

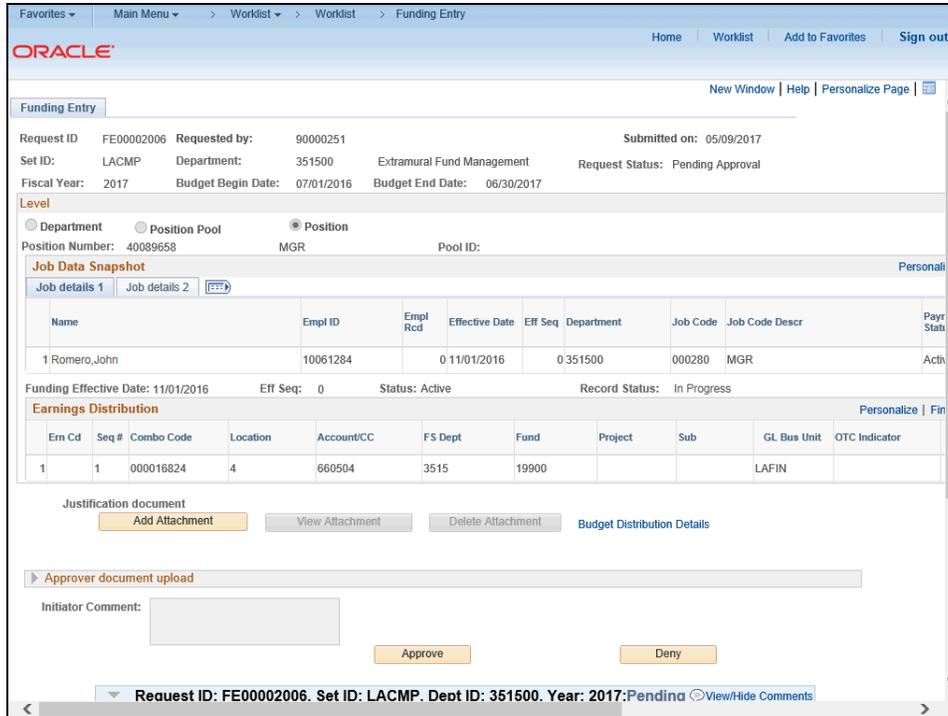
Use this task to approve a funding entry request for a new or vacant position.

**Navigation:**

To open a transaction that is pending approval, navigate to your **Worklist** in UCPath and click the appropriate transaction link.

or

Click the transaction link in the system-generated email notification.



Step	Action
1.	The <b>Funding Entry</b> page displays details for the funding.  As you review a transaction in UCPath, refer to your local business process, which may include specific approval guidelines.
2.	Notice the <b>Justification document</b> section below the transaction details. If the Initiator attached a justification document, the filename appears to the right of the field label and the <b>View Attachment</b> button is active. This example does include a justification document.
3.	If needed for your review, click the <b>Budget Distribution Details</b> link to display the <b>Budget Distribution</b> component in a separate browser tab and review the details.

Step	Action
4.	<p>If the position has a single incumbent attached to a capped fund, UCPath displays the <b>Salary Cap/MCOP Funding Worksheet</b> link to the right of the <b>Budget Distribution Details</b> link. Click the link to display the <b>Salary Cap/MCOP Worksheet</b> page in a separate browser tab and review the details.</p> <p>In this example the fund is a non-capped/non-MCOP fund, so the link does not appear.</p>
5.	<p>Be sure to review notes provided in the <b>Initiator Comment</b> field. The transaction Initiator uses this field to include information that is useful during the approval process. In this example, no comments were entered by the Initiator.</p>
6.	<p>As the approver, you can upload one or more documents to this transaction. You must expand the <b>Approver document upload</b> section to display the upload functions. In this example, you will not upload a document.</p>
7.	<p>Before you approve or deny the transaction, review the funding entry details, including the header information, the effective date and the earnings distribution row(s).</p>

