

Faculty Additional Compensation eForm User's Guide

Provost Budget Office http://wwwnew.towson.edu/provostpbo/ Revised September 2022

Gideon Taylor Additional Compensation Faculty eForm

The Additional Compensation Faculty eForm is used to pay regular and contingent faculty (tenured, tenure track, clinical, visiting, lecturers, and adjunct) for non-teaching assignments that are in addition to their regular workload.

Only faculty members with an active job can be paid via the Additional Compensation Faculty eForm.

The departments funding the additional compensation assignment should be the department initiating the Additional Compensation Faculty eForm.

The system will perform budget checks at the parent level for 502000 and 502200. Sufficient funds should be available prior to initiating an eForm.

All questions regarding the Additional Compensation Faculty eForm should be sent to <u>PBO@towson.edu</u>.

Section 1: Initiators

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Section 1: Initiators

Logging in to Gideon Taylor Additional Compensation Faculty eForm

1. From myTU, select PeopleSoft HCM.



2. Login using TU NetID.

Secure Login

Faculty / Staff Entry to PS Human Capital Management

NetID:		
Password:	Password	
	Login	
M	anage My NetID	

3. Click on PeopleSoft Desktop Menu. Click on compass icon.



4. Select Additional Comp Faculty eForms.



5. Select Addl Comp Faculty Home Page.



Initiator's Home Page

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Additional Compensation Faculty Home Page



Create an Additional Compensation Faculty eForm Click here to create one of the Additional Compensation Faculty family of eForms.

Update, Resubmit or Withdraw an Additional Compensation Faculty eForm Click here to make changes to and resubmit an Additional Compensation Faculty eForm that has already been created, or to withdraw one.



View an Additional Compensation Faculty eForm View a recently submitted Additional Compensation Faculty eForm, including information about its handling so far. Additional Compensation Faculty eForms submitted in the last month are listed here. This is a read-only view.

A. Initiate an Additional Compensation eForm

1. Select the create option from the Additional Compensation Faculty Home Page.



Create an Additional Compensation Faculty eForm Click here to create one of the Additional Compensation Faculty family of eForms.

2. Select Addl Compensation Faculty eForm.

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Start an Additional Compensation Faculty eForm

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1 million (1997)	_	

Addl Compensation Faculty eForm

The Additional Compensation Faculty eForm is a working template that can be copied to quickly create new eForm types. In its template form, it creates a new User ID. Addl Compensation Faculty eForm

Return to Additional Compensation Faculty Home Page

Favorites Main Menu > Additional Com	Faculty eForms > Addl Cor	np Faculty Home Page	
Create a AddlCmpFac eF	orm	Authored by	
Step 1 of 2: Submit AddlCmpFac I	Data		
Fill out the fields below and hit Submit t	o create a new User ID. The n	ew user will be created with the def	ault password.
Appointee			
Contract ID: 174	Employee Type:		
*Empl ID:	Appointee Home	Dept:	
Name:			
Email:	Phone:		
Contract Data			
Contract Amount:	*Contract Begin Date:	*End Date:	Fiscal Year:
Assignment Category:	*Ass	ignment Description	
20 081			
	0		
Funding Department:		Grant:	
Job Code:		Account:	
Payment Option:	✓ ×Pay Ran	ge Begin: 31 *Pay R	ange End:
Payroll Type:	Number	of Pays: Paym	ent Amount:
Budget Check Status: Not Checked	Budg	et Override	
Add File Attachment			
Your Comment:		<< Previous Submit)
		Clear Save	

3. Enter appointee's Empl ID or Click the search icon ^Q to search for the appointee by last and/or first name. Appointee must have a current faculty contract.

		10 J. 100					
Favorites Main Menu >	Additional Comp	Faculty eForms > A	idi Comp Faculty Ho	me Page			
Create a AddIC	mpFac eF	orm	Authored by	ON TAYLOR	ł		
Step 1 of 2: Submit A	AddlCmpFac)ata					
Fill out the fields below	and hit Submit to	o create a new User ID.	The new user will I	be created wit	h the default passwo	rd.	
- Appointee							
Contract ID: 174		Employee	Type:				
*Empl ID:	<u> </u>	Appointee	Home Dept:				
Name:				Look Up E	mpl ID		×
Email:		Phone:		Empl ID:	begins with 🗸		
Contract Amounts	[]	Contract Rogin Date	. [Last Name:	begins with V		
Contract Amount:		Contract Begin Date	*Assignment Des	First Name:	begins with V		
*Assignment Category:		~	Assignment Des	Look Up	Clear Cancel	Basic Lookup	T
				Search R	esults		
				View 100 First	🚺 1-4 of 4 🚺 Last		
*Appointing Department:	Q			Empl ID La	st Name First Name		
Funding Department:	Q		Grant:	0147426 Fal	ke <u>Steven</u>		
Job Code:			Account:	0469113 Fal	ke Julie		
*Payment Option:		✓ *Pa	y Range Begin:	[31]	*Pay Range End:	31	
Payroll Type:		Nu	imber of Pays:		Payment Amount:		
Budget Check Status:	Not Checked		Budget Override				
Add File Attachment							
Your Comment:				s Su	bmit		
			Clear	S	ave		
20							

The appointee information is automatically populated when the Empl ID is entered.

Contract Data (all fields are required)

- 4. Enter Contract Amount.
- 5. Enter Contract Begin Date and Contract End Date. (Note: contract date cannot cross fiscal years)
- Select Assignment Category from drop down menu. (Note: Do not select "Chair PBO Only" on the regular faculty eForm)
- 7. Enter detailed Assignment Description (field can accommodate 254 characters).

