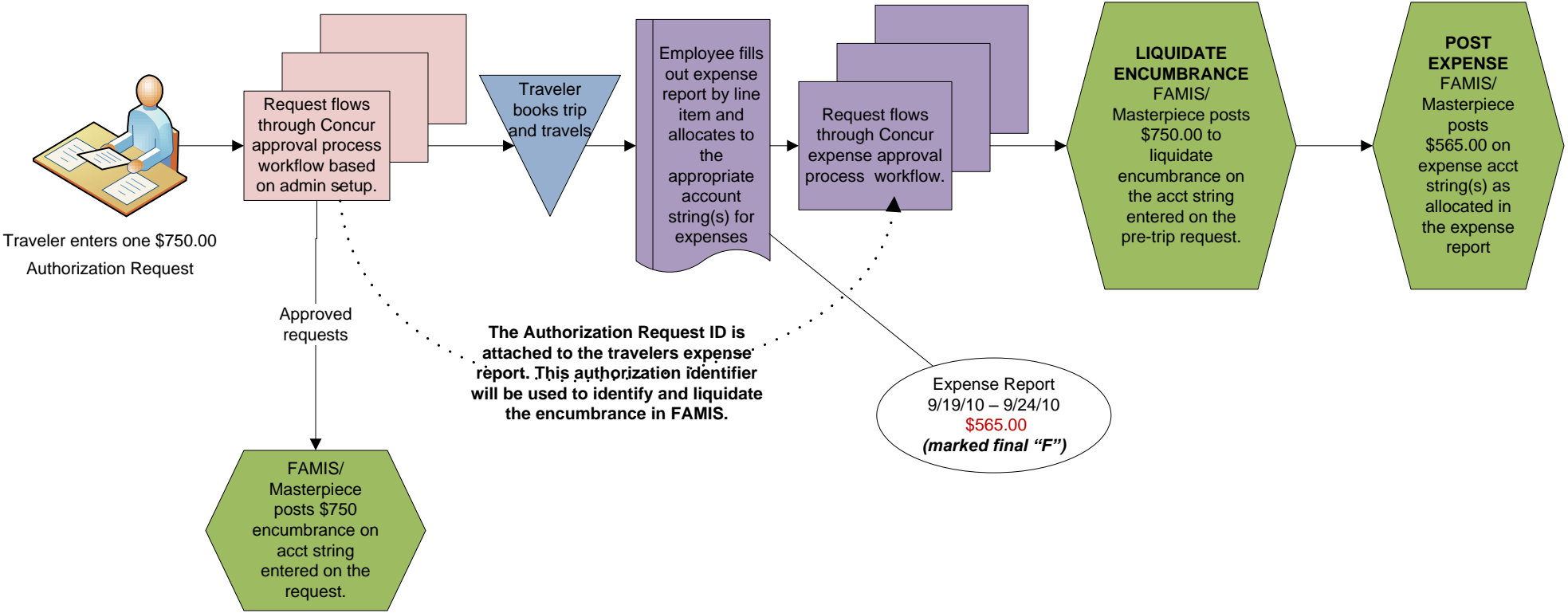
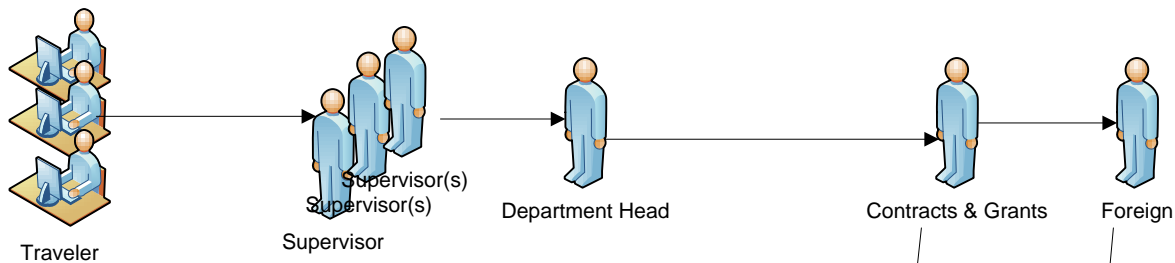


TAMUS Employee Travel Preapproval and Encumbrance Process 2011



Request flows through Concur approval process workflow based on admin setup.

