
Faculty Additional Compensation eForm User's Guide

Provost Budget Office

<http://wwwnew.towson.edu/provostpbo/>

Revised September 2022

Gideon Taylor Additional Compensation Faculty eForm

The Additional Compensation Faculty eForm is used to pay regular and contingent faculty (tenured, tenure track, clinical, visiting, lecturers, and adjunct) for non-teaching assignments that are in addition to their regular workload.

Only faculty members with an active job can be paid via the Additional Compensation Faculty eForm.

The departments funding the additional compensation assignment should be the department initiating the Additional Compensation Faculty eForm.

The system will perform budget checks at the parent level for 502000 and 502200. Sufficient funds should be available prior to initiating an eForm.

All questions regarding the Additional Compensation Faculty eForm should be sent to PBO@towson.edu.

Section 1: Initiators

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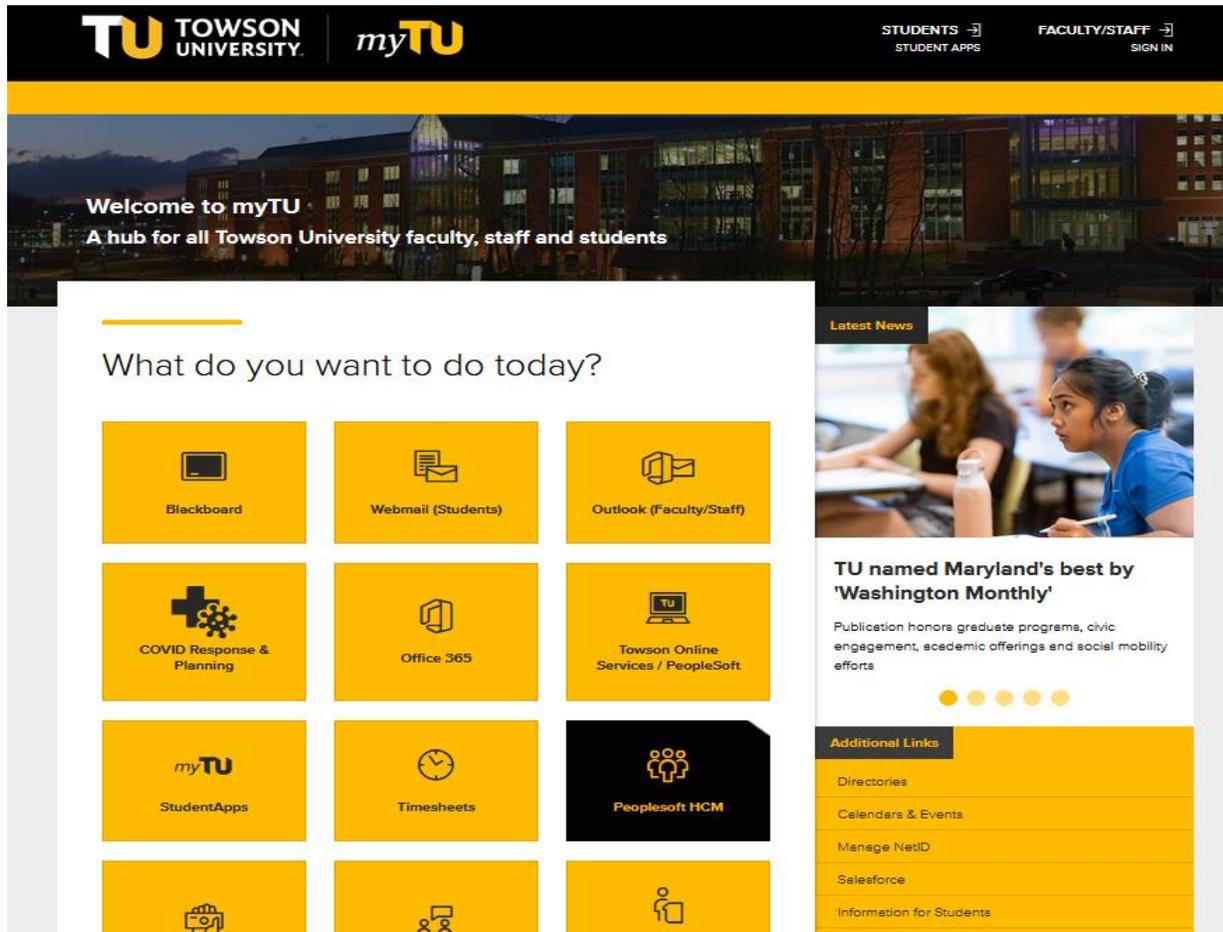
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Section 1: Initiators

