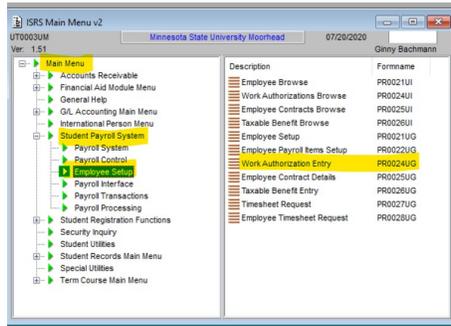


INSTRUCTIONS FOR EDITING AUTHORIZATIONS (PR0024UG) Work Authorization Entry Screen

You are only allowed to edit the end date, max/amt, hourly rate, and supervisor (in your area) once the timesheet for the authorization has been processed. If you have an authorization with the incorrect start date, cost center or object code, email the authorization number to Student Payroll and include the corrections needed.

- There are two ways to access this screen in Uniface (ISRS)
 - Easiest** (and fastest) method for access is, type in **PR0024UG** in the white box at the top right corner. This will automatically open the work authorization entry screen. (You do not have to hit enter or tab.)
 - Step by step method** - Start from the Main Menu:
 - If there aren't any options listed under **Student Payroll System** in the left column, Double-click on the title or green arrow.
 - Click on **Employee Setup**.
 - Double-click on **Work Authorization Entry** in the right column.

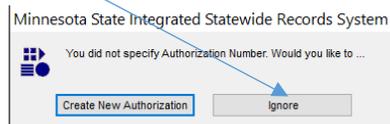


- Enter the authorization number in the **Auth Nbr.** field and hit **enter** or **tab** key and go to step 4.

The screenshot shows the 'Student Employee Work Authorization Entry' form. The 'Auth Nbr.' field is populated with '80017'. The form includes various fields for authorization details, account details, and supervisor information. The 'Auth Nbr.' field is highlighted with a blue arrow.

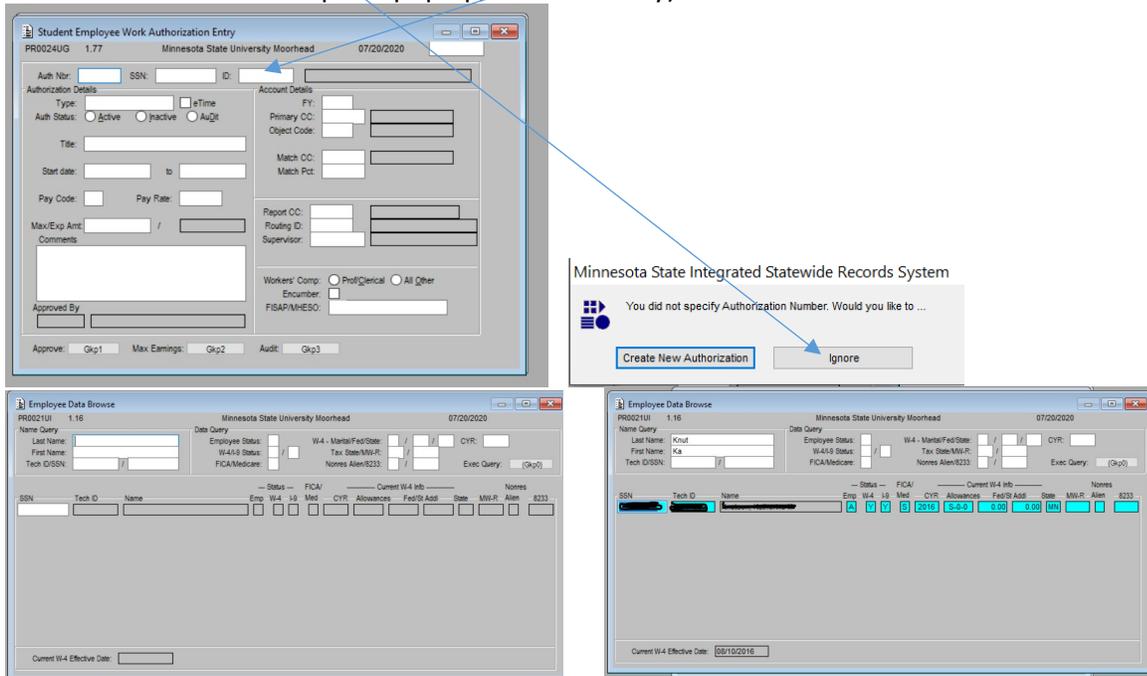
- If you do not have the authorization number:** you can search by the student's name or dragon ID.
 - To search by dragon ID, Ctrl+C** to clear the screen and then enter or tab to the **ID box**, and then chose **Ignore** in the message that pops up and type in the ID number, this will open ALL of the student's authorizations.

