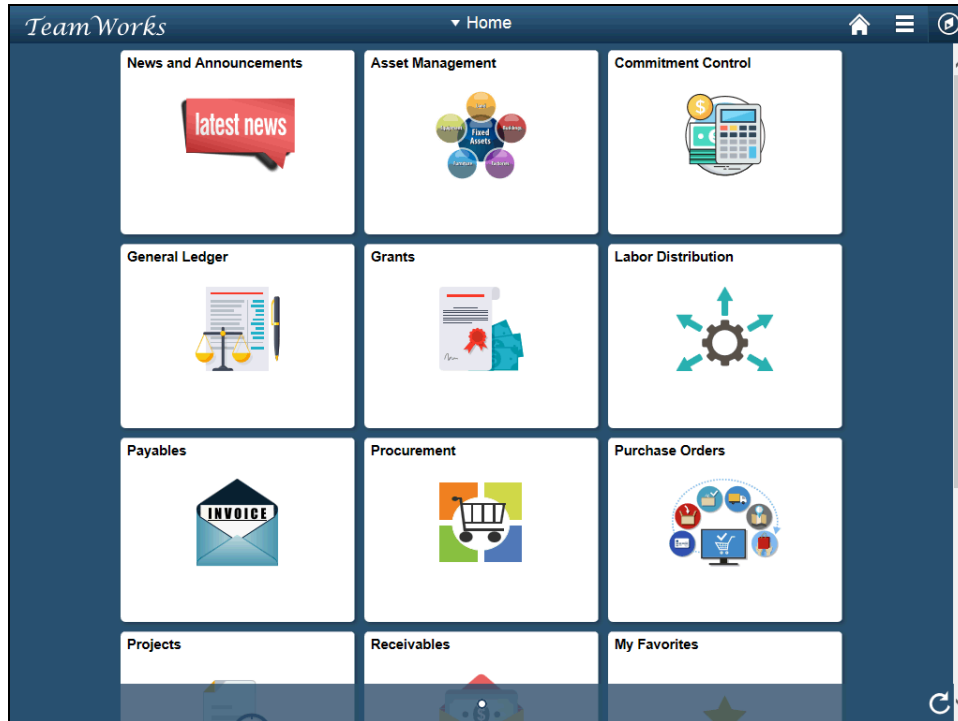

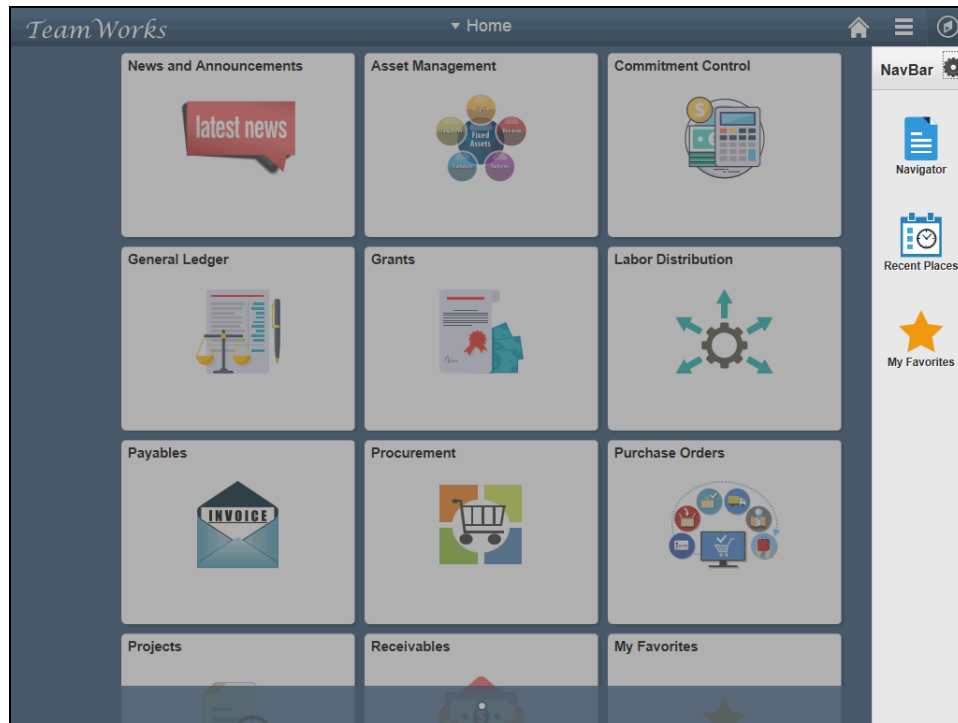



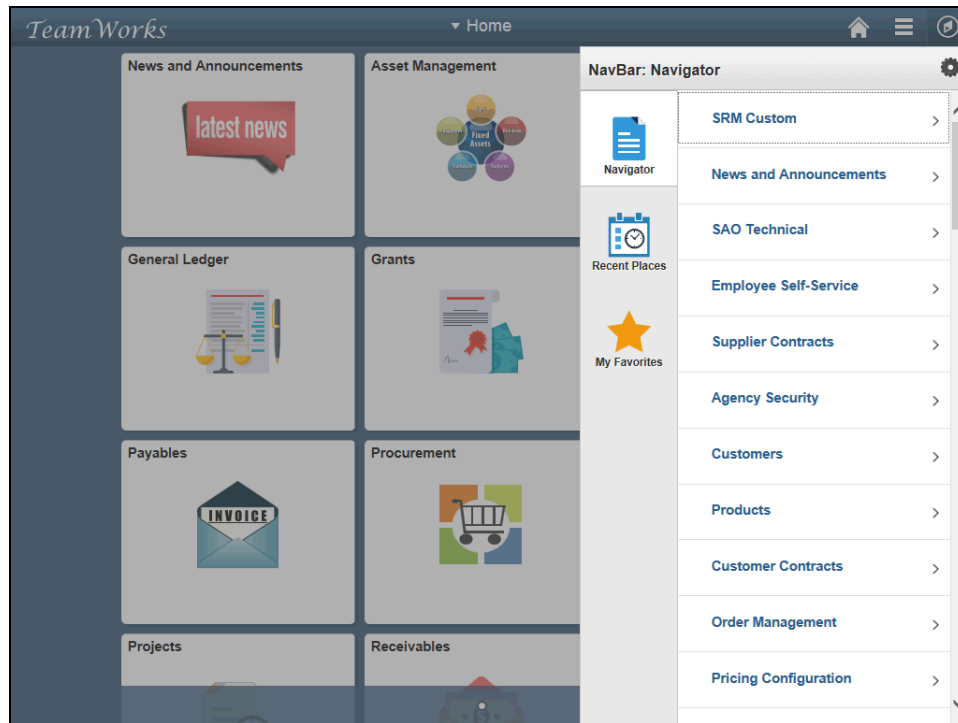
## Reviewing and Updating Related Business Unit/Attached Agency



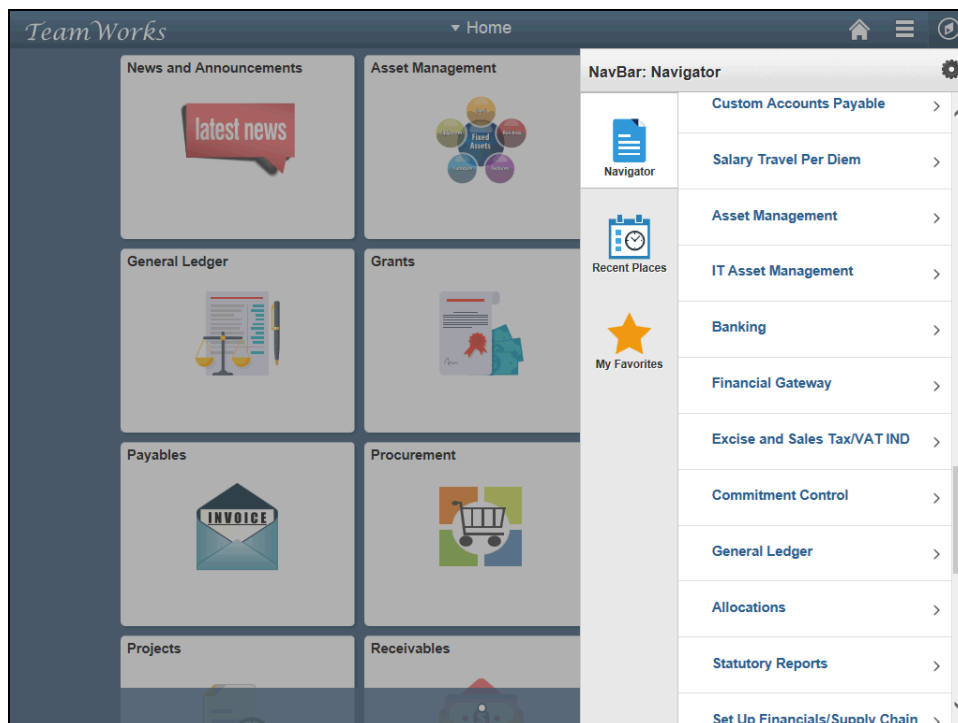
Step	Action
1.	<p>Navigate to the <b>Salary Travel</b> page.</p> <p><b>Note:</b> This simulation is an example of a transaction. When entering a transaction in the live TeamWorks Financials system please select all values and options based on agency policy, the paperwork on hand and the current situation.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