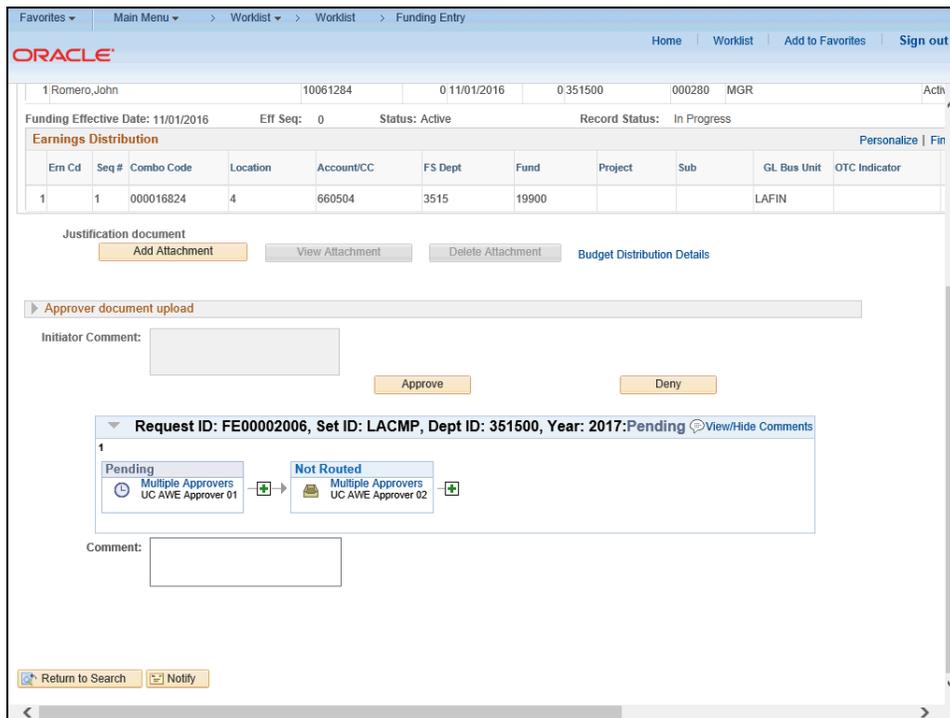
The screenshot displays the 'Funding Entry' page in UCPath. At the top, there are navigation links like 'Home', 'Worklist', and 'Sign out'. The main content area shows the following details:

- Request ID:** FE00002006, **Requested by:** 90000251, **Submitted on:** 05/09/2017
- Set ID:** LACMP, **Department:** 351500, **Extramural Fund Management**
- Fiscal Year:** 2017, **Budget Begin Date:** 07/01/2016, **Budget End Date:** 06/30/2017
- Request Status:** Pending Approval

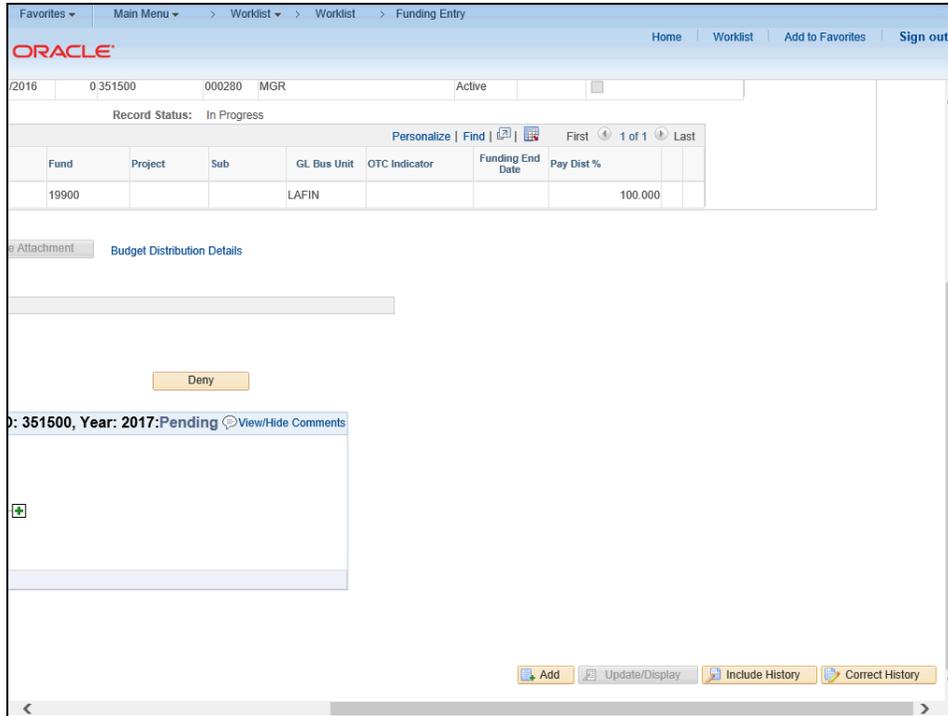
Below this, there are sections for 'Level' (Department, Position Pool, Position), 'Job Data Snapshot' (with a table for employee details), 'Earnings Distribution' (with a table for funding details), and an 'Approver document upload' section with an 'Initiator Comment' field and 'Approve'/'Deny' buttons.