The screenshot shows the 'Student Employee Work Authorization Entry' form. The 'Auth Nbr.' field is empty, and the 'ID' field is highlighted with a blue arrow. The form includes various fields for authorization details, account details, and supervisor information.



Be sure you chose the correct authorization.

- b. **To search by name:** do a Ctrl+C to clear the screen and then double click in the **ID: box** and chose **Ignore** in the message box that pops up and then double click in the ID box again. When entering the names you must **use a capital for the first initial of both last and first name**. You can type the entire last and first name, or just part of each. Then right click and Retrieve or **(Ctrl+R)**. When you find the student's name double click on the blue highlight or do **(Ctrl+A)** to accept. (you may have more than one option pop up, choose wisely)!

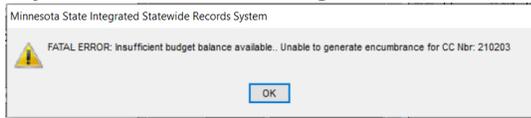


4. The student's Social Security Number, Dragon ID and name will populate. Please treat this process with complete confidentiality and security.

5. **Three options will show for Auth Status:** Active, Inactive or Audit.
- Active:** make your changes to end date, Pay Rate, supervisor or max/exp Amt and then select **Approve** at the bottom left corner.
 - Inactive:** click on the circle next to **active** then make your changes and select **Approve**.
 - Audit:** contact student payroll.
6. **Pay Rate Increase:** When giving a pay raise, in the **Comments** section, note that you did the raise and the date.
7. **Inactivate an authorization:** by selecting **inactive** and then save/store (Ctrl+S).
8. **Approve:** when approving, be sure to check for a message that the approval worked. It should say **Store was successful** at the bottom left corner of the ISRS page.

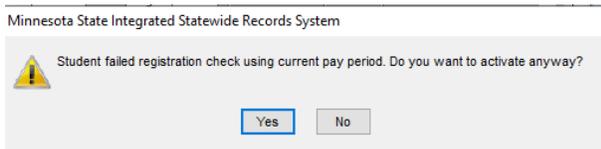
9. **Error messages:** will also appear at the bottom left corner of this page. You may get a message that something is wrong with the student's status and the authorization will not activate. Please contact Student Payroll.

If you receive this message:



you are encumbered over your budget for any cost center that starts with a 2. Click **Ok** and then **Uncheck the encumber box** in the bottom right section. You will have to select **activate** and **approve** again. You should review your budget and make adjustments to authorizations as needed. Student Payroll will run audits for unencumbered cost centers and will encumber them again so if you are over budget the same thing will happen for each authorization for that cost center.

10. **If you receive a message that the student has failed registration, DO NOT APPROVE** save it so your changes



Contact your student and let them know they cannot be working until they are registered. You can save the authorization by **Ctrl+S** and record the authorization number to activate it later if the student gets registered.

11. **Approve:** click approve and choose yes for approval.
12. You should get a message stating the approval was successful and an authorization number will populate.
13. **Ctrl+G** will clear the screen if you have more authorizations.