

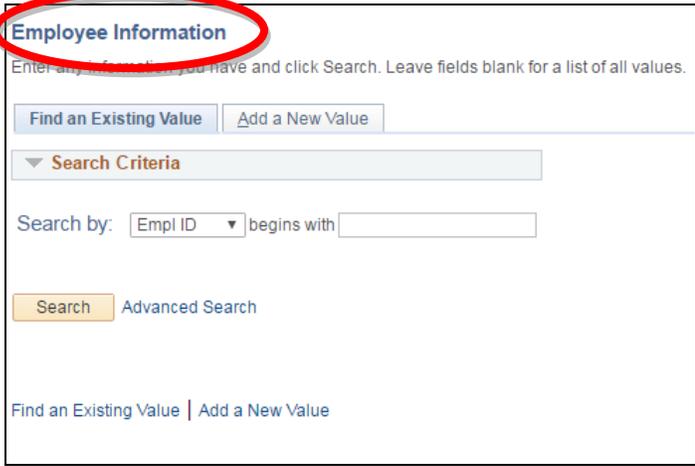


ADDY NOTES



Completing the Employee Details Tab

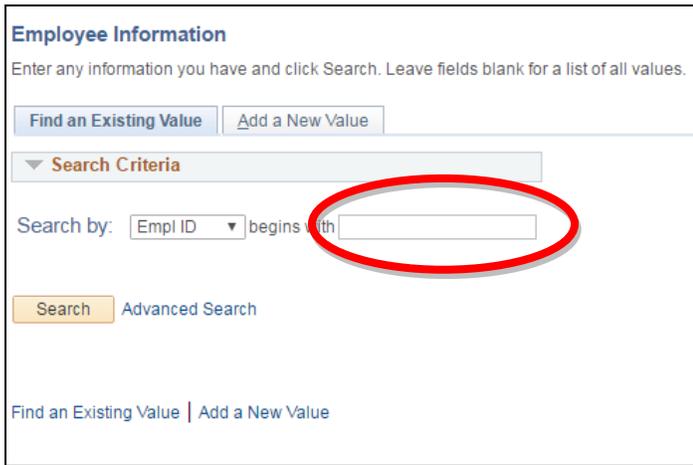
This Addy Note explains how to input the required information for an employee in the **Employee Details** tab.

Step	Action
1.	<p>Navigate to: Main Menu > Departmental Authorization > Employee Information.</p> 
2.	<p>To begin an employee search, click the down arrow in the Search by field.</p> 



ADDY NOTES

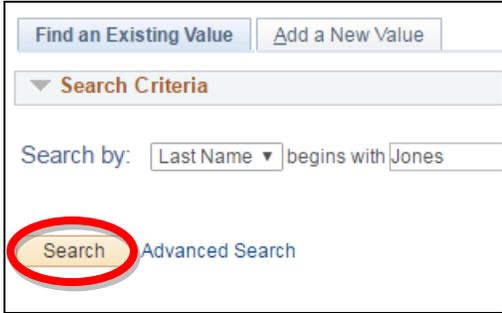
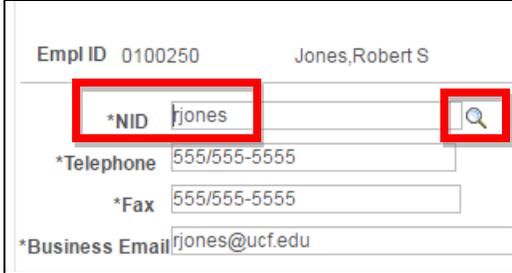


Step	Action
3.	<p>Select the necessary Search by criteria from the drop-down list.</p> 
4.	<p>Complete the empty Search by field based on your search criteria.</p> 