Favorites Main Menu >	Additional Comp Facult	y eForms > Ad	dl Comp Faculty Home Page		
Create a AddIC	mpFac eForm		Authored by		
Step 1 of 2: Submit A	AddlCmpFac Data				
Fill out the fields below	and hit Submit to creat	e a new <mark>User ID.</mark>	The new user will be created with	the default passwo	rd.
Appointee					
Contract ID: 174		Employee	ype: Lecturer		
*Empl ID: 0147345	Q	Appointee	Iome Dept: 13020 Education To	ech Literacy EDTL	
Name: Suzanne S Email: addlcmp@	. Fake gmail.com	Phone: 41	//704-2000		
Contract Data					
*Contract Amount:	2500.00 *Con	tract Begin Date	09/01/2015 3 *End Date	12/31/2015 🛐	Fiscal Year: 2016
*Assignment Category:			*Assignment Description		
Estimated hours per wee period expected to work	Academic Services Advising Develop Course Mater Director	ial			
*Appointing Department:	Non Credit Teaching Principal Investigator Research				
Funding Department:	Summer Grad Program	n Director	Grant:		

8. Enter estimated hours (Lecturers and Adjuncts only).(Note: This question does not appear on regular faculty eForm)

Contract Data						
*Contract Amount:	2500.00	*Contract Begin Date:	09/01/2015	B	*End Date: 12/31/2015	Fiscal Year: 2016
*Assignment Category:	Non Cradit Tar	achina	Assignment D	escript	ion	
	Non creat rea	actury	Non-credit Tead	ching fo	r EDTL course	
Estimated hours per wee period expected to work	k over a 30 day on this project:	3.00				
Appointing Department:	Q					
Funding Department:	Q		Grant:		Q	
Job Code:	E40345 Ed	lucator, Non-Credit Course	Account:	502419	9	

The Job Code and Account fields are auto populated or will be entered by Human Resources.

9. Enter Appointing Department and Funding Department (Use the look up to search for departments you can access). Enter grant number if assignment is grant funded (Do not use look up for grants. Search results will return all grants).

Create a AddIC	mpFac eForm	III GID	EON TAYLOR	
Step 1 of 2: Submit A	AddlCmpFac Data			
Fill out the fields below	and hit Submit to create	a new User ID. The new user wi	I be created with the default password.	
 Appointee 		*		
Contract ID: 174		Employee Type: Lecturer		
*Empl ID: 0147345	Q	Appointee Home Dept: 130	Look Up Appointing Department	×
Name: Suzanne S	. Fake		Department ID: begins with V	
Email: addlcmp@	gmail.com	Phone: 410/704-2000	Department: begins with V	
Contract Data			Dept: begins with V	
Contract Amount:	2500.00 *Contr	act Begin Date: 09/01/2015	Look Up Clear Cancel Post	
Assignment Category	Nee Oredit Teaching	*Assignment D		C LOOKUD
noorginnone outogory.	INDITIONEDIL TEACHING	Non-credit Tead	Search Results	
			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Estimated hours per wee period expected to work	ek over a 30 day	3.00	View 100 First	1 of 1 Last
Estimated hours per wee period expected to work	ek over a 30 day	3.00	View 100 First Department ID Department 13020 Education Tech Literacy ED	1 of 1 Dept Dept DTL EDTLstate
Estimated hours per wee period expected to work Appointing Department:	ek over a 30 day on this project:	3.00	View 100 First Department ID Department 13020 Education Tech Literacy ED	1 of 1 D Last Dept DTLEDTLstate
Estimated hours per wee period expected to work *Appointing Department: Funding Department:	ek over a 30 day	3.00 Grant:	View 100 First Department ID Department 13020 Education Tech Literacy ED	1 of 1 Last Dept DTL EDTLstate
Estimated hours per wey period expected to work 'Appointing Department: Funding Department: Job Code:	ek over a 30 day on this project:	3.00 Grant: [Ion-Credit Courses Account:	View 100 First Department ID Department 13020 Education Tech Literacy ED	1 of 1 Dept Dept DTLEDTLstate
Estimated hours per wey period expected to work "Appointing Department: Funding Department: Job Code: "Payment Option:	ek over a 30 day on this project:	3.00 Grant: [Ion-Credit Courses Account: *Pay Range Begin:	View 100 First Department ID Department 13020 Education Tech Literacy ED 0 502419 3 *Pay Range End:	1 of 1 Last Dept DTL EDTLstate
Estimated hours per wee period expected to work "Appointing Department: Funding Department: Job Code: "Payment Option: Payroll Type:	ek over a 30 day on this project:	3.00 Grant: Ion-Credit Courses Account: "Pay Range Begin: Number of Pays:	View 100 First Department ID Department 13020 Education Tech Literacy ED 502419 Pay Range End: Payment Amount:	1 of 1 Last Dept DTL EDTLstate
Estimated hours per wee period expected to work 'Appointing Department: Funding Department: Job Code: 'Payment Option: Payroll Type: Budget Check Status:	ek over a 30 day on this project:	3.00 Grant: [lon-Credit Courses Account: *Pay Range Begin: Number of Pays: Budget Override	View 100 First Department ID Department 13020 Education Tech Literacy ED 0 502419 13 Pay Range End: Payment Amount:	1 of 1 Last Dept DTL EDTLstate
Estimated hours per wee period expected to work "Appointing Department: Funding Department: Job Code: "Payment Option: Payroll Type: Budget Check Status:	ek over a 30 day on this project:	3.00 Grant: Ion-Credit Courses Account: *Pay Range Begin: Number of Pays: Budget Override	View 100 First Department ID Department 13020 Education Tech Literacy ED 502419 Payment Amount:	1 of 1 Dept Dept DTL EDTLstate
Estimated hours per wee period expected to work "Appointing Department: Funding Department: Job Code: "Payment Option: Payroll Type: Budget Check Status: Add File Attachment	ek over a 30 day on this project:	3.00 Grant: Ion-Credit Courses Account: *Pay Range Begin: Number of Pays: Budget Override	View 100 First Department ID Department 13020 Education Tech Literacy ED 502419 Pay Range End: Payment Amount:	1 of 1 Last Dept DTL EDTLstate
Estimated hours per wee period expected to work *Appointing Department: Funding Department: Job Code: *Payment Option: Payroll Type: Budget Check Status: Add File Attachment	ek over a 30 day on this project:	3.00 Grant: [lon-Credit Courses Account: *Pay Range Begin: Number of Pays: Budget Override	View 100 First Department ID Department 13020 Education Tech Literacy ED 502419 *Pay Range End: Payment Amount:	1 of 1 Last Dept DTL EDTLstate
Estimated hours per wee period expected to work *Appointing Department: Job Code: *Payment Option: Payroll Type: Budget Check Status: Add File Attachment Your Comment:	ek over a 30 day on this project:	3.00 Grant: Ion-Credit Courses Account: *Pay Range Begin: Number of Pays: Budget Override	View 100 First	1 of 1 Dept Dept DTL EDTLstate

Contract Data					
Contract Amount:	2500.00	*Contract Begin Date:	09/01/2015	*End Date: 12/31/2015	Fiscal Year: 2016
*Assignment Category:	Alon Credit T	anabian bil	*Assignment Descript	ion	
	Non creat	eaching V	Non-credit Teaching for	r EDTL course	
Estimated hours per we period expected to work	ek over a 30 da on this projec	ay 3.00			
Appointing Department:	13020 Q E	Education Tech Literacy EDT	L		
Funding Department:	13020 Q E	Education Tech Literacy EDT	L Grant:		
Job Code:	E40345 E	Educator, Non-Credit Course	s Account: 502419	1	

10. Select Payment Option from drop down menu.

(Note: "Monthly" payments will be paid the second pay of the month)

11. Enter Pay Range Begin and Pay Range End dates.

(Note: Pay Range Begin date must be equal to or later than the Contract Begin Date and equal to or later than the current date. Pay range cannot cross fiscal years.)