Logging in to Gideon Taylor Additional Compensation Faculty eForm

1. From myTU, select PeopleSoft HCM.



2. Login using TU NetID.

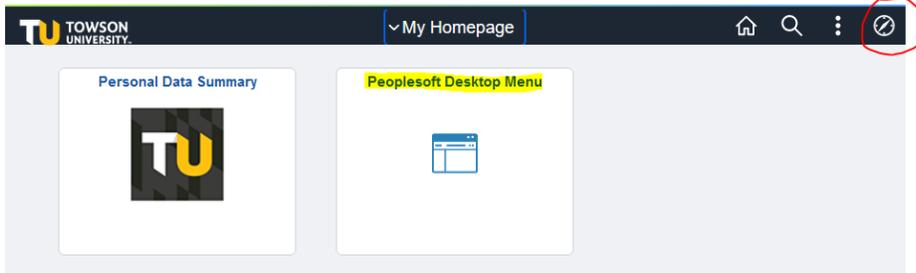
Secure Login
Faculty / Staff Entry to PS Human Capital Management

NetID:

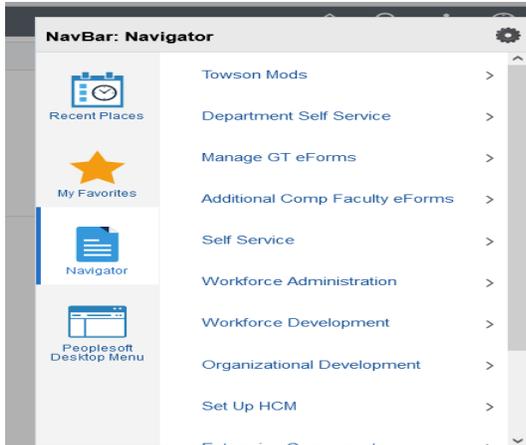
Password:

[Manage My NetID](#)

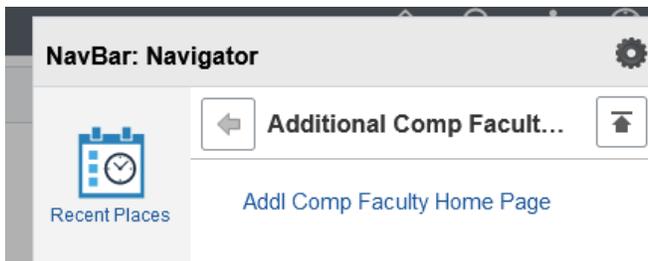
3. Click on PeopleSoft Desktop Menu. Click on compass icon.



4. Select Additional Comp Faculty eForms.



5. Select Addl Comp Faculty Home Page.



Initiator's Home Page

Favorites : Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Additional Compensation Faculty Home Page



[Create an Additional Compensation Faculty eForm](#)

Click here to create one of the Additional Compensation Faculty family of eForms.



[Update, Resubmit or Withdraw an Additional Compensation Faculty eForm](#)

Click here to make changes to and resubmit an Additional Compensation Faculty eForm that has already been created, or to withdraw one.



[View an Additional Compensation Faculty eForm](#)

View a recently submitted Additional Compensation Faculty eForm, including information about its handling so far. Additional Compensation Faculty eForms submitted in the last month are listed here. This is a read-only view.