Standard process - Workflow starts with the traveler and is electronically sent to their supervisor as defined in SSO (Primary Manager). The workflow continues to the next supervisor up to the department head. A **department head is determined when an adloc change occurs between a subordinate and a supervisor**. After the department head approval, the workflow continues to the Contracts and Grants office (when applicable) and ending at the Foreign Office desk (when applicable).



In this scenario, the department head option would be set to "1". The "1" indicates the workflow would stop at the first department head.

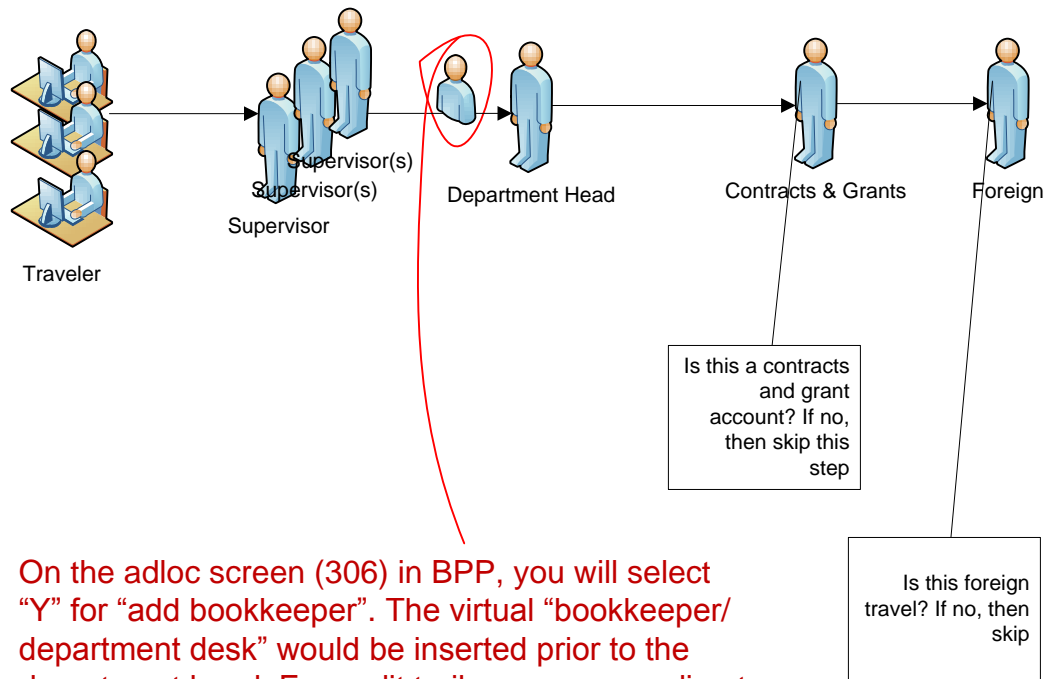
Is this a contracts and grant account? If no, then skip this step

Is this foreign travel? If no, then skip

If you do not make any changes in SSO or BPP, this will be the default setup for an adloc

Request flows through Concur approval process workflow based on admin setup.

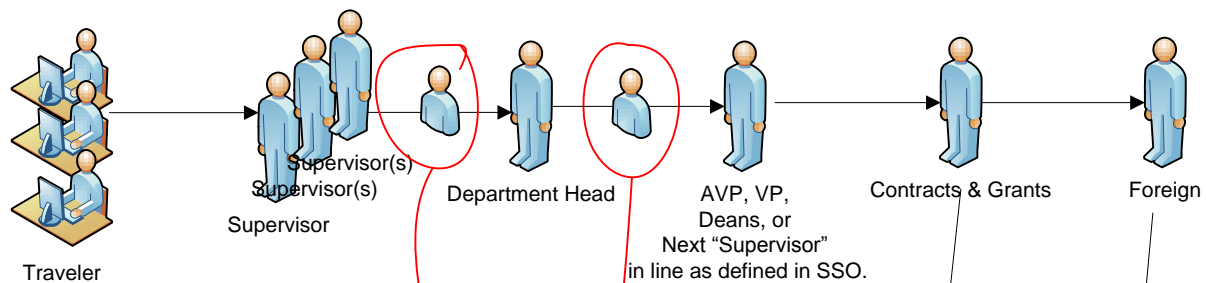
Below is a standard workflow process as described on the previous page with a bookkeeper added to the workflow – The bookkeeper is a virtual desk and is added by selecting the “bookkeeper” option for this adloc.



