



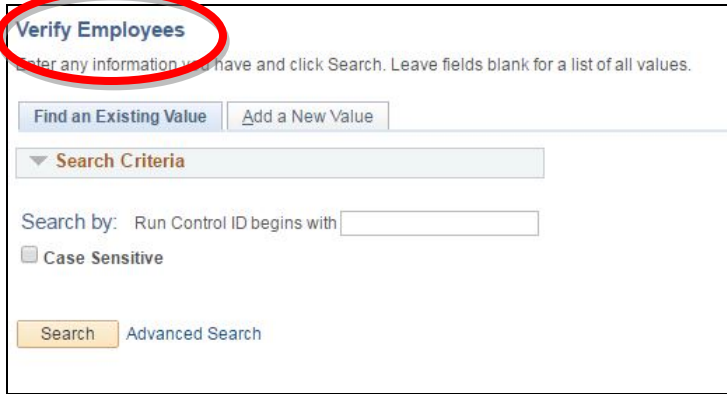
ADDY NOTES



Conducting the Annual Employee Verification

Section 1.01 This Addy Note consists of two parts. The first part explains how to create a run control, which you will need to complete the annual employee verification. If you have already created a run control for a previous year’s annual verification, proceed to the second part of this note. That part will teach you the steps needed to complete the verification process using the run control.

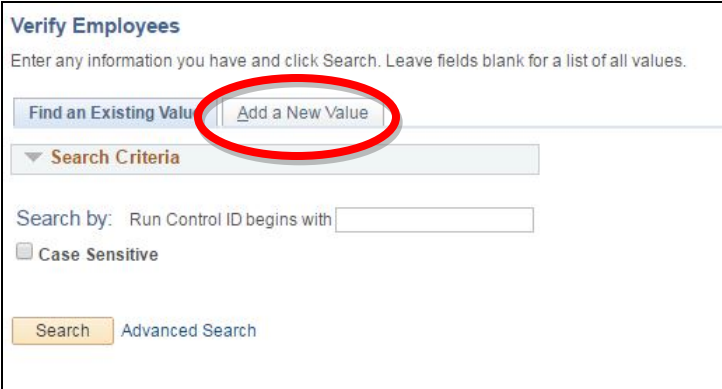
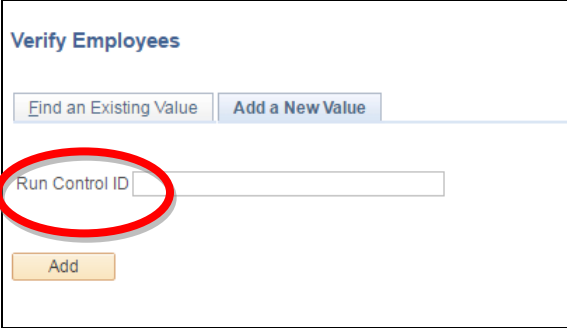
Creating a Run Control

Step	Action
1.	<p>Navigate to: Main Menu > Departmental Authorizations > Process Employee Verification.</p> 



ADDY NOTES

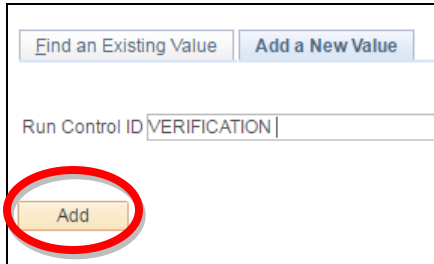


Step	Action
2.	<p>Click the Add a New Value tab.</p> 
3.	<p>Enter a Run Control in the Run Control ID field.</p>  <p>Note: Choose a name for the Run Control carefully, because the system will not allow you to change or delete the name after it is saved.</p>



ADDY NOTES



Step	Action
4.	<p>Click the Add button.</p> 
5.	Click Save .

Conducting the Verification Process

1.	<p>Navigate to: Main Menu > Departmental Authorization > Process Employee Verification.</p> 
----	---



ADDY NOTES



<p>2.</p>	<p>Enter a Run Control ID in the Search by field.</p> <div data-bbox="305 516 976 877"> <p>Verify Employees Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value Add a New Value</p> <p>▼ Search Criteria</p> <p>Search by: Run Control ID begins with <input type="text"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search Advanced Search</p> </div>
-----------	--



ADDY NOTES



6. Verify that each person is associated with your department.

Inactivate	EmpID	Name
1 <input type="checkbox"/>	0100041	Pepper, Jill
2 <input type="checkbox"/>	0112758	Hollis, Doyal
3 <input type="checkbox"/>	0153501	Addy, The

7. To inactivate an employee on the list, click the check box next to the employee's name in the **Inactivate** column.

Inactivate	EmpID
1 <input type="checkbox"/>	0100041
2 <input type="checkbox"/>	0112758
3 <input type="checkbox"/>	0153501

Note: Selecting an inactive check box will result in the inactivation of that employee on the DAL for all departments and/or projects for which you are responsible.

8. Click the **Save** button to save your selections.

9. To verify the selections you saved, click the **Run** button.

Report Manager Process Monitor Run

10. Verify that **PSUNX** is displayed in the **Server Name** field; if **PSUNX** is not displayed, click the down arrow and select **PSUNX** form the drop-down menu.

User ID	Em5834965
Server Name	PSUNX
Recurrence	
Time Zone	



ADDY NOTES



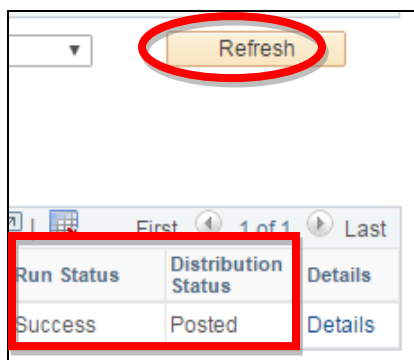
<p>11.</p>	<p>Next, verify the check box for FX_GL_DALVFY is selected; if not, select it.</p> <div data-bbox="305 516 656 663"> <table border="1"> <thead> <tr> <th>Select</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>FX_GL_DALVFY</td> </tr> </tbody> </table> </div>	Select	Description	<input checked="" type="checkbox"/>	FX_GL_DALVFY
Select	Description				
<input checked="" type="checkbox"/>	FX_GL_DALVFY				
<p>12.</p>	<p>Click OK.</p>				
<p>13.</p>	<p>The Verify Employees page will redisplay with a Process Instance number, which indicates that the process has been submitted.</p> <div data-bbox="305 848 893 987"> <p>Report Manager Process Monitor Run</p> <p>Process Instance:7935667</p> </div>				
<p>14.</p>	<p>Click the Process Monitor link to confirm that the verification process ran successfully.</p> <div data-bbox="305 1144 893 1283"> <p>Report Manager Process Monitor Run</p> <p>Process Instance:7935667</p> </div>				



ADDY NOTES



15. Repeatedly click the **Refresh** button until the **Run Status** displays **Success** and the **Distribution Status** is **Posted**.



16. Click the **Save** button, and sign out of UCF Financials by clicking the **Sign out** link at the top right of the page.