Please refer to the Payroll Office's Payroll Schedule when entering pay range dates.

https://www.towson.edu/financialservices/payroll/

"One Time Pay" option: using the payroll schedule, select the desired payroll number. Enter the Pay Period End Date as the Pay Range End date on the eForm.

	<u>y</u>		10		9 39	
Contract Amount:	2500.00 *	Contract Begin Date:	09/01/2015	*End Date:	12/31/2015 🛐	Fiscal Year: 2016
Assignment Category			*Assignment Descr	iption		
Assignment Category.	Non Credit Teachi	ng 🗸	Non-credit Teaching	for EDTL course	9	
Estimated hours per wee period expected to work	ek over a 30 day on this project:	3.00				
Appointing Department:	13020 C Educa	tion Tech Literacy ED1	ï.			
Funding Department:	13020 Q Educa	tion Tech Literacy ED1	ر Grant:			
Job Code:	E40345 Educa	tor, Non-Credit Course	s Account: 502	419		
Payment Option:	Riwookly	*Pay	Range Begin:	31 *	Pay Range End:	31
Payroll Type:	Monthly	Nu	mber of Pays:	t	Payment Amount	:
Budget Check Status:	Not Checked		Budget Override			
-						
Add File Attachment						
Your Comment:			<- Previous	Submi	t	
			22			

The system will automatically calculate the number of pays and each payment amount.

Favorites Main Menu >	Additional Comp Faculty eForms > A	ddl Comp Faculty Home Page	B
Create a AddIC	mpFac eForm	Authored by	YLOR
Fill out the fields below:	and hit Submit to croate a new User ID	The new user will be creat	tod with the default password
	and mit submit to create a new oser ib.	The new user will be creat	ted with the default password.
Contract ID: 174 *Empl ID: 0147345 Name: Suzanne S Email: add(cmo@)	Employee Q Appointee . Fake gmail.com Phone: 4'	Type: Lecturer Home Dept: 13020 Edu	ucation Tech Literacy EDTL
Contract Data			
*Contract Amount: *Assignment Category: Estimated hours per wee period expected to work	2500.00 *Contract Begin Date Non Credit Teaching V ek over a 30 day 3.00 on this project:	*Assignment Description Non-credit Teaching for E	The Date: 12/31/2015 Fiscal Year: 2016
*Appointing Department: Funding Department:	13020 Q Education Tech Literacy ED 13020 Q Education Tech Literacy ED	DTL Grant:	
Job Code:	E40345 Educator, Non-Credit Cours	es Account: 502419	
*Payment Option:	Monthly ¥Pa	ay Range Begin: 10/01/2015	5 🛐 *Pay Range End: 01/31/2016 🛐
Payroll Type:	Contingent Payroll N	umber of Pays: 4	Payment Amount: 625.00
Budget Check Status:	Not Checked	Budget Override	
Add File Attachment			
Your Comment:		<	Submit
	Sector	Clear	Save

Budget Check Status

The system will check for available budget. Before entering an eForm, ensure there is sufficient budget. **Budgets will be checked at the parent level for 502000 and 502200 account codes.** If 502000 and/or 502200 is in deficit or 502000 is less than the contract amount, a budget error will occur.

If a budget check error occurs, follow the instructions in the popup message. If you submit a budget transfer, wait 24 hours before resubmitting the eForm. If a budget override is necessary and has been approved by the Provost Budget Office, the PBO will check the Budget Override box and the initiator will be notified via email.

Possible Budget Check Statuses are Not Checked, Valid or Error.

12. Add additional file attachment (if applicable)

(**Note:** Contract PDF attachment with terms and conditions will be generated when the eForm is saved or submitted)

a. Select Add File Attachment Button.

Add File Attachment

b. Select Upload button.

File	File Attachments								
	Upload	View	Description	File Name					
1	Upload	View			-				
	Add File Attachment								

c. Select Browse button to find file. Click Upload Button.

File Attachments	•			File Attachment
Upload	View	Description	File Name	
1 Upload				Browse
Add File Attachment				Upload Cancel
Your Comment:		Clear	Submit Save	

d. Enter File Description (required field).

File	Attachments	•			
	Upload	View	Description	File Name	
1	Upload	View	Scoring Sheet	Scoring_Sheet.xlsx	-

Add File Attachment

13. Enter comments for additional notes if needed.

Note: all approvers, except the appointee, will see the Comment History. However, appointees can add a comment.



Submit and save buttons will take you to the workflow screen.



Return

The Process Visualizer section outlines the eForm workflow.

- Check mark indicates the eForm has been approved by that queue.
- Wavy arrow indicates an approval queue has been bypassed.
- Box indicates the eForm is in that approval queue.
- Shaded queues are the remaining approval queues in the workflow.

View This Form

to go back to eForm to view Contract PDF file and next approver.

Return

to return to the Additional Compensation Faculty Home Page.

View Contract PDF File and Next Approver in Create Mode

- 1. Select <u>View This Form</u> from Step 2 of 2: Form Finalized screen (previous page).
- 2. Select view under the File Attachments section to view the 2 page contract, which includes the contract terms and conditions.

(Note: The Contract PDF file is generated when the eForm is saved or submitted. The Contract PDF files will be available in PeopleSoft for 3 years.)

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

The information below was gathered on the eForm. Choose Next to see the eForm's history.