On the adloc screen (306) in BPP, you will select “Y” for “add bookkeeper”. The virtual “bookkeeper/ department desk” would be inserted prior to the department head. For audit trail purposes, no direct login is allowed on this account and delegates must be assigned to this account. If you select the bookkeeper option but you do not assign delegates, the bookkeeper desk will not be created.

Request flows through Concur approval process workflow based on admin setup.

Multiple levels of department head approvals – This drawing depicts the option of having more than one department head approval. The “Dept Head” option in BPP would be set to 2. Also, in this drawing, both department heads selected the bookkeeper option.



Choose “01” option for one extra level of approval above the department head.
Choose “02” option for two extra level of approvals.
Choose “03” option for three extra level of approvals, etc...

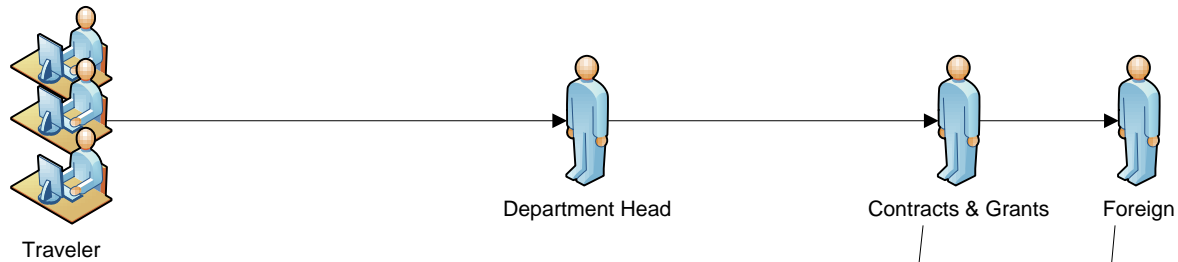
Is this a contracts and grant account? If no, then skip this step

Is this foreign travel? If no, then skip

“Y” on “Add bookkeeper” option in BPP to include “bookkeepers/department desk” for both adlocs. The “bookkeeper/department desk” would be inserted prior to the department head. For audit trail purposes, no direct login is allowed and delegates must be assigned to this account or the workflow will not proceed.

Request flows through Concur approval process workflow based on admin setup.

Standard process without supervisors - Workflow starts with the traveler and flows straight to the department head. Department Head is determined when an adloc change occurs in SSO. After the department head approval, the workflow continues to the Contracts and Grants office and Foreign Office only when applicable.



“Y” for “Skip Intermediate” option in BPP to exclude Supervisor(s) approval.

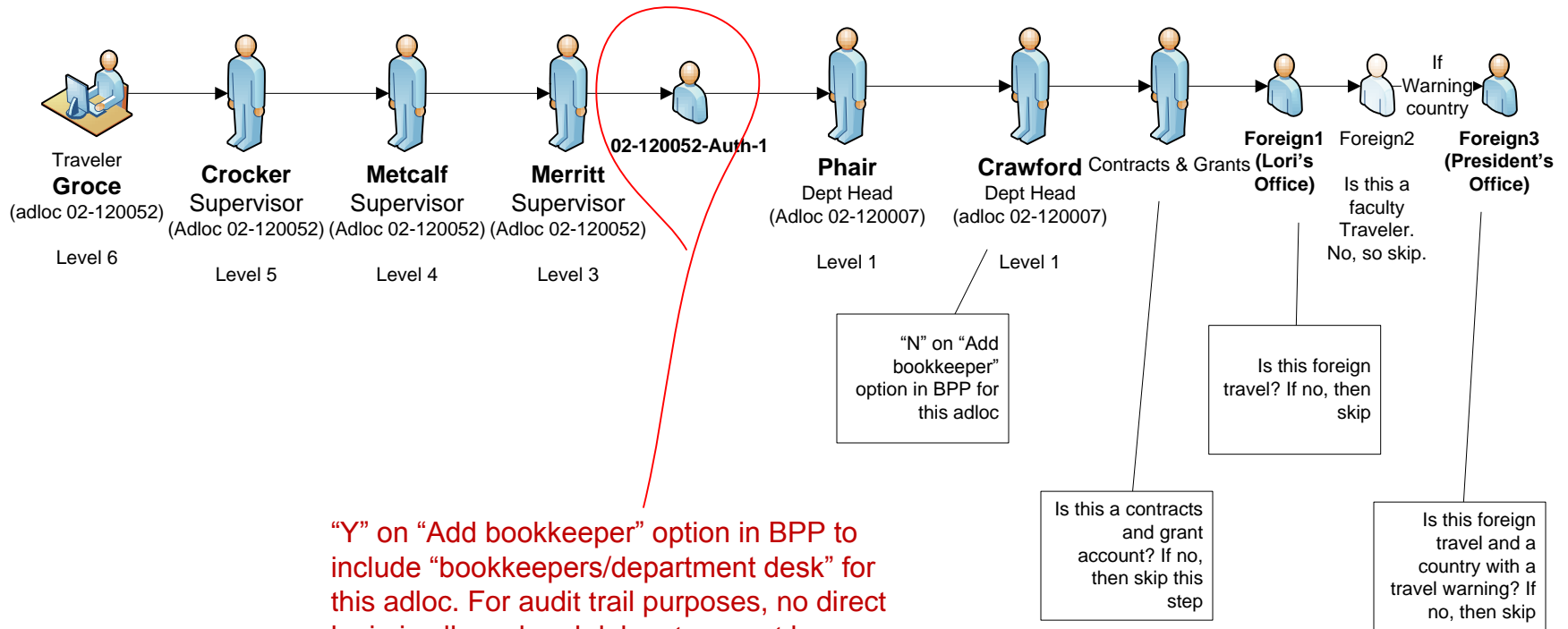
Is this a contracts and grant account? If no, then skip this step

