706.87	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM
ADJ	840.00	-706.87	Board	<input checked="" type="checkbox"/>	FFLINTSTONES	02/12/2018 2:49:59PM

Save Return to Search


Step	Action
19.	<p>Click the Save button.</p>

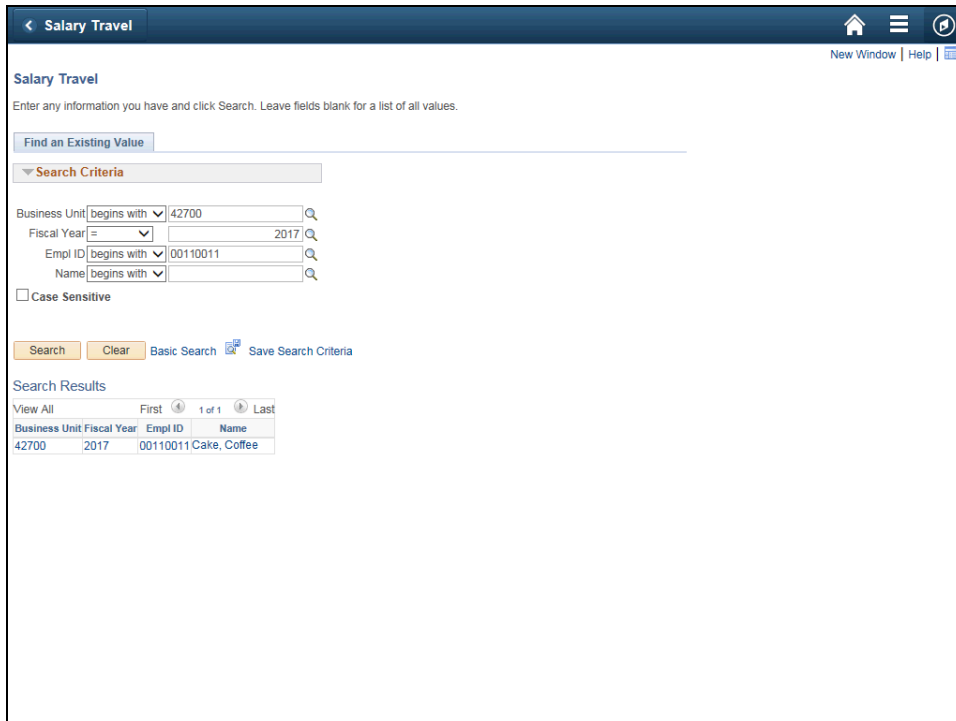
New Window | Help | Personalize Page

Salary Travel

Business Unit: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00110011
 Cake Coffee N
 Position Title: Board Member Job Code: A0048
 Personal Services: 840.00 Travel: -706.87
 Travel Verified: Negative Amount: Yes
 Confirmed:
 Employee Status: Board Member

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	840.00	0.00	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
FIN	0.00	706.87	Board	<input type="checkbox"/>	LOAD	01/23/2018 4:52:17PM
ADJ	840.00	706.87	Board	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM
ADJ	840.00	-706.87	Board	<input checked="" type="checkbox"/>	FFLINTSTONES	02/12/2018 2:49:59PM

Step	Action
20.	<p>Now, use the Return to Search button to navigate back to the search page to enter the information for the correct employee's record on which to apply the \$50.00 travel amount.</p> <p>Click the Return to Search button.</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 | 42700

Fiscal Year | = | 2017

Empl ID | begins with | 00110011

Name | begins with |

Case Sensitive


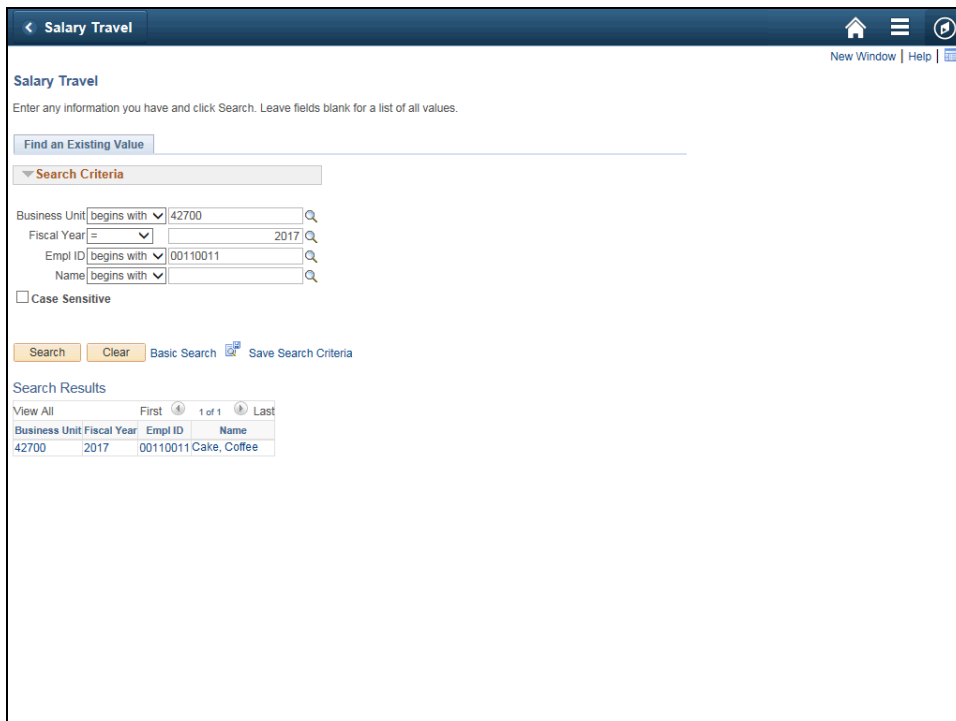
Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Business Unit	Fiscal Year	Empl ID	Name
42700	2017	00110011	Cake, Coffee

Step	Action
21.	Click in the Empl ID field.