Appointee	8		*				
Contract ID:	178		Employee	Type: Lecturer			
Empl ID:	0147345		Appointee	Home Dept: 1302	D Education Te	ch Literacy EDTL	
Name: Email:	Suzanne S. addlcmp@g	. Fake gmail.com	Phone: 41	0/704-2000			
Contract Dat	а						
Contract Ame	ount:	2500.00	Contract Begin Date:	: 09/01/2015	End Date:	12/31/2015	Fiscal Year: 2016
Assignment	Category:	Nee Oredit	Taashiaa	Assignment Des	cription		29
Assignment	cutegory.	Non Credit	Teaching	Non-credit Teachi	ing for EDTL cours	e	
Estimated ho period expec	ted to work	k over a 30 c on this proje	atay 3.00				
Appointing D	epartment:	13020	Education Tech Literacy ED	TL			
Funding Dep	artment:	13020	Education Tech Literacy ED	TL Grant:			
Job Code:		E40345	Educator, Non-Credit Cours	es Account: 50	02419		
Payment Opt	ion:	Monthly	Pa	y Range Begin: 1	0/01/2015	Pay Range End:	01/31/2016
Payroll Type:		Contingent	Payroll Nu	mber of Pays:	4	Payment Amount	625.00
Budget Chec	k Status:	Not Checke	d	Budget Override			

Please press the View Button to review the Contract Terms and Conditions.

File /	Attachments				
	Upload	View	Description	File Name	
1	Upload	View	Scoring Sheet	Scoring_Sheet.xlsx	-
2	Upload	View	Contract PDF	ADCM_CNTR_178_0147345.pdf	-
Com	ments				
You	Comment:			Previous Network	ext >>
				<< Search	
Com	ment History	:			
** W	ed, Aug 26 15,	11:40:29 AM			
New	non-credit cour	rse			
		. North			
_	.	Next	[>>	—	
3	. Select		to view	v Form History.	

(Select search button to return to the View an Addl CmpFac eForm screen.)

Form History

The Form History Screen shows the Transaction/Signature Log, which includes the date and time the action occurred, name of user, action taken and status of eForm.



4. Select Who can work this form? to view next approver.

The Current Form Worklist Items list the approvers in the current approval queue. Everyone in the approval queue will receive an email notification from <u>HCMPRD@towson.edu</u>. Only one person in the queue will evaluate/approve the eForm.

eForm ID 178 Form Status Pending Form Type ADDLCMPFAC					
Form Status Pending Form Type ADDLCMPFAC Condition DEFAULT					
Form Type ADDLCMPFAC					
Condition DEEAU	AddlCmpFac Form				
COndition DEFAULT	Default				
Next Approver TUWFDEPT_APR					
Who can work this fe	orm? Form Messa	iges			
ess Visualizer				e.	
2/ 020 020					
		MIZER David R. Wizer		addlcmp@gmail.com	
lipkins,Ruth 2: Home 3: Home Si	ub				
RHIPKINS) Department Division Approver Approver					
	Return				
: Provost 9: Human 10: Huma dget Office Resources - Resources	n 11: Payroll 12 i - Office	Integration 13: System Broker			
Empl Comp Operation	5				
isaction / Signature Log	1111 - 221				
O8/26/2015 11:40:29AM TUWFINIT	TATOR RHIPKINS	Ruth A. Hipkins	Submit	Pending	
iments					
r Comment:		Previous			
		Search			
amont History					
innent mistory.					

5. Select

<< Previous

to return to eForm

(Select search button to return to View an Addl CmpFac eForm screen.)

B. Update a saved eForm, Resubmit a recycled eForm, or Withdraw an eForm

Initiators can make changes to an eForm only if the form has been recycled back to initiator's queue. Do not make changes while the eForm is in the workflow.

1. From the Additional Compensation Faculty Home Page select the Update...option.

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Additional Compensation Faculty Home Page

Create an Additional Compensation Faculty eForm



Click here to create one of the Additional Compensation Faculty family of eForms. Update, Resubmit or Withdraw an Additional Compensation Faculty eForm

Click here to make changes to and resubmit an Additional Compensation Faculty eForm that has already been created, or to withdraw one.



View an Additional Compensation Faculty eForm View a recently submitted Additional Compensation Faculty eForm, including information about its handling so far. Additional Compensation Faculty eForms submitted in the last month are listed here. This is a read-only view. Search button to view list of eForms.

2. Enter search criteria(s) or Select

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Update a AddICmpFac eForm

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

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is with 🗸			
~	~		
is with 🗸	Q		
ns with 🗸			
ns with 🗸			
ns with 🗸	Q		
	ns with	Is with V	Is with V

Contract II	Workflow Form Status	Empl ID	Last Name	First Name	Middle Name	Department	Description
164	On Hold	0147426	Fake	Steven	I	13020	Education Tech Literacy EDTL
<u>169</u>	On Hold	0147345	Fake	Suzanne	Sandra	13020	Education Tech Literacy EDTL
174	On Hold	0147345	Fake	Suzanne	Sandra	13020	Education Tech Literacy EDTL

Note: search results can be sorted by clicking on any column heading.

3. Make changes to form data and resubmit eForm.

Favorites Mair	n Menu > Additio	ac eForm	Addl Comp Faculty Home Page
Step 1 of 2:	Update AddlCn	npFac Data	
Make any form	n data changes ne	eded, then click Resubmit	
Appointee		•	
Contract ID:	174	Emple	
Contractio.	1/4	Appoi	intee Home Dept: 13020 Education Tech Literacy EDTL
Name:	Suzanne S. Eake		
Email:	addlcmp@gmail.co	m Phone	e: 410/704-2000
Contract Data			
Contract Amo	unt: 2500	.00 *Contract Begin	Date: 09/01/2015 *End Date: 12/31/2015 Fiscal Year: 2016
Assignment C	ategory: Non C	redit Teaching 🗸 🗸	*Assignment Description
Estimated hou period expecte	irs per week over a ed to work on this	a 30 day 3.00 project:	Non-credit Teaching for EDTL course
Appointing De	epartment: 13020	Q Education Tech Literad	cy EDTL
Funding Depar	rtment: 13020	Q Education Tech Literad	cy EDTL Grant:
Job Code:	E4034	5 Educator, Non-Credit (Courses Account: 502419
Payment Optic	on: Month	ly 🗸	*Pay Range Begin: 10/01/2015 🛐 *Pay Range End: 01/31/2016 🛐
Pavroll Type:	Contin	gent Payroll	Number of Pavs: 4 Pavment Amount: 625.00
Rudget Check	Status: Not Cl	necked	Budget Override
File Attachme	ents ad View	Description	File Name
1 Uploa	d View	Contract PDF	ADCM_CNTR_174_0147345.pdf
2 Uploa	id View	Scoring Sheet	Scoring_Sheet.xlsx
Add File Att	tachment		
Comments			Withdraw Resubmit
Your Comme	ent:		
		S.	<< Search Save
	Withdraw		· · · · · · ·
elect		to permanently er	nd eForm from processing and archive the eForm.
	Resubmit		
elect	Resubilit	to send eForm to	next approver with any changes made.
*	<< Search	U	pdate a AddlCmpFac eForm
elect		to return to the	screen.
	Save		
elect	Gave	to place eForm on	ı hold.