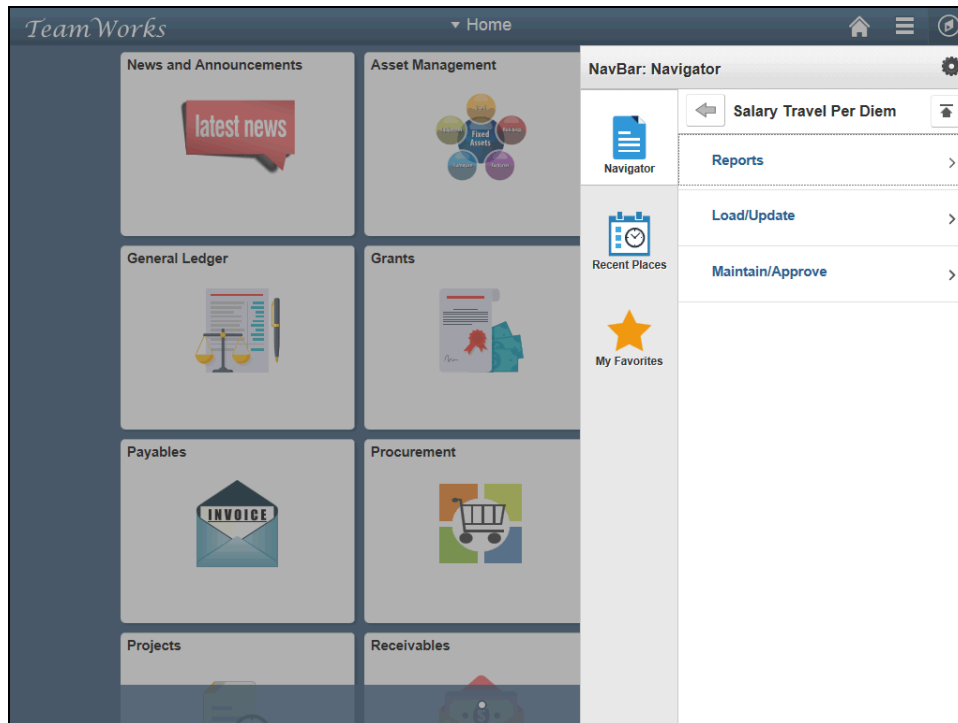
Step	Action
2.	Click the <b>Navigator</b> icon. <div data-bbox="354 1066 527 1249" style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  <p data-bbox="370 1199 483 1226"><b>Navigator</b></p> </div>



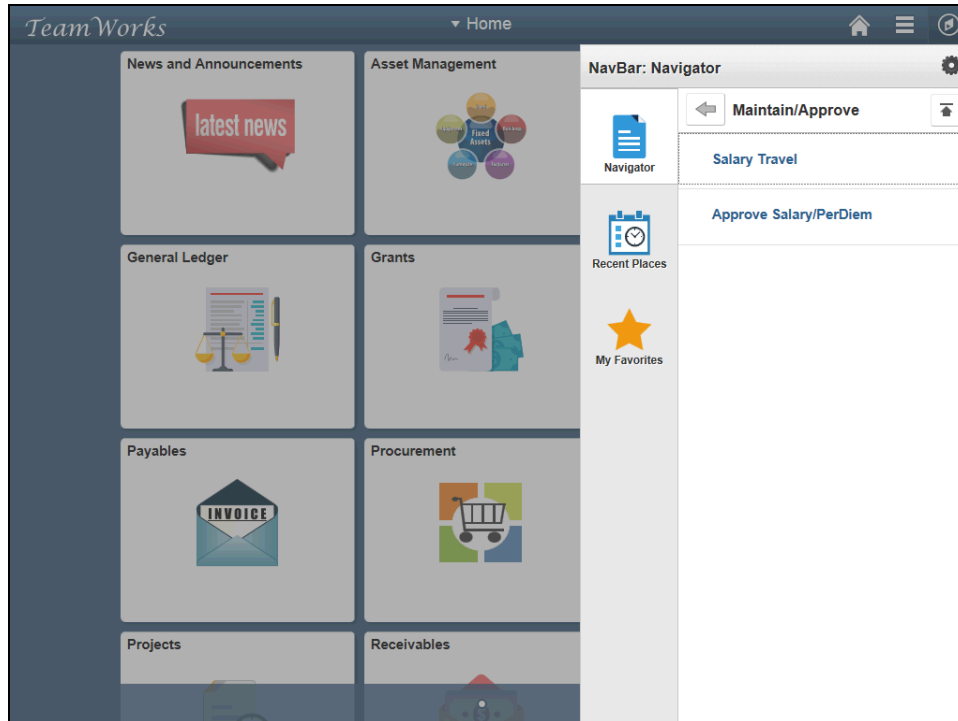
Step	Action
3.	Click the <b>Vertical</b> scrollbar.



