

APPROVE HR AUTHORIZATIONS (EWRs/ SBRs)

Escape Online 5 - ELAINE_LEGORRETA on Escape Online 5 Training

File Action Activity Help

Activities

020 - Pajaro Valley USD

Quick Start here

Finance

1 HR / Payroll

2 HR Authorizations

3 Approve Authorizations

Online Resources

HR / Payroll - HR Authorizations - Approve

Search

5 Go Clear New Favorites

5 Search Criteria - Approve Authorization Items

1 - Authorization Information

Pending Approvals 0 4

HRA Id

2 - Item Information

Type

Effective / Start Date

End Date

Location

3 - Accounts

Fiscal Year

Fund

Resource

Year

Goal

Function

Object

School

Management

HRA Id

Enter an authorization Id (or range) for authorizations to list. (Leave blank to view all authorization items to approve.)

From Activities Menu, select:

- 1) HR/Payroll
- 2) HR Authorizations
- 3) Approve Requisitions

Search Criteria window will appear:

- 4) # of HR Authorizations in your approval que (EWRs, SBRs)
- 5) Press GO to pull up list of items to be approved

QUICK APPROVAL

If you are okay to approve/deny without in depth review:

- 1) open the Action drop down menu and select the desired action (Defer, leaves it in your que)
- 2) To Post Approvals/Denials, navigate to TASKS and select from dropdown
- 3) Review pop-up and select YES if okay

The screenshot shows the 'HR / Payroll - HR Authorizations - Approve Authorizations' window. At the top, there are navigation buttons and a 'Tasks' dropdown menu with a red '2' next to it. Below this is a table with columns: HRA Id, Type, Item #, Item Type, Description, Action, and Result. The table contains four rows of 'Emp Separation' items, each with an 'Approve' button in the Action column. A red '1' is next to the first 'Approve' button. A dialog box titled 'Verify - Post Authorization Item Approvals' is open in the foreground. It contains a question mark icon and the text: 'Approve 4 Items', 'Deny 0 Items', and 'Defer action on 0 Items'. Below this, it says 'Yes: Post the approvals, update authorization items' and 'No: Return to the list'. A red '3' is next to the 'Yes' button.

HRA Id	Type	Item #	Item Type	Description	Action	Result
12	Emp Separation	1	HR Emp Separation		Approve	
35	Emp Separation	2	HR Emp Separation		Approve	
36	Emp Separation	1	HR Emp Separation		Approve	
37	Emp Separation	3	HR Emp Separation		Approve	

IN DEPTH APPROVAL

Select the LINK symbol on the HRA to be approved:

The screenshot shows the 'HR / Payroll - HR Authorizations' window. It features a 'Tasks' dropdown menu and a table with columns: HRA Id and Type. The table contains four rows of 'Emp Separation' items. A red circle highlights the LINK symbol (a small icon with a chain link) on the first row (HRA Id 12).

HRA Id	Type
12	Emp Separation
35	Emp Separation
36	Emp Separation
37	Emp Separation

While in the HRA, select the ITEMS tab, and double click on LINE ITEM #1 to open up

Authorization # 16960 (PayExtraWorkReq), Status: InProgress

Item	Type	Status	Action	Action Comment	Aprvl Lvl	Hold	Comment	Created
1	Extra Work Request	Approved		Approved	99	No	Extra work during 04/19/20 to 04/30/20	11:47AM by MAIRELIN
2	Extra Work TS	Open			0	No	Timesheet for 04/19/20 thru 05/06/02/20	2:57PM by ANIIZAWA
3	Extra Work TS	Open			0	No	Timesheet for 05/19/20 thru 06/06/02/20	2:57PM by ANIIZAWA

A new window will appear with full information:

Authorization # 16960 (PayExtraWorkReq), Status: InProgress

0 - Status

Type	Extra Work Request
Status	Approved
On Hold	No

1 - Request Detail

EmpId	008065 (Cabrol, Laetitia A)	Employee
Employment Status	PRB2 (Prob 2)	
Type Of Work	CERT (Certificated)	
Location Requesting	WHS (Watsonville High School)	
Work Location	WHS (Watsonville High School)	Task/Job
Description of work to be performed	Math Collaboration	
Note	Replacing EWR#8667 due to lack of funds in Title 1 moving to LCFF same goal & strategy	
Division		
Academic Dept		
Date Work Starts	4/19/2020	Date range to work
Date Work Ends	6/30/2020	
Employee Regular Assignment	No	
Tie To Employee Position		
Supervisor Employee		
Supervisor Position		
Funding Different Than Position?	Yes	
Unit Type	Hours	Units = Hourly, per diem, stipend?
EWR Hours Per Day		
Units Requested	15.00	Units requested (Classified has option of Overtime)
Straight Time Hours	15.00	
Overtime Hours	0.00	
Pay Rate	33.45	Hourly rate, daily rate, or stipend amount

0 - Action

Delay Posting Until	
Action	
Action Comment	Approved

2 - Request Detail

Addon ID	TEACH (Teacher Default Rate)	
Salary Schedule		
Salary Placement		
Default EWR Rate	33.45	
Override EWR Rate		
Total Amt Authorized	501.75	Total funds
Job Category		
Job Class		
Allow Comp Time	No	
Budget Transfer Required	No	
Description of Funding Source	Title 1 Goal 1 Strategy 2	

3 - Position Detail

Position Info	SECED (Secondary Education) TCH GENER/	
Assignment Salary Info	CETEACH (Certificated 186) (02/III) (47996)	
Current Account Distribution	Account Distribution is as follows:Account #	
Hours Per Day	7.50	
EWR Total Units	15.00	
Units Posted	0.00	
Units Remaining	15.00	Account to pay

4 - Accounts to pay this work from

Total Account %	100.00
Account 1	01-0700-0-1110-2100-1920-004-1370
Account 1 Percentage	100.00
Account 2	
Account 2 Percentage	
Account 3	
Account 3 Percentage	
Account 4	
Account 4 Percentage	

5 - Payroll Use

Addon ID Overtime	
Pay On Pay Cycle	EWCE (Extra Work Request Cert)

99 - Add/Update Information

If all looks good, select CLOSE at the top and follow steps 1-3 from QUICK APPROVALS