Evaluators can Recycle, Deny, or Approve eForms.

Recycled contracts

Recycled contracts are routed back to the initiator for necessary changes. Only the initiator will receive an email notification from HCMPRD@towson.edu. Only the initiator can make changes to the eForm data. A resubmitted eForm will route through all the approval queues again.

Denied contracts

Denied contracts will be archived. Only the initiator will receive an email notification from HCMPRD@towson.edu.

Opt out of online acceptance

An appointee has the option to opt out of the online approval process. If an appointee opts out, the initiator will receive an email notification instructing the initiator to contact the appointee to initiate a paper contract. The workflow form status will reflect "Denied".

Section 2: Evaluators

All evaluators will receive an auto generated email notification from **HCMPRD@towson.edu** when an Additional Compensation eForm enters their queue. Evaluators can access the eForm via the email notification or by logging into PeopleSoft (page 23).

Using the email notification:

- 1. Click on "<u>Click Here</u>" in the email.
- 2. Enter User ID and Password.
- 3. Review eForm data for accuracy.

To view contract terms and conditions select View next to Contract PDF under the File Attachments section. (Note: Contract PDF files are available in PeopleSoft for 3 years.)

4. Select Recycle, Deny, Approve.

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page Evaluate a AddICmpFac eForm **GIDEON TAYLOR** Step 2 of 3: Review AddICmpFac Data Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator - Appointee Contract ID: 174 Employee Type: Lecturer Appointee Home Dept: 13020 Education Tech Literacy EDTL Empl ID: 0147345 Name: Suzanne S. Fake addlcmp@gmail.com Email: Phone: 410/704-2000 Contract Data Contract Amount: 2500.00 Contract Begin Date: 09/01/2015 End Date: 12/31/2015 Fiscal Year: 2016 Assignment Description Assignment Category: Non Credit Teaching ing for EDTL course adit Teach Estimated hours per week over a 30 day period expected to work on this project: 3.00 Appointing Department: 13020 Education Tech Literacy EDTL Funding Department: 13020 Education Tech Literacy EDTL Grant: E40345 Educator, Non-Credit Courses Account: 502419 Job Code: Pay Range Begin: 10/01/2015 Pay Range End: 01/31/2016 Payment Option: Monthly Contingent Payroll Number of Pays: 4 Payroll Type: Payment Amount: 625.00 Budget Check Status: Not Checked Budget Override Please press the View Button to review the Contract Terms and Conditions. File Attachments Upload View Description File Name Upload View Scoring Sheet Scoring_Sheet.xdsx Upload View Contract PDF ADCM_CNTR_174 1 2 Upload ADCM CNTR 174 0147345.pdf Comments Recycle Deny Approve Your Comment: e Comment History: ** Ruth A. Hipkins ** Wed, Aug 26 15, 10:13:52 AM New non-credit course Recycle to send the eForm back to the initiator for changes. Select

******Please provide directions in the Comments section that will help the initiator make acceptable changes ******

Select

Deny

Approve

to permanently end eForm from processing. eform will be archived.

******Please provide an explanation in the Comments section ******

```
Select
```

to send eForm to the next approver for evaluation.



View This Form Return

Select

The Process Visualizer section outlines the eForm workflow.

- Check mark indicates the eForm has been approved by that queue.
- Wavy arrow indicates an approval queue has been bypassed.
- Box indicates the eForm is in that approval queue.
- Shaded queues are the remaining approval queues in workflow.

View This Form

to go back to eForm and to view next approver.

Select Return to the Additional Compensation Faculty Home Page.

View Next Approver

1. Select View This Form from Step 3 of 3: Form Finalized screen (previous page).

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

The information below was gathered on the eForm. Choose Next to see the eForm's history.

Appointee	6		*				
Contract ID:	178		Employee 7 Appointee	Type: Lecturer Home Dept: 13020) Education Te	ch Literacy EDTI	
Namo:	0147343 Suzanno S	Eako					
Email:	addlcmp@g	gmail.com	Phone: 41	0/704-2000			
Contract Data	a						
Contract Amo	ount:	2500.00	Contract Begin Date:	09/01/2015	End Date:	12/31/2015	Fiscal Year: 2016
Assignment (Category:	Non Credit 1	[eaching	Assignment Des	cription		
Estimated ho period expect	urs per wee ted to work	k over a 30 d on this proje	ay 3.00 ct:	Non-credit reachi	ng for EDTE cours	e	
Appointing D	epartment:	13020	Education Tech Literacy ED	TL			
Funding Depa	artment:	13020	Education Tech Literacy ED	TL Grant:			
Job Code:		E40345	Educator, Non-Credit Course	es Account: 50	02419		
Payment Opti	ion:	Monthly	Pay	y Range Begin: 10	0/01/2015	Pay Range End:	01/31/2016
Payroll Type:		Contingent F	^o ayroll Nu	mber of Pays: 4	1	Payment Amount	: 625.00
Budget Check	k Status:	Not Checker	d	Budget Override			

Please press the View Button to review the Contract Terms and Conditions.

Next >>

-ile A	Attachments				
	Upload	View	Description	File Name	
1	Upload	View	Scoring Sheet	Scoring_Sheet.xlsx	-
2	Upload	View	Contract PDF	ADCM_CNTR_178_0147345.pdf	
Com	ments				
Vour	51 C 11 - C 1 - C - C - C - C - C - C - C			7	
roui	Comment:			<< Previous Ne	xt >>
TOUI	Comment:			<< Previous Ne	xt >>
Tour	Comment:		3	<< Search	xt >>
Com	Comment: ment History:			Search	xt >>
Com	ment History: uth A. Hipkins ed, Aug 26 15,	11:40:29 AM		Search	xt >>
Com ** Rt ** W New	ment History: uth A. Hipkins ed, Aug 26 15, non-credit cour	11:40:29 AM se		Search	xt >>

2. Select

to view Form History.