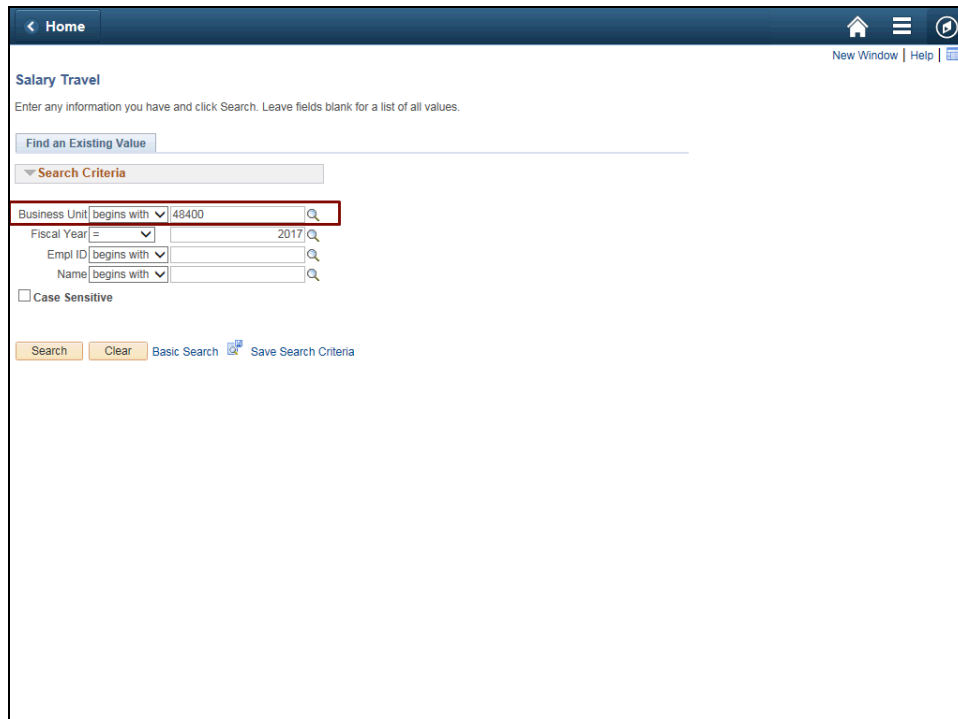
Step	Action
4.	Click the <b>Salary Travel Per Diem</b> link.  <b>Salary Travel Per Diem</b>



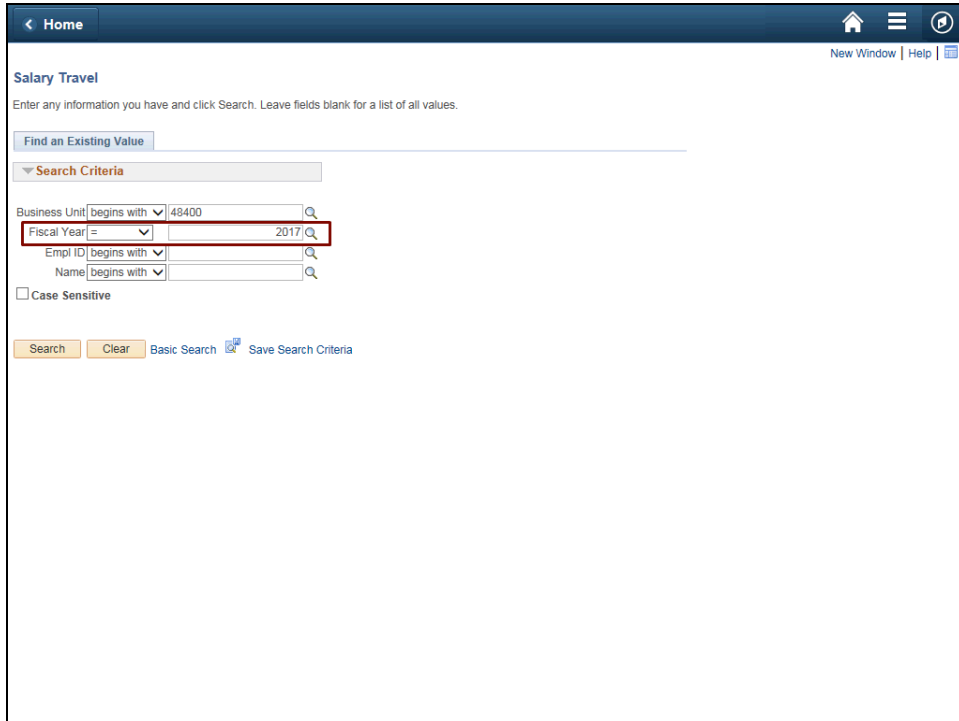
Step	Action
5.	Click the <b>Maintain/Approve</b> link.  <b>Maintain/Approve</b>