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 | 42700

Fiscal Year | = | 2017

Empl ID | begins with | 00110011

Name | begins with |

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Business Unit	Fiscal Year	Empl ID	Name
42700	2017	00110011	Cake, Coffee

Step	Action
22.	<p>Clear the current Empl ID from the field.</p> <p>Press [Delete].</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 42700

Fiscal Year = 2017

Empl ID begins with

Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Business Unit	Fiscal Year	Empl ID	Name
42700	2017	00110011	Cake, Coffee

Step	Action
23.	<p>Enter the appropriate information into the Empl ID field.</p> <p>For this example, type 00100010.</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 42700

Fiscal Year = 2017

Empl ID begins with 00100010

Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1 of 1 Last

Business Unit	Fiscal Year	Empl ID	Name
42700	2017	00110011	Cake, Coffee

Step	Action
24.	Click the Search button.

Home

Business Unit: 42700 Department of Human Services Fiscal Year: 2017

FEI/SSN/Employee ID: 00100010
Doe Susie J

Position Title: Personnel Services Worker Job Code: T1601

Personal Services: 19912.89 Travel: 0.00

Travel Verified: Negative Amount Confirmed: N/A

Employee Status: Current Employee

Personalize Find View All First 1-2 of 2 Last

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator	Last Change Date
HR	19912.89	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
ADJ	19912.89	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM

Save Return to Search

Step	Action
25.	<p>Now, enter the correct travel amount of \$50.00 on the new employee record.</p> <p>Click in the Travel field.</p> <p>Travel: <input style="border: 2px solid red;" type="text" value="0.00"/></p>

Business Unit: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00100010
 Doe Susie J
 Position Title: Personnel Services Worker Job Code: T1601
 Personal Services: 19912.89 Travel: 0.00
 Travel Verified: Negative Amount Confirmed: N/A
 Employee Status: Current Employee

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	19912.89	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
ADJ	19912.89	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM

Save Return to Search

Step	Action
26.	<p>Clear the value from the field.</p> <p>Press [Delete].</p>

< Home New Window | Help | Personalize Page

Salary Travel

Business Unit: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00100010
 Doe Susie J
 Position Title: Personnel Services Worker Job Code: T1601

Personal Services: 19912.89 Travel: Negative Amount: N/A
 Travel Verified: Confirmed:
 Employee Status: Current Employee

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	19912.89	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
ADJ	19912.89	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM

Step	Action
27.	Enter the appropriate information into the Travel field. . For this example, type 50.00 .

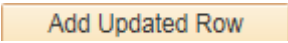
< Home New Window | Help | Personalize Page

Salary Travel

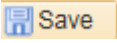
Business Unit: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00100010
 Doe Susie J
 Position Title: Personnel Services Worker Job Code: T1601

Personal Services: 19912.89 Travel: 50.00 Negative Amount: N/A
 Travel Verified: Confirmed:
 Employee Status: Current Employee

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	19912.89	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
ADJ	19912.89	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM

Step	Action
28.	Click the Add Updated Row button. 

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator	Last Change Date
HR	19912.89		0.00 Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
ADJ	19912.89		0.00 Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM
ADJ	19912.89		50.00 Employee	<input checked="" type="checkbox"/>	FFLINTSTONES	02/12/2018 2:55:04PM

Step	Action
29.	Click the Save button. 

< Home New Window | Help | Personalize Page

Salary Travel

Business Unit: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00100010
 Doe Susie J
 Position Title: Personnel Services Worker Job Code: T1601

Personal Services: 19912.89 Travel: 50.00
 Travel Verified: Negative Amount: N/A
 Confirmed:
 Employee Status: Current Employee Add Updated Row

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	19912.89		0.00 Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
ADJ	19912.89		0.00 Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM
ADJ	19912.89		50.00 Employee	<input checked="" type="checkbox"/>	FFLINTSTONES	02/12/2018 2:55:04PM

Save Return to Search

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

< Home New Window | Help | Personalize Page

Salary Travel

Business Unit: 42700 Department of Human Services Fiscal Year: 2017
 FEI/SSN/Employee ID: 00100010
 Doe Susie J
 Position Title: Personnel Services Worker Job Code: T1601

Personal Services: 19912.89 Travel: 50.00
 Travel Verified: Negative Amount: N/A
 Confirmed:
 Employee Status: Current Employee Add Updated Row

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	19912.89		0.00 Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:40:02PM
ADJ	19912.89		0.00 Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:26PM
ADJ	19912.89		50.00 Employee	<input checked="" type="checkbox"/>	FFLINTSTONES	02/12/2018 2:55:04PM

Save Return to Search

Step	Action
31.	Congratulations! You have completed reviewing and update/adjust travel amount. End of Procedure.