ADDY NOTES

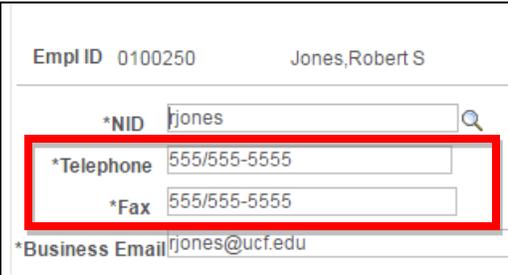
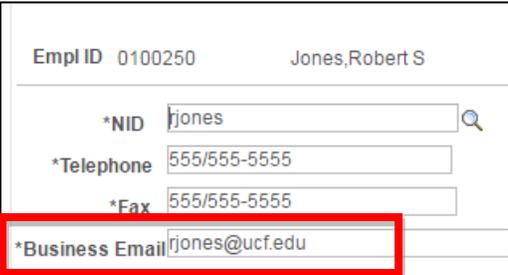
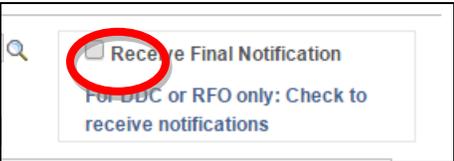


Step	Action
5.	<p>Click Search.</p> 
6.	<p>Select an employee from the search results.</p>
7.	<p>Complete each field that contains an asterisk (*) since they are required fields. In the NID field, enter the employee's Network Identification number (NID).</p> <p>If you do not know the employee's NID, you can look it up using their name or EMPLID by clicking the NID field lookup icon.</p>  <p>Note: The employee's NID usually consists of the first letter of the employee's first name followed by the employee's last name.</p>



ADDY NOTES

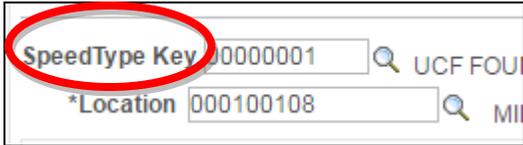
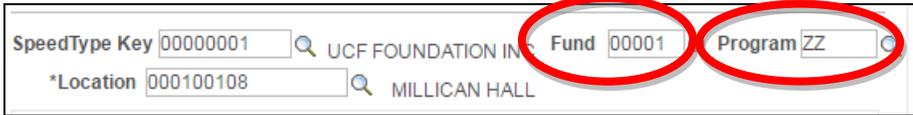
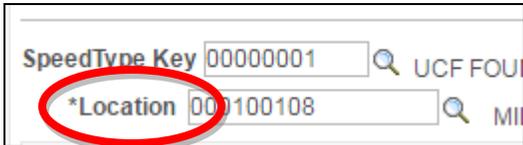


Step	Action
8.	<p>Enter the employee's full UCF telephone number and fax number, including the area code, in the Telephone and Fax fields.</p>  <p>Empl ID 0100250 Jones,Robert S</p> <p>*NID <input type="text" value="rjones"/></p> <p>*Telephone <input type="text" value="555/555-5555"/></p> <p>*Fax <input type="text" value="555/555-5555"/></p> <p>*Business Email <input type="text" value="rjones@ucf.edu"/></p>
9.	<p>Enter the employee's Business Email address.</p>  <p>Empl ID 0100250 Jones,Robert S</p> <p>*NID <input type="text" value="rjones"/></p> <p>*Telephone <input type="text" value="555/555-5555"/></p> <p>*Fax <input type="text" value="555/555-5555"/></p> <p>*Business Email <input type="text" value="rjones@ucf.edu"/></p> <p>Note: The e-mail address must end in .edu</p>
10.	<p>Select the Receive Final Notification check box each time a DAL request has been approved for this employee.</p> <p>If you want the system to send an e-mail to the DDC or RFO each time a DAL request has been approved for an employee for whom the DDC or RFO is responsible.</p>  <p><input checked="" type="checkbox"/> Receive Final Notification For DDC or RFO only: Check to receive notifications</p>



ADDY NOTES



Step	Action
<p>11.</p>	<p>In the SpeedType Key field, enter the SpeedType (department or project) associated with the employee.</p>  <p>Note: If the employee is associated with multiple SpeedTypes, this field can be left blank.</p> <p>The adjacent Fund and Program fields will automatically populate based on the number you enter in the SpeedType Key field.</p> 
<p>12.</p>	<p>In the Location field, enter the code for the location where the employee resides.</p>  <p>Note: This code is derived from the UCF room decal affixed to the employee's room or cubicle door jamb. While every UCF bar code consists of a combination of 12 or 13 letters and numbers, you will not enter the letters R and RM that appear on the code.</p> <p>For example, if the decal's bar code reads R8102RM01329A, you will enter 810201329A.</p> <p>If the room number contains no suffix at the end, enter only nine characters. For example, for room decal R8102RM01329, enter 810201329.</p>