Step	Action
6.	Click the <b>Salary Travel</b> link. <b>Salary Travel</b>

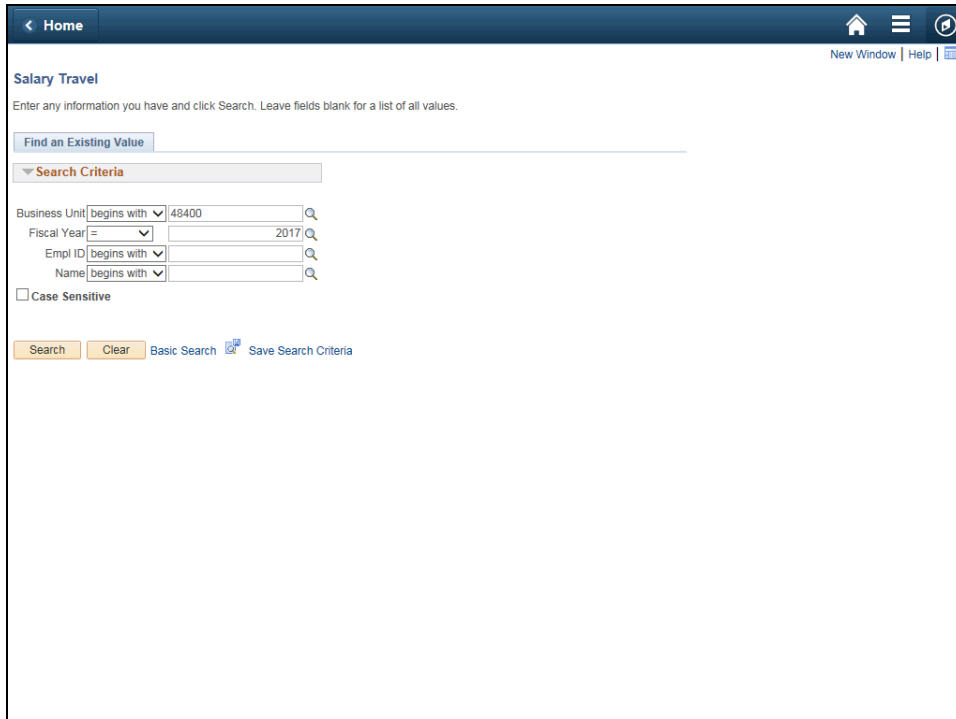


Step	Action
7.	Verify the <b>Business Unit</b> . If the correct business unit does not default enter or use the search functionality to select a new value.



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 navigation bar, the page title is "Salary Travel" and a sub-header reads "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" (beginning with "48400"), "Fiscal Year" (set to "2017" and highlighted with a red box), "Empl ID" (beginning with), and "Name" (beginning with). A "Case Sensitive" checkbox is also present. 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 <b>Fiscal Year</b> 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 48400

Fiscal Year = 2017

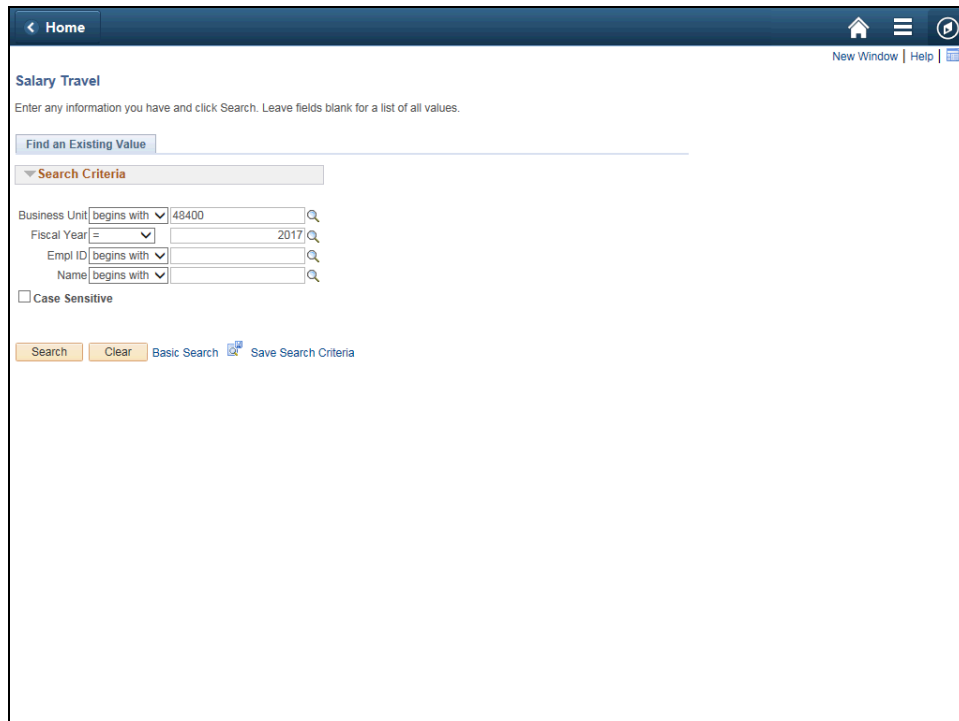
Empl ID begins with

Name begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
9.	<p>Users can select the desired employee by <b>Empl ID</b> or <b>Name</b>. In this example, the user searches by Empl ID.</p> <p><b>Note:</b> The Empl ID field can also be used to search by the Vendor EFI number.</p> <p>Click in the <b>Empl ID</b> 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 | 48400 | Q