Is this foreign travel? If no, then skip

Request flows through Concur approval process workflow based on admin setup.

Adloc 02-120052 (Dept Head - Phair) – Standard workflow with “Dept Head” level = 2” and “Y” on “Add bookkeeper” option in BPP for this adloc – The “skip supervisors” option was not chosen.

Adloc 02-120007 (Dept Head - Crawford) using the standard workflow with no bookkeeper.

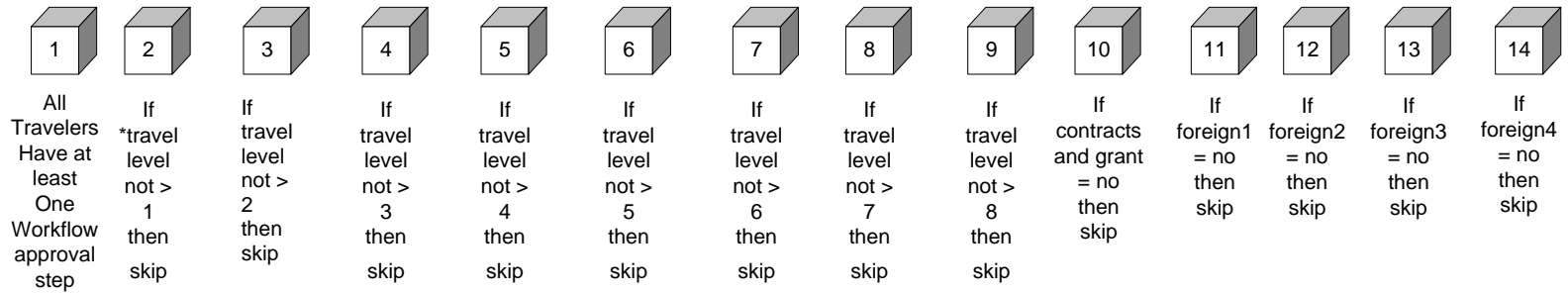


“Y” on “Add bookkeeper” option in BPP to include “bookkeepers/department desk” for this adloc. For audit trail purposes, no direct login is allowed and delegates must be assigned to this account or the virtual desk will not be created.

Texas A&M University System
 Concur Preapproval (Pre-trip) Authorization Request Workflow Steps
 12/15/2010



Traveler



*Travel level is assigned to each employee based on how many approvals are needed within their organization.

All travel requests, regardless of travel level, would be tested for Contracts and Grants and Foreign travel.

Request flows through Concur approval process workflow based on admin setup.

TAMUS Travel System Setup in BPP for:

Department Head identification
Bookkeeper/Department Desk option
How many department head approvers
Whether to skip supervisor(s) approval
(screen 306 - maintained by payroll)

Dept Head Levels

Valid values are 0 - 3.

1 is the default to route authorization request up to the employee's department head. DH is determined when an adloc change occurs from a subordinate to a Primary Manager.

