

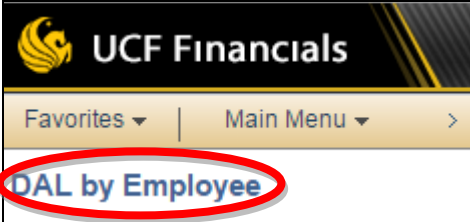
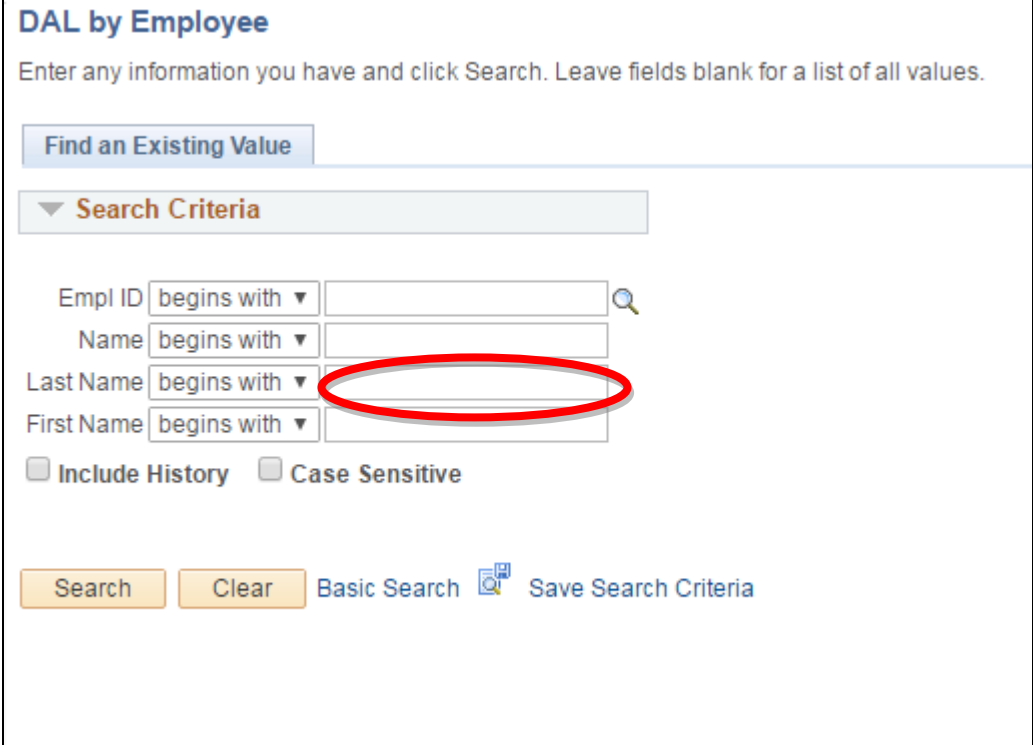


ADDY NOTES



Adding a New SpeedType (Department or Project) to an Employee

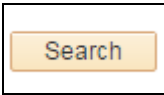
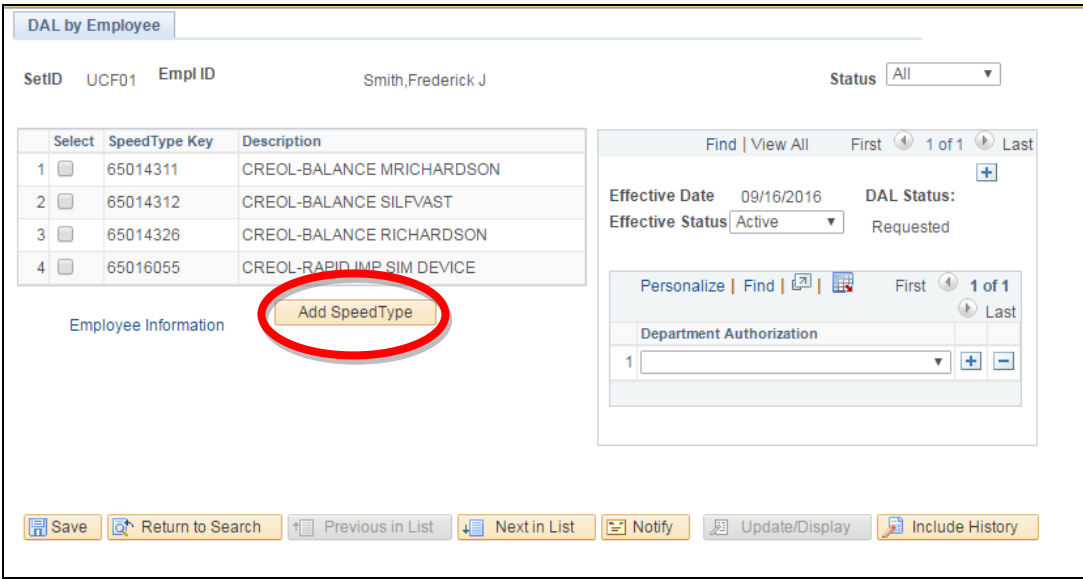
This Addy Note explains how to add a new SpeedType to an employee.

Step	Action
1.	Navigate to: Main Menu > Departmental Authorization > DAL by Employee. 
2.	Enter criteria in the appropriate field(s) to help you locate the employee. 



ADDY NOTES



Step	Action
3.	<p>Click Search.</p> 
4.	Select an employee from the search results (if there is more than one employee).
5.	<p>Click the Add SpeedType button.</p> 



ADDY NOTES



Step	Action								
6.	<p>In the SpeedType Key field, enter the SpeedType. Or, click the lookup icon to locate one.</p> <div data-bbox="310 579 773 1134" style="border: 1px solid black; padding: 5px;"> <p>Add Speedtypes</p> <p>Add a New Value</p> <p>SetID <input type="text" value="UCF01"/></p> <p>SpeedType Key <input type="text"/> </p> <p>Empl ID <input type="text"/> </p> <p>Effective Date <input type="text" value="09/16/2016"/> </p> <p>Add</p> </div>								
7.	<p>Click Add.</p> <div data-bbox="310 1220 482 1312" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>Add</p> </div>								
8.	<p>Click the Department Authorization down arrow.</p> <div data-bbox="334 1404 836 1778" style="border: 1px solid black; padding: 5px;"> <p>Add SpeedType</p> <p>SetID UCF01 Empl ID</p> <p>Find First 1 of 1 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"> </th> <th style="width: 85%;">Department Authorization</th> <th style="width: 5%;"> </th> <th style="width: 5%;"> </th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;"> <input type="text"/> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p style="text-align: center;">Employee Information</p> </div>		Department Authorization			1	<input type="text"/>		
	Department Authorization								
1	<input type="text"/>								



ADDY NOTES



Step	Action
<p>9.</p>	<p>Select the appropriate Department Authorization code from the dropdown list.</p> <div data-bbox="306 541 815 1052" style="border: 1px solid black; padding: 5px;"> </div> <p>Note: When adding the SBA code to an employee, you will need to fill out and submit Form 41-960, available on the Finance & Accounting website, under forms. https://fa.ucf.edu/forms/</p>
<p>10.</p>	<p>To add another Department Authorization code, click the Add (+) button and follow the previous steps.</p> <div data-bbox="306 1318 802 1596" style="border: 1px solid black; padding: 5px;"> </div>
<p>11.</p>	<p>Click Save.</p>