Fiscal Year | = | 2017 | Q

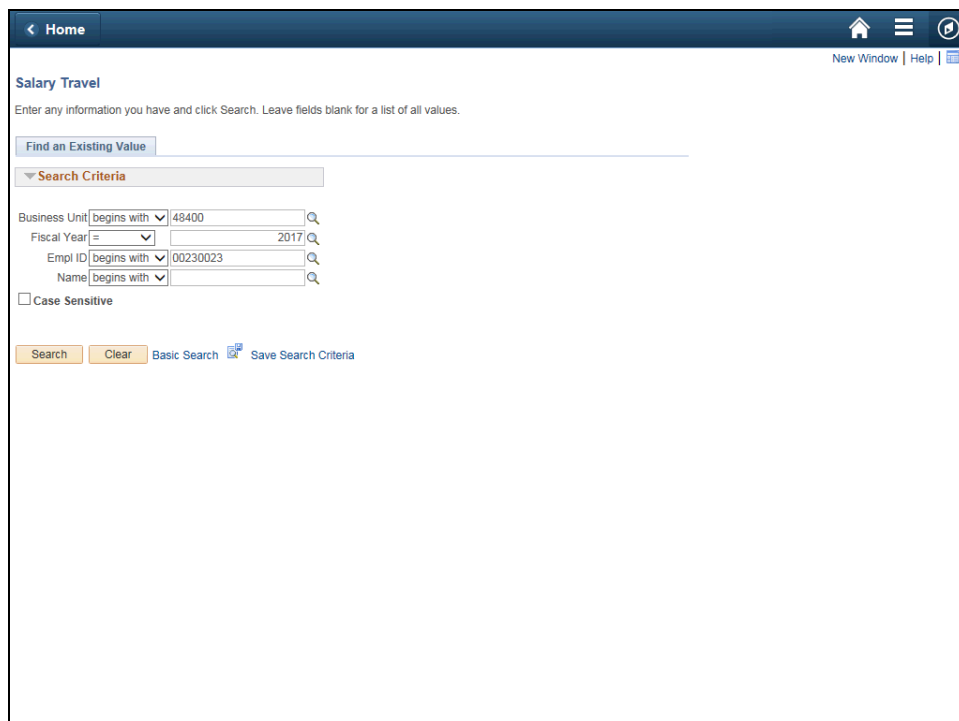
Empl ID | begins with | | Q

Name | begins with | | Q

Case Sensitive

Search Clear Basic Search Save Search Criteria

Step	Action
10.	Enter the appropriate information into the <b>Empl ID</b> field.  For this example, type <b>00230023</b> .



**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 | 48400 | Q

Fiscal Year | = | 2017 | Q

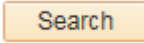
Empl ID | begins with | 00230023 | Q

Name | begins with | | Q

Case Sensitive

Search Clear Basic Search Save Search Criteria



Step	Action
11.	Click the <b>Search</b> button. 

Business Unit: 48400 Transportation, Dept of Fiscal Year: 2017 Related BU: 48400

FEI/SSN/Employee ID: 00230023  
 Jerry Tom  
 Position Title: Heavy Equipment Operator 2 Job Code: TRT011

Personal Services: 29737.20 Travel: 0.00  
 Travel Verified:  Negative Amount: N/A  
 Confirmed: Add Updated Row

Employee Status: Current Employee

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	29737.20	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:43:16PM
ADJ	29737.20	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:55PM

Save Return to Search

Step	Action
12.	Use the <b>Salary Travel</b> page to Review and update an employee's travel expenses.

New Window | Help | Personalize Page

**Salary Travel**

Business Unit: 48400 Transportation, Dept of      Fiscal Year: 2017      Related BU: 48400

FEI/SSN/Employee ID: 00230023  
 Jerry Tom

Position Title: Heavy Equipment Operator 2      Job Code: TRT011

Personal Services: 29737.20      Travel: 0.00  
 Travel Verified:       Negative Amount: N/A

Employee Status: Current Employee     

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	29737.20	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:43:16PM
ADJ	29737.20	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:55PM

Step	Action
13.	<p>The <b>Related BU</b> field defaults to the main business unit. If an employee's travel expenses are applicable to a related or attached agency, the field must be updated to reflect the attached agency.</p> <p><b>Note:</b> Agencies must take responsibility to identify all expenses applicable to the attached entity in accordance with Audit requirement.</p>

Business Unit: 48400 Transportation, Dept of Fiscal Year: 2017 Related BU: 48400

FEI/SSN/Employee ID: 00230023

Jerry Tom

Position Title: Heavy Equipment Operator 2 Job Code: TRT011

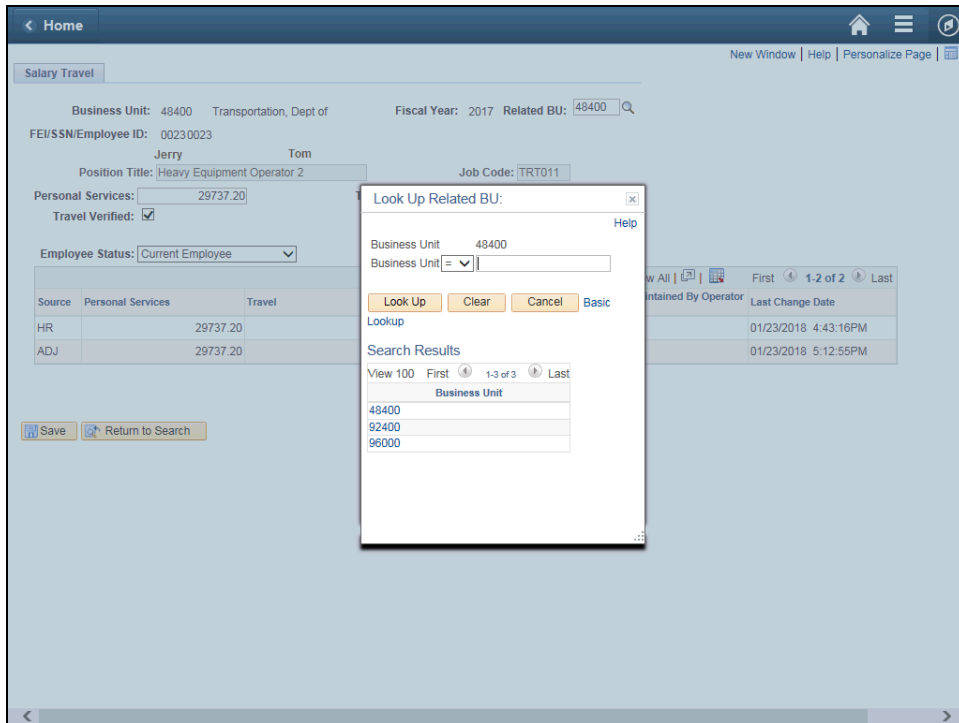
Personal Services: 29737.20 Travel: 0.00