Increasing this value will ADD more people to the approval chain. A '2' will route the approval through the employee's dept head and to the NEXT dept head as indicated by the next adloc change.

A 0 value stops the chain just prior to the department head.

Skip Intermediate Supervisor

Valid values are Y/N. By default, No intermediate supervisors will be skipped. This option can be used to skip all supervisors between the employee and the department head. Although, the bookkeeper option would still insert a bookkeeper desk. The intent is to give adlocs the option to streamline the pre-trip approval straight to the department head.

```
306 TAMUS B/P/P System - ADLOC Maintenance                                01/06/11 16:48
                                                                                   D BPP0004 R001

Screen: _____ Function: [ ] (Blank=Inquire, D=Delete, M=Modify, E=End)
                                                                                   *-----Leave-----*
Adloc: 01271030_   Exec Dvsn Colg Dept Sdept Status Accrual  MS
Mail Stop: 1144   CH   FO   BA  INRE  FAMIS  S   Y   S
Dept Head Levels: 1 Add Bookkeeper: Y Skip Intermediate: N

Title      Effective Dates      EPA Route Path      Action
Type      A/C      From      Thru      Title      Performed
Short     08 31 1997      FAMIS SERVICES
Long     FAMIS SERVICES
Short
Long
Short
```

Add Bookkeeper

Valid values are Y/N. By default, No bookkeeper approval desk will be inserted into the approval chain. Bookkeepers are intended to be administrative slots in the approval chain. **The approval bookkeeper desk is inserted just prior to the dept head.** The actual assignment of employees to this bookkeeper desk will be done in SSO using the new SSO Concur Bookkeeper role. Employees who have this role will be able to approve their adlocs travel requests that have stopped at this desk.

TAMUS Travel System Setup in SSO for: Primary Manager Validation

Request flows through Concur approval process workflow based on admin setup.

Managers for UIN: 101009571 (Bodiford, Edward)

Position Number : S19809 - Senior Applications Developer III
Adloc : 01271030 - Famis Services

Application	Move Up	Move Down	Delete	Seq Nbr	Manager	Manager Uin	Manager Type	Primary Manager
Standard		▼	D	1	Nolen , Gregory E	502001411	Info Email	
Standard	▲		D	2	Strzelec , Freda F	301001869	Approval	<input checked="" type="checkbox"/>

Primary Manager
Valid value is a check mark. Ensure every employee has the "Primary Manager" appropriately designated as indicated.

Managers for UIN: 102008947 (Crain, Betty J)

Position Number : M34839 - Chief Business Officer
Adloc : 02120001 - President, Texas A&M University

Application	Move Up	Move Down	Delete	Seq Nbr	Manager	Manager Uin	Manager Type	Primary Manager
Standard		▼	D	1	Fry , Richard M	108005705	Approval	
Standard	▲	▼	D	2	Loftin , Richard B	415001582	Reader	<input checked="" type="checkbox"/>
Standard	▲		D	3	Rosser , Lisa M	301005251	Info Email	

Position Number : S16982 - Chief Business Officer
Adloc : 01110421 - Chancellor's Office

If the Primary Manager is not currently on the employee's record and/or the employee has other approvers for LeaveTraQ, the Primary Manager needs to be added as a Reader.

Request flows through Concur approval process workflow based on admin setup.

TAMUS Travel System Setup in SSO for: Adding a Primary Manager that is different than the LeaveTraQ Approver

If the employee's primary manager is not already setup in SSO, the primary manager should be added as type "Reader" and the primary manager box checked when the add is being done.

For example, B.J. Crain did not have Dr. Loftin marked as her Primary Manager. To accommodate the travel workflow, Dr. Loftin was added to B.J. Crain's record by adding him as a "Reader" Manager. The LeaveTraQ process is not affected since Richard Fry is the approver for LeaveTraQ.

