Distribution Change Request System

The Distribution Change Request System has been designed to facilitate funding changes and move the changes from a paper based process to a web based process. The system uses information from the HR Database and the Intranet to preload basic employee information and current funding distribution information into the web based form.

Each submitter role has specific views and privileges within the system. The HR Director and Sr. HR Generalist oversee all role assignments. Access is appropriately assigned to staff based on their position.

*Summer Salary requests and funding changes cannot be made in this system and must be done on the Summer Salary request form.*

<table>
<thead>
<tr>
<th>Submitter</th>
<th>Access</th>
<th>Type of Chartstring Entry</th>
<th>Approval Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Administrator</td>
<td>Access to all HR Records except ERSO</td>
<td>• Drop Down list</td>
<td>Approval always goes to the PI chosen in the drop down unless there is an approval upload. Funding changes that impact multiple PIs require approval upload.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Access only to direct reports</td>
<td>• Drop Down if the Supervisor's Unit COAs are in the intranet dropdown. • Open entry if the Supervisor's Unit COAs are not in the intranet</td>
<td>Super User for the Unit of the Supervisor or use the upload approval</td>
</tr>
<tr>
<td>Super User</td>
<td>Access to everyone in the Unit they are the Super User for. May be assigned as a Super User for multiple units.</td>
<td>• Drop Down if the Super User's own Unit COAs are in the intranet dropdown. • Open entry if the Super User's own Unit COAs are not in the intranet • Open Entry if they are a Super User for multiple units.</td>
<td>No approval needed – they are approvers. Upload capability will still be available. If more than one Super User is assigned to a unit it can be approved by any of them. If the record is accessed after approval the Super User will see that status as approved.</td>
</tr>
<tr>
<td>PI/Faculty</td>
<td>Can access the system as a supervisor but we do not intend for faculty to use the system.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Drop down vs. Open Entry of Chartstring**

Entering the new charstring can be done in two ways; either by a drop down or by an open entry.

- Drop down entry is used when the submitters unit has true funds in the intranet
- Open entry is used when the submitters unit does not have funding listed in the intranet

**Request Organization**

Each request is assigned a status. Supervisors and Super Users will be able to view all requests assigned to them on their People Page in the intranet. Each request will be assigned a status based on where it is in the hiring process. There are four different statuses that a request can be assigned to.

The status will show on the Submitter and Approver People page and will be tabs on the HR Operations worklist.

<table>
<thead>
<tr>
<th>Status</th>
<th>Trigger</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Request is submitted but still requires approval</td>
</tr>
<tr>
<td>Ready for Process</td>
<td>Request is approved and now Active with HR Operations</td>
</tr>
<tr>
<td>Denied</td>
<td>The approver or HR Operations denies the request</td>
</tr>
<tr>
<td>Processed</td>
<td>If needed, all paperwork is done and HCM entry is made.</td>
</tr>
</tbody>
</table>
Using The System

You will have to CalNet Authenticate to use the system. Your own Org Node and SuperUser status will determine which employee profiles you will be able to view.

After you click on the start button you will go to a search page. Search is done by last name and you will be limited to seeing the employees that you have access to.

If a name returns multiple records you will be able to choose the one that you need.

Hit the Confirm button to choose the record. Hit the Back to Search to return to the search page to enter a new name.
Request Page

The top portion of the Request Form will give you the current information about the employee you are making the distribution change for.

If you only need to edit the current COA you can just change this section. Or you can delete this row and add new rows below.

The **Submit the Request** for approval button will send the request to the approver and does not require that you upload any source document.

The dropdown option allows you to choose a PI from the list and then choose a COA from the PIs intranet list.

The **Submit & Continue to Upload Approval** will take you to a confirmation page where you will be able to upload PDF documents to save with the request.
Approving a Request

An approver will receive an email each time a request is submitted that requires their approval with a link to the people page.

- Approval is done on the People Page of the ERSO Intranet
- Requests that require approval are highlighted in yellow
- Clicking on the Request ID number will open the request

Once in the request the approver can:

- Approve the request
- Deny the request
- Upload a Document
- Add comments.

The approver cannot make any changes to the COA on the approval page.
HR Worklist

The HR Worklist will be used by HR Operations for the workflow of Distribution Change Requests. They will be able to see when requests are submitted, when they are approved and move them to Processed when they have completed their portion of the work. Research Administrators will be able to view the worklist to monitor requests.

The requests default to be sorted by Request ID. Some of the headers are sortable:

- Name
- Supervisor
- Requested by

Tool Page:
- Has a search function by name and by request number
- For authorized users has the list of departments
- For authorized users has the list of super users and the ability to add or delete them.
- A future enhancement will be to add an archive to move processed requests out of the active worklist.

By clicking on a request number HR Operations will be able to:

- View the request as submitted
- View any attached documents
- View any notes made by the approver
- Add notes
- Mark the request as Processed or Cancelled

A request that is highlighted pink means that the requestor chose “Approval by Upload” but no documents were uploaded.