A. Initiate an Additional Compensation eForm

1. Select the create option from the Additional Compensation Faculty Home Page.



[Create an Additional Compensation Faculty eForm](#)

Click here to create one of the Additional Compensation Faculty family of eForms.

2. Select Addl Compensation Faculty eForm.

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Start an Additional Compensation Faculty eForm



Addl Compensation Faculty eForm

The Additional Compensation Faculty eForm is a working template that can be copied to quickly create new eForm types. In its template form, it creates a new User ID.

[Addl Compensation Faculty eForm](#)

[Return to Additional Compensation Faculty Home Page](#)

The eForm is automatically assigned the next available Contract ID number.

Create a AddlCmpFac eForm

Authored by

GIDEON TAYLOR

Step 1 of 2: Submit AddlCmpFac Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Appointee

Contract ID: 174

Employee Type:

*Empl ID: 

Appointee Home Dept:

Name:

Email:

Phone:

Contract Data

*Contract Amount:

*Contract Begin Date: 

*End Date: 

Fiscal Year:

*Assignment Category:

*Assignment Description

*Appointing Department: 

Funding Department: 

Grant: 

Job Code:

Account:

*Payment Option:

*Pay Range Begin: 

*Pay Range End: 

Payroll Type:

Number of Pays:

Payment Amount:

Budget Check Status: Not Checked

Budget Override

Add File Attachment

Your Comment:



<< Previous

Submit

Clear

Save

3. Enter appointee's Empl ID or Click the search icon  to search for the appointee by last and/or first name. *Appointee must have a current faculty contract.*

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Create a AddlCmpFac eForm

Authorized by **GIDEON TAYLOR**

Step 1 of 2: Submit AddlCmpFac Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Appointee

Contract ID: 174 Employee Type:
 *Empl ID: Appointee Home Dept:
 Name:
 Email: Phone:

Contract Data

*Contract Amount: *Contract Begin Date:
 *Assignment Category: *Assignment Description:
 *Appointing Department: Grant:
 Funding Department: Account:
 Job Code: *Pay Range Begin: *Pay Range End:
 *Payment Option: Number of Pays: Payment Amount:
 Payroll Type: Budget Check Status: Not Checked Budget Override

Your Comment:

Look Up Empl ID

Empl ID: begins with
 Last Name: begins with FAKE
 First Name: begins with

 [Basic Lookup](#)

Search Results

View 100 First 1-4 of 4 Last

Empl ID	Last Name	First Name
0147346	Fake	Suzanne
0147426	Fake	Steven
0149548	Fake	Daniel
0469113	Fake	Julie

The appointee information is automatically populated when the Empl ID is entered.

Contract Data (all fields are required)

4. **Enter Contract Amount.**
5. **Enter Contract Begin Date and Contract End Date.**
(Note: contract date cannot cross fiscal years)
6. **Select Assignment Category from drop down menu.**
(Note: Do not select "Chair PBO Only" on the regular faculty eForm)
7. **Enter detailed Assignment Description** (field can accommodate 254 characters).

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Create a AddlCmpFac eForm

Authorized by
GIDEON TAYLOR

Step 1 of 2: Submit AddlCmpFac Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Appointee

Contract ID: 174 Employee Type: Lecturer
*Empl ID: 0147345 Appointee Home Dept: 13020 Education Tech Literacy EDTL
Name: Suzanne S. Fake
Email: addlcmp@gmail.com Phone: 410/704-2000

Contract Data

*Contract Amount: 2500.00 *Contract Begin Date: 09/01/2015 *End Date: 12/31/2015 Fiscal Year: 2016

*Assignment Category:
Academic Services
Advising
Develop Course Material
Director
Non Credit Teaching
Principal Investigator
Research
Summer Grad Program Director

Estimated hours per week period expected to work on this project:

*Appointing Department:

Funding Department:

*Assignment Description:

Grant:

8. **Enter estimated hours (Lecturers and Adjuncts only).**
(Note: This question does not appear on regular faculty eForm)

Contract Data

*Contract Amount: 2500.00 *Contract Begin Date: 09/01/2015 *End Date: 12/31/2015 Fiscal Year: 2016

*Assignment Category: Non Credit Teaching

Estimated hours per week over a 30 day period expected to work on this project: 3.00

*Assignment Description: Non-credit Teaching for EDTL course

*Appointing Department:

Funding Department:

Grant:

Job Code: E40345 Educator, Non-Credit Courses Account: 502419

The Job Code and Account fields are auto populated or will be entered by Human Resources.