Travel Verified:  Negative Amount: N/A

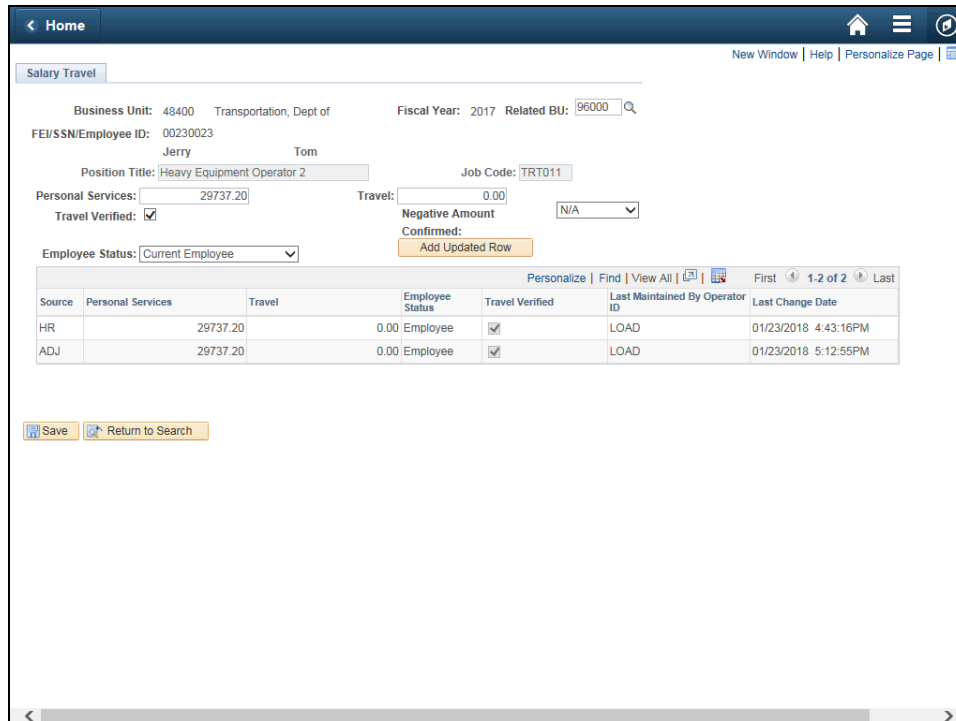
Employee Status: Current Employee

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator	Last Change Date
HR	29737.20	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:43:16PM
ADJ	29737.20	0.00	Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:55PM

Step	Action
14.	<p>Users can either enter the correct related/attached business unit/agency or use the look-up functionality to select the correct value.</p> <p><b>Note</b> 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.</p> <p>Click the <b>Related BU:</b> button.</p> <p><b>Related BU:</b> 48400 </p>



Step	Action				
15.	<p>Click the <b>96000</b> link.</p> <p><b>Search Results</b></p> <p>View 100 First 1-3 of 3 Last</p> <table border="1"> <thead> <tr> <th>Business Unit</th> </tr> </thead> <tbody> <tr> <td>48400</td> </tr> <tr> <td>92400</td> </tr> <tr> <td><b>96000</b></td> </tr> </tbody> </table>	Business Unit	48400	92400	<b>96000</b>
Business Unit					
48400					
92400					
<b>96000</b>					