(Select search button to return to the Evaluate an AddlCmpFac eForm search screen.)

Form History

The Form History Screen shows the Transaction/Signature Log, which includes the date and time the action occurred, name of user, action taken and status of eForm.

3. Select Who can work this form? to view next approver.

(Note: Everyone in the approval queue will receive an email notification from HCMPRD@towson.edu)



Evaluate eForm by Logging into PeopleSoft:

1. From myTU select PeopleSoft HCM.

Ţ		my TU		STUDENTS -	FACULTY/STAFF
W	elcome to myTU hub for all Towson Un	iversity faculty, staff (and stüdents		
	What do you v	vant to do toc	day?	Latest News	
	COVID Response & Planning	Office 365	Towson Online Services / PeopleSoft	TU named Marylar Washington Mont Publication honors graduste engagement, scademic offer efforta	nd's best by hly' progrems, civic ings and social mobility
	my TU StudentApps	Timesheets	ငိုင္မ်ိဳ Peoplesoft HCM	Additional Links Directories Calenders & Events Mensone NatiD	
	鲫	200 200	ĥ	Selesforce Information for Students	

2. Log in using TU NetID.

Secure Login

Faculty / Staff Entry to PS Human Capital Management

NetID	:	
Password	Password	
	Login	
	Manage My NetID	

3. Click on PeopleSoft Desktop Menu. Click on compass icon.



4. Select Additional Comp Faculty eForms.



5. Select Addl Comp Faculty Home Page.



Evaluator's Home Page



Additional Compensation Faculty Home Page



Evaluate an Additional Compensation Faculty eForm Evaluate an Additional Compensation Faculty eForm to continue through the approval route



View an Additional Compensation Faculty eForm View a recently submitted Additional Compensation Faculty eForm, including information about its handling so far. Additional Compensation Faculty eForms submitted in the last month are listed here. This is a read-only view.

6. Select the Evaluate...option to review and recycle, deny, or approve an Additional Compensation eForm.

Section 3: Appointees

Appointees will receive an auto generated email notification from **HCMPRD@towson.edu** when an Additional Compensation eForm enters their approval queue.

Appointees can access the eForm via the email notification (example email below) or by logging into PeopleSoft (page 30).

Using the email notification:

- 1. Click on "<u>Click Here</u>" in the email.
- 2. Enter User ID and Password.
- 3. Check "Agree to accept Online" and select

The appointee may opt out of the electronic process. However, the Provost Office strongly encourages online acceptance of Additional Compensation Faculty eForms. If the appointee does not agree to accept the contract in electronic form, the department must generate a paper contract and obtain the appropriate signatures. Please contact the department's administrative assistant for assistance.

Next >>

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Evaluate a AddlCmpFac eForm



Step 1 of 3: Appointee Online Acceptance

Please review the Contract data below and decide whether to Approve it or Deny it.

N		
178	Employee Type: Lecturer	
0147345	Appointee Home Dept: 13020	Education Tech Literacy EDTL
Suzanne S. Fake		
addlcmp@gmail.com	Phone: 410/704-2000	
	178 0147345 Suzanne S. Fake addlcmp@gmail.com	178 Employee Type: Lecturer 0147345 Appointee Home Dept: 13020 Suzanne S. Fake addlcmp@gmail.com Phone: 410/704-2000

Please check the Agree to Accept Online box and click the Next button to review and accept your contract or check the Opt out Online acceptance box and contact your department to process your contract in paper form

nline Contract Acceptance?	
Agree to accept Online	I agree to accept this contract in electronic form, in accordance with Maryland Uniform Electronic Transaction Act.
Opt out Online acceptance	I do not agree to accept this contract in electronic form. I have the right to enter into this agreement in paper form.

Next >>

4. Review eForm data for accuracy. View next to Contract PDF under the File To view contract terms and conditions select Attachments section. Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page Authored by Evaluate a AddlCmpFac eForm **GIDEON TAYLOR** Step 2 of 3: Review AddlCmpFac Data Please review the Contract data below and decide whether to Approve it or Deny it. Appointee Contract ID: 178 Employee Type: Lecturer Appointee Home Dept: 13020 Education Tech Literacy EDTL Empl ID: 0147345 Name: Suzanne S. Fake Email: addlcmp@gmail.com Phone: 410/704-2000 Contract Data **Contract Amount:** Contract Begin Date: 09/01/2015 2500.00 End Date: 12/31/2015 Fiscal Year: 2016 **Assignment Description** Assignment Category: Non Credit Teaching Non-credit Teaching for EDTL course Estimated hours per week over a 30 day 3.00 period expected to work on this project: nointing Department: 12020

Payroll Type:	Contingen	t Payroll	Numbe	er of Pays:	4	Payment Amount:	625.00
Payment Option:	Monthly		Pay Ra	inge Begin:	10/01/2015	Pay Range End: 01/.	31/2016
Funding Department:	13020	Education Tech Literacy	EDTL	Grant:			
Appointing Department.	13020	Education Tech Literacy	EDIL				

Please press the View Button to review the Contract Terms and Conditions.

	Upload	View	Description	File Name		
1	Upload	View	Scoring Sheet	Scoring_Sheet.xlsx	-	
2	Upload	View	Contract PDF	ADCM_CNTR_178_0147345.pdf	-	
				Den	y)	Approve
Your	Comment:					

5. Select Deny or Approve.

Approve

Select Deny to permanently end eForm from processing. eForm will be archived. Initiator will be notified.

****Please provide an explanation in the Comment section****

Select

to send eForm to the next approver for evaluation.

Selecting deny or approve will take you to the workflow screen.



Return

The Process Visualizer section outlines the eForm workflow.

- Check mark indicates the eForm has been approved by that queue.
- Wavy arrow indicates an approval queue has been bypassed.
- Box indicates the eForm is in that approval queue.
- Shaded queues are the remaining approval queues in workflow.

View This Form

to go back to eForm and to see next approver

Return

¹ to return to the Additional Compensation Faculty Home Page

6	Salact	View This Form	from Stop 2 of 2: Form Finalized screen (provious page)
ь.	Select		from Step 3 of 3: Form Finalized screen (previous page).