9. **Enter Appointing Department and Funding Department** (Use the look up to search for departments you can access). **Enter grant number if assignment is grant funded** (Do not use look up for grants. Search results will return all grants).

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Authorized by
GIDEON TAYLOR

Create a AddlCmpFac eForm

Step 1 of 2: Submit AddlCmpFac Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Appointee

Contract ID: 174 Employee Type: Lecturer
 *Empl ID: 0147345 Appointee Home Dept: 13020
 Name: Suzanne S. Fake
 Email: addicmp@gmail.com Phone: 410/704-2000

Contract Data

*Contract Amount: 2500.00 *Contract Begin Date: 09/01/2015
 *Assignment Category: Non Credit Teaching *Assignment Description: Non-credit Teaching
 Estimated hours per week over a 30 day period expected to work on this project: 3.00

*Appointing Department: [] Grant: []
 Funding Department: []

Job Code: E40345 Educator, Non-Credit Courses Account: 502419
 *Payment Option: [] *Pay Range Begin: [] *Pay Range End: []
 Payroll Type: Contingent Payroll Number of Pays: Payment Amount:
 Budget Check Status: Not Checked Budget Override

Add File Attachment

Your Comment: []

Look Up Appointing Department

Department ID: begins with []
 Department: begins with []
 Dept: begins with []

[Basic Lookup](#)

Search Results

View 100 First 1 of 1 Last

Department ID	Department	Dept
13020	Education Tech Literacy EDTL	EDTLstate

Contract Data

*Contract Amount: 2500.00 *Contract Begin Date: 09/01/2015 *End Date: 12/31/2015 Fiscal Year: 2016
 *Assignment Category: Non Credit Teaching *Assignment Description: Non-credit Teaching for EDTL course
 Estimated hours per week over a 30 day period expected to work on this project: 3.00

*Appointing Department: 13020 Education Tech Literacy EDTL
 Funding Department: 13020 Education Tech Literacy EDTL Grant:
 Job Code: E40345 Educator, Non-Credit Courses Account: 502419

10. Select Payment Option from drop down menu.

(Note: "Monthly" payments will be paid the second pay of the month)

11. Enter Pay Range Begin and Pay Range End dates.

(Note: Pay Range Begin date must be equal to or later than the Contract Begin Date and equal to or later than the current date. Pay range cannot cross fiscal years.)

Please refer to the Payroll Office's Payroll Schedule when entering pay range dates.

<https://www.towson.edu/financialservices/payroll/>

"One Time Pay" option: using the payroll schedule, select the desired payroll number. Enter the **Pay Period End Date** as the Pay Range End date on the eForm.

Contract Data							
*Contract Amount:	<input type="text" value="2500.00"/>	*Contract Begin Date:	<input type="text" value="09/01/2015"/>	*End Date:	<input type="text" value="12/31/2015"/>	Fiscal Year:	2016
*Assignment Category:	<input type="text" value="Non Credit Teaching"/>	*Assignment Description					
Estimated hours per week over a 30 day period expected to work on this project:	<input type="text" value="3.00"/>	<input type="text" value="Non-credit Teaching for EDTL course"/>					
*Appointing Department:	<input type="text" value="13020"/> Education Tech Literacy EDTL	Grant:					
Funding Department:	<input type="text" value="13020"/> Education Tech Literacy EDTL	Account: 502419					
Job Code:	E40345 Educator, Non-Credit Courses	*Pay Range Begin:					
*Payment Option:	<input type="text" value="Biweekly"/>	*Pay Range End:					
Payroll Type:	<input type="text" value="Monthly"/>	Number of Pays:					
Budget Check Status:	<input type="text" value="Not Checked"/>	Payment Amount:					
		<input type="checkbox"/> Budget Override					
<input type="button" value="Add File Attachment"/>							
Your Comment:	<input type="text"/>	<input type="button" value="Previous"/> <input type="button" value="Submit"/>					
		<input type="button" value="Clear"/> <input type="button" value="Save"/>					