ADDY NOTES



Step	Action														
13.	<p>To select a code for the Ship To field, click the lookup icon.</p> <div data-bbox="306 575 878 707" style="border: 1px solid black; padding: 5px;"> <p>Required Fields for PRA, PRC, SBC, SBA:</p> <p>Ship To (Reqd for PRA and PRC) <input type="text"/> </p> <p>Default Requester (PRA Only) <input type="text"/> </p> </div> <p>Note: The Ship To and Default Requester fields must be completed for employees who have been assigned a PRA or a PRC code.</p>														
14.	<p>Select the appropriate Ship To – the location where the employee normally receives goods or services.</p> <div data-bbox="306 940 896 1188" style="border: 1px solid black; padding: 5px;"> <table border="1"> <tr><td>FACULTYREL</td><td>UCF Faculty Relations</td></tr> <tr><td>FILM</td><td>UCF Div of Film</td></tr> <tr><td>FILMROOM</td><td>UCF Film Equipment Room</td></tr> <tr><td>FIN</td><td>Finance & Accounting</td></tr> <tr><td>FINAID</td><td>UCF Student Fin. Assistance</td></tr> <tr><td>FSEC</td><td>Florida Solar Energy Center</td></tr> <tr><td>FSGC</td><td>Florida Space Grant Consortium</td></tr> </table> </div> <p>Note: You may need to enter a different location code in the Ship To field when you encounter one of the following situations:</p> <ul style="list-style-type: none"> ▪ If the goods or services ordered by the employee will usually be shipped to Central Receiving, enter RECV ▪ If the employee will normally prepare travel requisitions, enter FIN. <p>Do not select the N/A or See Below codes. If the system does not contain a Ship To code for the employee’s location, request a code by e-mailing the Financials Service Desk at fntrain@ucf.edu or calling (407) 823-5117, option 6.</p>	FACULTYREL	UCF Faculty Relations	FILM	UCF Div of Film	FILMROOM	UCF Film Equipment Room	FIN	Finance & Accounting	FINAID	UCF Student Fin. Assistance	FSEC	Florida Solar Energy Center	FSGC	Florida Space Grant Consortium
FACULTYREL	UCF Faculty Relations														
FILM	UCF Div of Film														
FILMROOM	UCF Film Equipment Room														
FIN	Finance & Accounting														
FINAID	UCF Student Fin. Assistance														
FSEC	Florida Solar Energy Center														
FSGC	Florida Space Grant Consortium														



ADDY NOTES



Step	Action
15.	<p>Enter an NID in the Default Requester field.</p> <div data-bbox="306 573 886 756" style="border: 1px solid black; padding: 5px;"> <p>Required Fields for PRA, PRC, SBC, SBA:</p> <p>Ship To (Reqd for PRA and PRC) <input type="text" value="FIN"/> </p> <p>Default Requester (PRA Only) <input type="text"/> </p> <p>SBL Journal Source (SBC/SBA Only) <input type="text"/> </p> </div> <p>The NID you select will be based upon the following:</p> <ul style="list-style-type: none"> • Requesting PRC only <ul style="list-style-type: none"> ▪ If the employee is an existing Financials user, enter the employee’s own NID in the Default Requester field. ▪ If the employee is a new user, leave the Default Requester field blank. • Requesting PRA only <p>Enter the NID of the requester whose requisitions the employee will most frequently review and approve. This NID will automatically default in the Requester field of the approver’s Manage Requisitions page; however, it can be changed on the Manage Requisitions page.</p> • SBA Journal Source specifies the Organizational Unit the employee is associated with when they upload a budget journal to UCF Financials. For a list of available journal source acronyms, select the lookup icon and select your Organizational Unit (college or administrative area) from the list that displays.
16.	<p>Click Save.</p> <div data-bbox="306 1459 873 1759" style="border: 1px solid black; padding: 5px;"> <p>Required Fields for PRA, PRC, SBC, SBA:</p> <p>Ship To (Reqd for PRA and PRC) <input type="text" value="FIN"/> </p> <p>Default Requester (PRA Only) <input type="text" value="addy"/> </p> <p>SBL Journal Source (SBC/SBA Only) <input type="text"/> </p> <p> </p> <p>Employee Details PCA Details PRC Details Employee Trainin</p> </div>