Managers for UIN: 102008947 (Crain, Betty J)

Position Number : M34839 - Chief Business Officer
Adloc : 02120001 - President, Texas A&M University

Application	Move Up	Move Down	Delete	Seq Nbr	Manager	Manager Uin	Manager Type	Primary Manager
Standard	↓		D	1	Fry , Richard M	108005705	Approval	
Standard	↑	↓	D	2	Loftin , Richard B	415001582	Reader	<input checked="" type="checkbox"/>
Standard	↑		D	3	Rosser , Lisa M	301005251	Info Email	

Position Number : S16982 - Chief Business Officer
Adloc : 01110421 - Chancellor's Office

Add a Manager for UIN: 101009571 (Bodiford, Edward)

Application : Standard

Employee PIN : Senior Applications Developer III (S19809)

Manager UIN : Manager

Manager Type : Approval

This is the employee's primary manager

A standard structure should be set up for ALL applications. The standard structure will be used in the new TrainTraQ version. A TimeTraQ structure should ONLY be different than the standard structure. Note: Information Email managers, a application. They will be ignored in T

Managers for UIN: 101009571 (Bodiford, Edward)

Request flows through Concur approval process workflow based on admin setup.

TAMUS Travel System Setup in SSO for:
Adding the “Bookkeeper” Role (COCONCR-AD-BKKPR) in SSO indicates this person is a delegate on the Concur bookkeeper desk for the adloc indicated.

ADLOC INDICATED IN DESCRIPTION

AppDesc	ADLOC / Workstation Description	Role	Option 1	Access Type
Concur (CONCR)	01271030 - FAMIS SERVICES	CONCR-AD-BKKPR	N/A	N/A
Concur (CONCR)	M - Texas A&M University	CONCR-CENTADM	N/A	N/A
Concur (CONCR)	S - Texas A&M System Offices	CONCR-CENTADM	N/A	N/A

An employee can receive more than one adloc bookkeeper role.

TAMUS Travel System FAMIS Employee Validation Screen & “What-if Scenario” Screen

Request flows through Concur approval process workflow based on admin setup.

This screen will not accept any changes – changes occur in SSO for Primary Manager and BPP(306) for adloc changes

```

F0001 Please enter a screen number to continue
862 Travel Auth. Request Approval Inquiry
01/31/11 09:08
CC AB

Screen: ___ UIN: 502001411 NOLEN GREGORY E

Employee Adloc: 01-271030 Dept: INRE Sub: FAMIS FAMIS SERVICES
----- Current ----- What if Analysis -----
Add Bookkeeper: Y Add Bookkeeper: Y
Skip Supervisor: N Skip Supervisor: N
Lvl Ty Person Dept Head Levels: 1 Lvl Ty Person Dept Head Levels: 1
-----
1 S 101009571 BODIFORD EDWARD 1 S 101009571 BODIFORD EDWARD
2 B 01-271030 Bookkeeper 2 B 01-271030 Bookkeeper
3 H 301001869 STRZELEC FRED A 3 H 301001869 STRZELEC FRED A

** Any permanent changes MUST be made by SSO Admin\Payroll Admin in SSO\BPP **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp BkNm
  
```

This screen is used to validate an individual employee’s Authorization Request workflow approval chain. In this example, the approval chain for Gregory (UIN502001411) is ->Edward->Bookkeeper->Freda. Edward is the immediate supervisor (indicated by Primary Manager blue check mark in SSO). Freda is the department head as indicated by the H in the TY column. Assumed since her adloc is different than Edward and Greg. The employee, Gregory Nolen would have 3 approvers approving his travel request and would be assigned a travel level of 3. The approver at desk 2 is the department bookkeeper desk. Scott, not shown, is the delegate on the bookkeeper desk and was assigned this role in SSO. The role is CONCR-AD-BKKPR with a description of 01-271030-FAMIS SERVICES.

Adloc Changes
Once you are satisfied with the adloc choices and you want a permanent change, please contact your payroll representative. The changes must be made by payroll on the 306 screen.

The changes will affect the ENTIRE adloc, not just this employee.

Request flows through Concur approval process workflow based on admin setup.

How to View Those Assigned Bookkeeper Roles

This screen will not accept any changes – changes occur in SSO for Primary Manager and Bookkeeper Adloc Role BPP(306) for adloc changes

To see the bookkeepers assigned in SSO, move the cursor to the bookkeeper role and row and hit PF7:

```
F0001 Please enter a screen number to continue
862 Travel Auth. Request Approval Inquiry                                02/14/11 09:08
                                                                                   CC AB
Screen: _____ UIN: 703006349 JOHNS SCOTT M

Employee Ad
-----
Lvl Ty  Pe      01-271030  FAMIS SERVICES
-----
              UIN      Bookkeeper
              -----
              703006349  JOHNS SCOTT M
              101009571  BODIFORD EDWARD
              301001869  STRZELEC FREDA F
              903000461  STRATTA BARRY J
              -----
              End of names or <PF4> to Exit

S SERVICES
if Analysis -----
Add Bookkeeper: Y
Skip Supervisor: N
Dept Head Levels: 1
-----
0 Bookkeeper
9 STRZELEC FREDA F

** Any permanent changes MUST be made by SSO Admin\Payroll Admin in SSO\BPP **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help EHelp      BkNm
```