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

View a AddlCmpFac eForm

Authored by

Step 1 of 2: View AddlCmpFac Data

The information below was gathered on the eForm. Choose Next to see the eForm's history.

▼ Appointee

Contract ID:	178		Employee	Type: Lecturer			
Empl ID:	0147345		Appointee	Home Dept: 13020	Education Te	ch Literacy EDTL	
Name: Email:	Suzanne S. addlcmp@g	Fake mail.com	Phone: 4	10/704-2000			
Contract Data	a						
Contract Amo	ount:	2500.0 <mark>0</mark>	Contract Begin Date	: 09/01/2015	End Date:	12/31/2015	Fiscal Year: 2016
Assignment (Category:	Non Credit	Teaching	Assignment Desci Non-credit Teachin	ription g for EDTL cours	е	
Estimated ho period expect	urs per wee ted to work	k over a 30 on this proj	day 3.00 ect:				
Appointing D	epartment:	13020	Education Tech Literacy ED	DTL			
Funding Depa	artment:	13020	Education Tech Literacy ED	OTL Grant:			
Job Code:		E40345	Educator, Non-Credit Cours	ses Account: 502	419		
Payment Opti	ion:	Monthly	Pa	ay Range Begin: 10/	01/2015	Pay Range End:	01/31/2016
Payroll Type:		Contingent	Payroll Nr	umber of Pays: 4		Payment Amount	625.00
Budget Check	k Status:	Not Check	ed	Budget Override			

Please press the View Button to review the Contract Terms and Conditions.

	Upload	View	Description	File Name	
1	Upload	View	Scoring Sheet	Scoring_Sheet.xlsx	
2	Upload	View	Contract PDF	ADCM_CNTR_178_0147345.pdf	E
				< Previous <	Next >>
				Search	Next

(Select search button to return to the Evaluate an AddlCmpFac eForm search screen.)

Form History

The Form History Screen shows the Transaction/Signature Log, which includes the date and time the action occurred, name of user, action taken and status of eForm.

8. Select Who can work this form? to view next approver.

(Note: Everyone in the approval queue will receive an email notification from HCMPRD@towson.edu.)





Appointee Evaluate eForm by Logging into PeopleSoft

1. From myTU select PeopleSoft HCM.

			STUDENTS -	FACULTY/STAFF -
Welcome to r A hub for all To	nyTU wson University faculty	, staff and students		
What do	you want to do	o today?	Latest News	
Blackboard	l Webmail (Stud	ents) Outlook (Faculty/Staf		
COVID Respon Planning	se & Office 365	Towson Online Services / PeopleSof	TU named Mary 'Washington Mo Publication honore grad engagement, ecademic efforts	rland's best by pathing' sete programs, civic offerings and social mobility
my TU StudentApp	s Timesheet	දිදි Peoplesoft HCM	Additional Links Directories Celendars & Events Manage Net/D	
P	82	ĥ	Selesforce	

2. Log in using TU NetID.

Secure Login

Faculty / Staff Entry to PS Human Capital Management

NetID:		
Password:	Password	
	Login	
м	anage My NetID	

3. Click on PeopleSoft Desktop Menu. Click on compass icon.



4. Select Additional Comp Faculty eForms.



5. Select Addl Comp Faculty Home Page.



Appointee's Home Page

Favorites Main Menu >	Additional Comp Faculty eForms	> Addl Comp Faculty Home Page
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Additional Compensation Faculty Home Page



Evaluate an Additional Compensation Faculty eForm Evaluate an Additional Compensation Faculty eForm to continue through the approval route



<u>View an Additional Compensation Faculty eForm</u> View a recently submitted Additional Compensation Faculty eForm, including information about its handling so far. Additional Compensation Faculty eForms submitted in the last month are listed here. This is a read-only view.

6. Select the Evaluate...option to review and deny or approve an Additional Compensation eForm.

Section 4: View an Additional Comp Faculty eForm from the Home Page

All users can view an eform from the Hope Page.

1. Select View...option from the Home Page

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Additional Compensation Faculty Home Page



View an Additional Compensation Faculty eForm View a recently submitted Additional Compensation Faculty eForm, including information about its handling so far. Additional Compensation Faculty eForms submitted in the last month are listed here. This is a read-only view.

2. Enter search criteria(s) or select	Search	but	ton to view list of eForms.
Favorites Main Menu > Additional Comp Fa	aculty eForms	>	Addl Comp Faculty Home Page

View a AddlCmpFac eForm

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

Find an Existing Value		
Search Criteria		
Contract ID:	begins with 🗸	
Workflow Form Status:	= ~	~
Empl ID:	begins with 🗸	Q
Last Name:	begins with 🗸	
First Name:	begins with 🗸	
Department:	begins with 🗸	0
Fiscal Year:	= ~	

Search Clear Basic Search 🗐 Save Search Criteria

Search Results

View All First 🚺 1-7 of 7 📘								
Contra	t ID Workflow Form	Status Empl ID Las	st Name First Nam	e Middle Nam	e Department	Description		
164	On Hold	0147426 Fal	ke <u>Steven</u>	I	13020	Education Tech Literacy EDTL		
169	On Hold	0147345 Fai	ke <u>Suzanne</u>	Sandra	13020	Education Tech Literacy EDTL		
174	On Hold	0147345 Fal	ke Suzanne	Sandra	13020	Education Tech Literacy EDTL		

Note: Search results can be sorted by clicking on any column heading.