The system will automatically calculate the number of pays and each payment amount.

Create a AddlCmpFac eForm

Authored by
GIDEON TAYLOR

Step 1 of 2: Submit AddlCmpFac Data

Fill out the fields below and hit Submit to create a new User ID. The new user will be created with the default password.

Appointee

Contract ID: 174 Employee Type: Lecturer
*Empl ID: Appointee Home Dept: 13020 Education Tech Literacy EDTL
Name: Suzanne S. Fake
Email: addlcmp@gmail.com Phone: 410/704-2000

Contract Data

*Contract Amount: *Contract Begin Date: *End Date: Fiscal Year: 2016

*Assignment Category:

*Assignment Description

Non-credit Teaching for EDTL course

Estimated hours per week over a 30 day period expected to work on this project:

*Appointing Department: Education Tech Literacy EDTL

Funding Department: Education Tech Literacy EDTL Grant:

Job Code: E40345 Educator, Non-Credit Courses Account: 502419

*Payment Option: *Pay Range Begin: *Pay Range End:

Payroll Type: Contingent Payroll Number of Pays: 4 Payment Amount: 625.00

Budget Check Status: Not Checked Budget Override

Your Comment:

Budget Check Status

The system will check for available budget. Before entering an eForm, ensure there is sufficient budget. **Budgets will be checked at the parent level for 502000 and 502200 account codes.** If 502000 and/or 502200 is in deficit or 502000 is less than the contract amount, a budget error will occur.

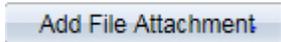
If a budget check error occurs, follow the instructions in the popup message. If you submit a budget transfer, wait 24 hours before resubmitting the eForm. If a budget override is necessary and has been approved by the Provost Budget Office, the PBO will check the Budget Override box and the initiator will be notified via email.

Possible Budget Check Statuses are *Not Checked, Valid or Error.*

12. Add additional file attachment (if applicable)

(Note: Contract PDF attachment with terms and conditions will be generated when the eForm is saved or submitted)

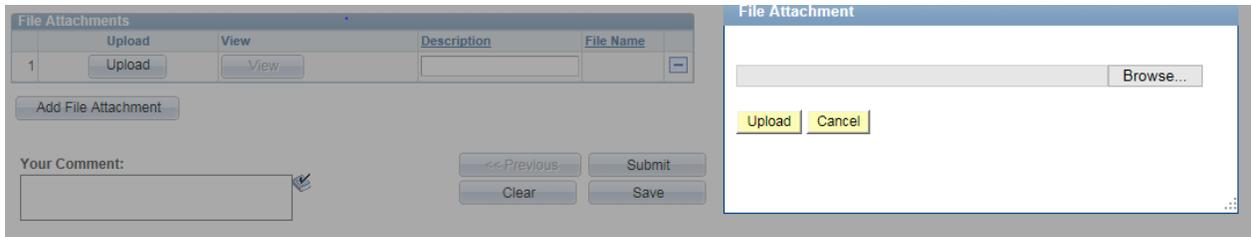
a. Select Add File Attachment Button.



