

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

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. 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 Name (last name first) or EMPID field. Note: The name field is not case-sensitive.
8.	Click the Search 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 Related BU field and Enter the appropriate value; or use the look-up icon to access a list, Select appropriate value. (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.)

	<p>Favorites ▾ Main Menu ▾ > Salary Travel Per Diem ▾ > Maintain/Approve ▾ > Salary Travel</p> <p><i>TeamWorks</i> FS91SAND</p> <p>Salary Travel</p> <p>Business Unit: 43000 Judicial Branch Fiscal Year: 2015 Related BU: 43000</p> <p>FEI/SSN/Employee ID: 00128632</p> <p>Position Title: NO SALARY Job Code: 99902</p> <p>Personal Services: 0.00 Travel: 965.48</p> <p>Travel Verified: <input checked="" type="checkbox"/> Negative Amount: N/A</p> <p>Employee Status: Employed by other Agency Confirmed: Add Updated Row</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</th> <th>Last Change Date</th> </tr> </thead> <tbody> <tr> <td>FIN</td> <td>0.00</td> <td>965.48</td> <td>Other</td> <td><input type="checkbox"/></td> <td>LOAD</td> <td>08/04/2015 12:01:42PM</td> </tr> <tr> <td>ADJ</td> <td>0.00</td> <td>965.48</td> <td>Other</td> <td><input type="checkbox"/></td> <td>LOAD</td> <td>08/04/2015 12:14:27PM</td> </tr> <tr> <td>ADJ</td> <td>0.00</td> <td>965.48</td> <td>Other</td> <td><input checked="" type="checkbox"/></td> <td>BURLEY</td> <td>08/04/2015 4:19:29PM</td> </tr> </tbody> </table> <p>Save Return to Search Previous in List Next in List</p> <p>Use Related BU field to capture attached entity detail. Defaults to main business unit, but is open to allow selection of applicable attached entity.</p> <p>Agencies must take responsibility to identify all expenses applicable to the attached entity in accordance with Audit requirements.</p>	Source	Personal Services	Travel	Employee Status	Travel Verified	Last Maintained By Operator	Last Change Date	FIN	0.00	965.48	Other	<input type="checkbox"/>	LOAD	08/04/2015 12:01:42PM	ADJ	0.00	965.48	Other	<input type="checkbox"/>	LOAD	08/04/2015 12:14:27PM	ADJ	0.00	965.48	Other	<input checked="" type="checkbox"/>	BURLEY	08/04/2015 4:19:29PM
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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.																												