Business Unit: 48400 Transportation, Dept of Fiscal Year: 2017 Related BU: 96000

FEI/SSN/Employee ID: 00230023 Jerry Tom

Position Title: Heavy Equipment Operator 2 Job Code: TRT011

Personal Services: 29737.20 Travel: 0.00

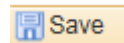
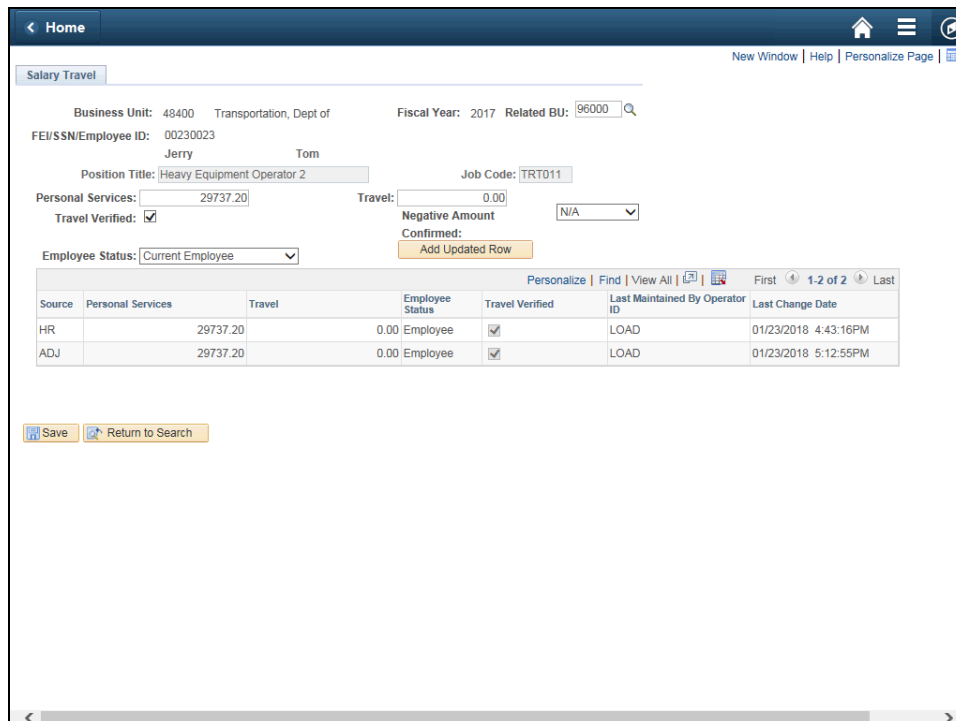
Travel Verified:  Negative Amount: N/A

Employee Status: Current Employee

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	29737.20		0.00 Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:43:16PM
ADJ	29737.20		0.00 Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:55PM

**Save** Return to Search

Step	Action
16.	Click the <b>Save</b> button.

Business Unit: 48400 Transportation, Dept of Fiscal Year: 2017 Related BU: 96000

FEI/SSN/Employee ID: 00230023 Jerry Tom

Position Title: Heavy Equipment Operator 2 Job Code: TRT011

Personal Services: 29737.20 Travel: 0.00

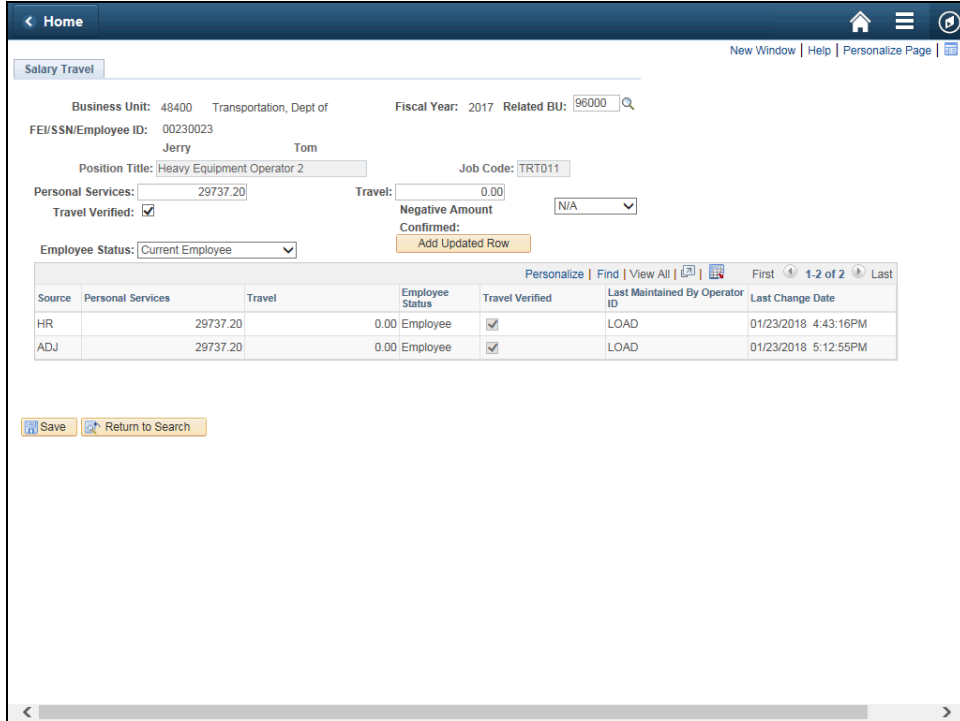
Travel Verified:  Negative Amount: N/A

Employee Status: Current Employee

Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator ID	Last Change Date
HR	29737.20		0.00 Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 4:43:16PM
ADJ	29737.20		0.00 Employee	<input checked="" type="checkbox"/>	LOAD	01/23/2018 5:12:55PM

**Save** Return to Search

Step	Action
17.	Click <a href="https://www.surveymonkey.com/r/25KG2HH">here</a> (https://www.surveymonkey.com/r/25KG2HH) to take a quick survey.



Step	Action
18.	<b>Congratulations!</b> You have completed the Review and update of Related BU or Attached agency information <b>End of Procedure.</b>