TAMUS Travel System Employee Authorization Request Validation Report

This report is similar to the FAMIS 862 screen but lets you see all the employees for this adloc

FCAR200
FY 2011 CC 02

TEXAS A&M UNIVERSITY
CONCUR ATTRIBUTES BY ADLOC
EMPLOYEE APPROVAL CHAINS

02/11/2011 13:44
PAGE: 42

ADLOC: 02120052 - FMO ACCOUNTING OPERA
DEPARTMENT: FISC
SUB-DEPARTMENT: OPS

MAIL STOP: C6000
HIERARCHY: FN CO

ADD BOOKKEEPER: N
SKIP INTERMEDIATE: N
DEPT HEAD LEVELS: 1

UIN	EMPLOYEE NAME	TLCD	TITLE	CIR		AUTH LEV
				MGR REF	SSO PRIMARY MANAGER	
216004285	AHRENDT MELISSA A CHAIN: 1) 908003647 METCALF	0123	FIN SPEC I - UNIV 2) 501005527 MERRITT 3) 202006915 PHAIR		908003647 METCALF	3
202001828	ALDREDGE ELIZABETH S CHAIN: 1) 301005261 KETTLER	8606	FIN MGT SPV II UNIV 2) 202006915 PHAIR	Y	301005261 KETTLER	2
318000914	BAGE TAMMY L CHAIN: 1) 501006808 SODOLAK	8602	FIN ACCNT II UNIV 2) 301005261 KETTLER 3) 202006915 PHAIR	Y	501006808 SODOLAK	3
702002584	BISHOP CLAUDETTE C CHAIN: 1) 202000766 CHARANZA	0123	FIN SPEC I - UNIV 2) 501005527 MERRITT 3) 202006915 PHAIR		202000766 CHARANZA	3
402000463	CAMPOS ESMERELDA CHAIN: 1) 402003778 MCCALL	0123	FIN SPEC I - UNIV 2) 501005527 MERRITT 3) 202006915 PHAIR		402003778 MCCALL	3
202000766	CHARANZA MARY K CHAIN: 1) 501005527 MERRITT	8606	FIN MGT SPV II UNIV 2) 202006915 PHAIR	Y	501005527 MERRITT	2
701008781	CROCKER EVONNE CHAIN: 1) 908003647 METCALF	8605	FIN MGT SUPV I UNIV 2) 501005527 MERRITT 3) 202006915 PHAIR	Y	908003647 METCALF	3

Request flows through Concur approval process workflow based on admin setup.

TAMUS Travel System Adloc Setup Information

This screen lets you see the data that was entered and/or changed on the BPP 306 screen

```

861 BPP Table Inquiry                                02/14/11 09:21
                                                    FY 2011 CC 01
Screen: _____ Adloc Table (UI=Adloc,UP=Project,UA=Account)
<<More Starting with: _____ Show Active Only: Y Panel: 02

```

Key	Description	Dept	SDept	Dept Head Levels	Add Bookkeeper	Skip Supervisor
01-110421	CHANCELLOR'S OFFICE	CHAN		1	N	N
01-110701	FP&C	FAPC		1	N	N
01-110702	CHIEF OF STAFF	CHAN		1	N	N
01-110703	BOR - DIRECT REPORTS	BREG		1	N	N
01-110704	BUS COMPUTING SERV	INRE		1	N	N
01-215010	BOARD OF REGENTS	BREG		1	N	N
01-215010B	BOARD OF REGENTS	BREG	BWEEK	1	N	N
01-215010M	BOARD OF REGENTS	BREG	MONTH	1	N	N
01-215040	POLICY & PLANNING	DPTY		1	N	N
01-215050	GENERAL COUNSEL	GENC		1	N	N
01-215060	ADMINISTRATION	RPCE		1	N	N
01-215070	ACADEMIC AFFAIRS	AIAG		1	N	N
01-215080	VICE CHANC RESEARCH	RSRH		1	N	N

```

*** Press ENTER To view more Items ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp                               Bkwd Frwd           Left Right

```