Additional Comp Faculty eForm

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

View a AddlCmpFac eForm			Form							
Step 1 of 2	: View Add	dlCmpFac	: Data							
The informat	ion below w	as gathere	d on the eForm. C	Choose Next to see the eForm's history.						
🗄 Appointee										
Contract ID:	178		I	Employee Type: Lecturer						
Empl ID:	0147345		1	Appointee Home Dept: 13020 Education Tech Literacy EDTL						
Name: Email:	Suzanne S. addlcmp@g	. Fake gmail.com	,	Phone: 410/704-2000						
Contract Dat	а									
Contract Ame	ount:	2500.00) Contract B	Begin Date: 09/01/2015 End Date: 12/31/2015 Fiscal Year: 2018						
Assignment Category:		Non Credi	t Teaching	Assignment Description						
Estimated hours per week over a 30 day period expected to work on this project:		day 3.00 ject:	Non-credit Teaching for EDTL course							
Appointing D	epartment:	13020	Education Tech I	Literacy EDTL						
Funding Department:		13020	Education Tech I	Literacy EDTL Grant:						
Job Code:		E40345	Educator, Non-C	Credit Courses Account: 502419						
Payment Option:		Monthly		Pay Range Begin: 10/01/2015 Pay Range End: 01/31/2018						
Payroll Type: Contingent Payroll		t Payroll	Number of Pays: 4 Payment Amount: 625.00							
Budget Check Status: N		Not Check	ed	Budget Override						

Please press the View Button to review the Contract Terms and Conditions.

ile /	Attachments	-			
	Upload	View	Description	File Name	
1	Upload	View	Scoring Sheet	Scoring_Sheet.xlsx	1
2	Upload	View	Contract PDF	ADCM_CNTR_178_014734	5.pdf 📃
Corn	ments				
Your	Comment:			<< Previous	Next >>
				<< Search	
Ri W New	ment History uth A. Hipkins ed, Aug 26 15, non-credit cour	: 11:40:29 AM rse			
		Neut			

(Select search button to return to the View an AddlCmpFac eForm screen.)

Section 5: Contract Cancellations/Adjustments

Contracts can be cancelled or adjusted by the Provost Budget Office only after an eForm has been "Executed" (approved by Payroll Office). Contract amounts can be reduced only. If a contract amount needs to be increased, another eForm should be submitted.

- 1. Complete the Additional Compensation Cancellation Form available on the PBO website.
- 2. Email the cancellation form to PBO@towson.edu
- 3. PBO will cancel or adjust the eForm in PeopleSoft.

Viewing a cancelled or adjusted eForm

If an eForm is cancelled, the WorkFlow Form Status will be "Cancelled" and "Pay Adjust" if the contract amount was reduced.

Search Results								
View All							First 🔀	1-12 of 12 🚺 Last
Contract ID	Workflow Form Status	Empl ID	Last Name	First Name	Middle Name	Department	Description	Fiscal Year
178	Pay Adjust	0147345	Fake	Suzanne	Sandra	13020	Education Tech Literacy B	EDTL 2016
<u>181</u>	Part Apprv	0147345	Fake	Suzanne	Sandra	13020	Education Tech Literacy E	EDTL 2016
182	Cancelled	0147345	Fake	Suzanne	Sandra	13020	Education Tech Literacy E	EDTL 2016

The contract cancellation/adjustment information is embedded in the eForm.

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

View a AddICmpFac eForm			Form							
Step 1 of 2	: View Ad	dICmpFa	c Data							
The informat	tion below v	was gathere	ed on the eForm. Choose Next	xt to see the eForm's history.						
- Appointee	ř.									
Contract ID:	178		Employee T	Type: Lecturer						
Empl ID:	0147345		Appointee H	Home Dept: 13020 Education Tech Literacy EDTL						
Name: Email:	Suzanne S addicmp@	6. Fake gmail.com	Fake nail.com Phone: 410/704-2000							
Contract Dat	la									
Contract Am	ount:	2500.0	Contract Begin Date:	e: 09/01/2015 End Date: 12/31/2015 Fiscal Year: 2018						
Assignment	Category:	Non Cred	lit Teaching	Assignment Description						
Estimated ho period expec	ours per wee ted to work	ek over a 3 on this pro	0 day 3.00 oject:	Non-credit Leaching for EDTL course						
Appointing D	epartment:	13020	Education Tech Literacy EDT	JTL						
Funding Dep	artment:	13020	Education Tech Literacy EDT	DTL Grant:						
lob Code:		E4024E	Educator Nee Credit Course	Account: 502419						
Payment Ont	tion:	Monthly	Pay	ay Range Begin: 10/01/2015 Pay Range End: 01/31/2016						
Payroll Type		Continger	ot Payroll Nur	umber of Pays: 4 Payment Amount: 625.00						
Budget Chee	k Status	Net Choo	ked III	Budget Override						
Contract Am Contract Adj Reason for <i>I</i>	iount: justment Co Adjustment:	\$2500.00 ode: Parti	Adjusted Contract Amoun al Pay Adjustment ction in contact hours.	INT: \$-500.00 Contract Adjustment Balance: \$2000.00						
Pay Period	End Date:	01/31/201	8 New Pay End I	d Date: 01/31/2015						
Please pres	s the View E	Button to re	view the Contract Terms and	d Conditions.						
File Attachn	nents ord Vie	20Ar	Description Ell	File Name						
1 Upic	ad	View	Scoring Sheet Sc	Scoring_Sheet.xlsx						
2 Uplo	and	View	Contract PDF AE	ADCM_CNTR_178_0147345.pdf						
Comments										
Your Comm	nent:			<< Previous Next >>						
Comment H	listory:									
*** Ruth A. Hi ** Wed, Aug New non-cre	lpkins 26 15, 11:40: dit course	29 AM								

Section 6: Tools & Resources

Queries

From the PeopleSoft Main Menu

- 1. Select Reporting Tools > Query > Query Viewer
- Search 2. Enter TU_DEPT and click on

Query Viewer

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

1	Search By	Query Name	~	begins with		TU_DEPT					
	Search	Advanced Search									
Search Resu *Fo	Its Ider View - All	Folders	~								
Query		~			Personalize F	ind View A	u 🗖	🛍 F	First 🚺 1 of 1 🚺	Last	
Query Name		Description		<u>Owner</u>	<u>Folder</u>	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites	
TU_DEPT_ADCI	M_CNTRCT_DATA	A Dept Addl Comp Contr	act Data	Public		HTML	Excel	XML	Schedule	Favorite	

Workflow Form Status

Workflow Form	
Status	Description
Authorized	N/A
Denied	eForm has been denied and archived
Executed	eForm has been approved by the Payroll Office
Fully Cancelled	eForm has been fully cancelled by the PBO
In Error	N/A
On Hold	eForm has been saved by the initiator and is in initiator's queue
Partially Approved	eForm is in the approval workflow
Pay Adjusted	eForm contract amount has been reduced
Pending	eForm has been submitted by initiator and is pending department approval
Signed	N/A
Withdrawn	eForm has been withdrawn and archived

ADDITIONAL COMPENSATION FACULTY eFORM WORKFLOW



9/11/2015 9:16 AM