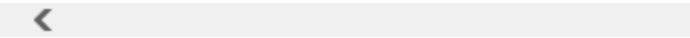
Step	Action
8.	<p>The header information includes the system-generated request ID number, the Initiator's employee ID (<b>Requested by</b> field) and the date the transaction was submitted. It also includes the <b>Set ID</b> (UC location, which is UCLA Campus in this example), the fiscal year, and budget begin and end dates.</p>

Step	Action
9.	The <b>Level</b> section identifies the type of funding. In this example, the funding is at position level.
10.	In this example, the <b>Job Data Snapshot</b> section includes incumbent details, which indicates the position is currently filled or partially filled. If this section is blank, it indicates the position is currently vacant.
11.	If necessary, scroll down to display additional fields and page functions.  Click the scroll bar.

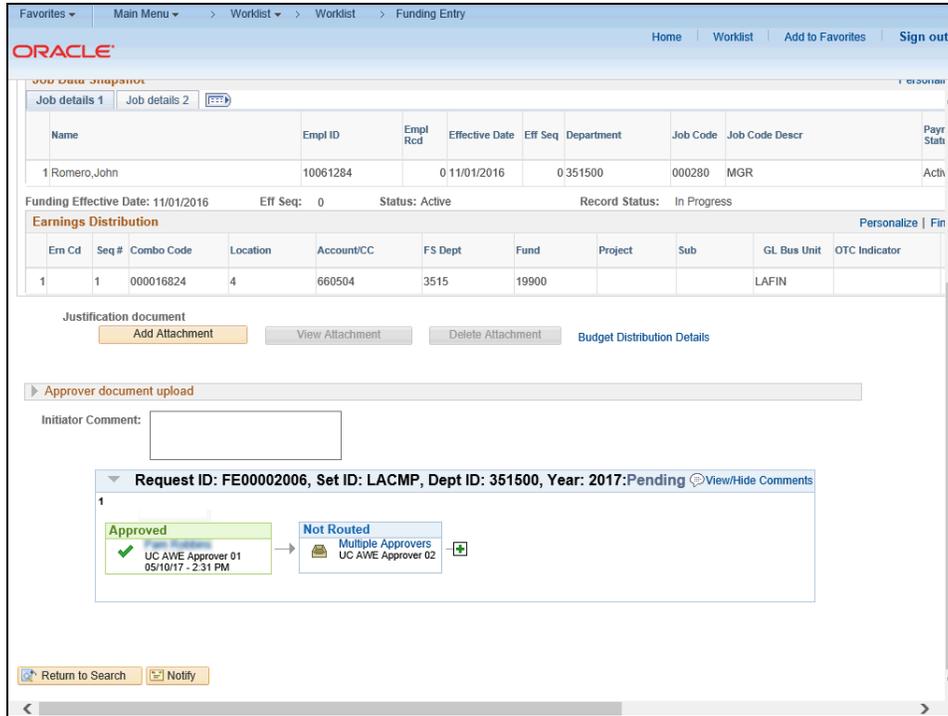


Step	Action
12.	Each approver is assigned to a specific workflow approval level. Some transactions require only one level of approval, while others require multiple levels. In this example, the transaction requires multiple levels of approval and the first approval is pending.  The Approver 1 level can approve or deny transactions, but cannot push back a transaction.  The Approver 2 and 3 levels can approve, push back to a previous approver (not the Initiator) or deny transactions.
13.	If necessary scroll right to display additional fields and page functions.  Click the scroll bar.



Step	Action
14.	If the <b>Initiator Comments</b> indicated approval is required for a newly entered historical row, click the <b>Include History</b> button to see all rows.
15.	For this example, scroll left to display the <b>Approve</b> button.  Click the scroll bar.  

Step	Action
16.	Enter your comments as needed. Comments are required if you push back or deny the transaction.
17.	When you are ready to complete your review, click the appropriate button.  For this example, click the <b>Approve</b> button.  <div style="text-align: center;">  </div>



Step	Action
18.	<p>After you approve a transaction, the page no longer displays the approval action buttons. The approval status monitor remains at the bottom of the page. This section displays the approval workflow details, including completed and pending approvals.</p> <p>Upon final approval, the <b>Request Status</b> and <b>Record Status</b> fields display <b>Saved to Database</b>.</p>
19.	<p>You have approved a position funding request.</p> <p><b>End of Procedure.</b></p>