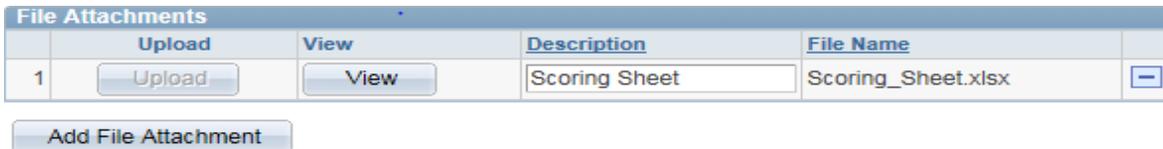
b. Select Upload button.



c. Select Browse button to find file. Click Upload Button.



d. Enter File Description (required field).

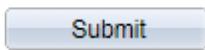


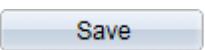
13. Enter comments for additional notes if needed.

Note: all approvers, except the appointee, will see the Comment History. However, appointees can add a comment.



14. Submit or Save eForm.

Select  to send contract to the next approver.

Select  to put eForm on hold.

 will clear the eForm data and assign the next available contract ID number.

Submit and save buttons will take you to the workflow screen.

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Create a AddlCmpFac eForm

Authorized by
GIDEON TAYLOR

Step 2 of 2: Form Finalized

Congratulations, you've done it!

Appointee

Contract ID: 178 Employee Type: Lecturer
Empl ID: 0147345 Appointee Home Dept: 13020 Education Tech Literacy EDTL
Name: Suzanne S. Fake
Email: addlcmp@gmail.com Phone: 410/704-2000

Form Status

You have just **SUBMITTED** this form. This action passed the form to Department Approver for further processing.

Process Visualizer

1: Hipkins, Ruth A. (RHIPKINS) > 2: Home Department Approver > 3: Home Sub Division Approver > 4: Appointing Department Approver > 5: Appointing Sub Division Approver > 6: OSPR Approver > 7: Appointee > 8: Provost Budget Office > 9: Human Resources - Empl Comp > 10: Human Resources - Operations > 11: Payroll Office > 12: Integration Broker > 13: System

[View This Form](#)

[Return](#)

The Process Visualizer section outlines the eForm workflow.

- Check mark indicates the eForm has been approved by that queue.
- Wavy arrow indicates an approval queue has been bypassed.
- Box indicates the eForm is in that approval queue.
- Shaded queues are the remaining approval queues in the workflow.

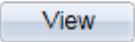
[View This Form](#)

to go back to eForm to view Contract PDF file and next approver.

[Return](#)

to return to the Additional Compensation Faculty Home Page.

View Contract PDF File and Next Approver in Create Mode

1. Select [View This Form](#) from Step 2 of 2: Form Finalized screen (previous page).
2. Select  under the File Attachments section to view the 2 page contract, which includes the contract terms and conditions.
(Note: The Contract PDF file is generated when the eForm is saved or submitted.
The Contract PDF files will be available in PeopleSoft for 3 years.)

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

The information below was gathered on the eForm. Choose Next to see the eForm's history.

Appointee

Contract ID: 178 Employee Type: Lecturer
 Empl ID: 0147345 Appointee Home Dept: 13020 Education Tech Literacy EDTL
 Name: Suzanne S. Fake
 Email: addlcmp@gmail.com Phone: 410/704-2000

Contract Data

Contract Amount: 2500.00 Contract Begin Date: 09/01/2015 End Date: 12/31/2015 Fiscal Year: 2016

Assignment Category: Non Credit Teaching Assignment Description: Non-credit Teaching for EDTL course

Estimated hours per week over a 30 day period expected to work on this project: 3.00

Appointing Department: 13020 Education Tech Literacy EDTL
 Funding Department: 13020 Education Tech Literacy EDTL Grant:
 Job Code: E40345 Educator, Non-Credit Courses Account: 502419
 Payment Option: Monthly Pay Range Begin: 10/01/2015 Pay Range End: 01/31/2016
 Payroll Type: Contingent Payroll Number of Pays: 4 Payment Amount: 625.00
 Budget Check Status: Not Checked Budget Override

Please press the View Button to review the Contract Terms and Conditions.

File Attachments

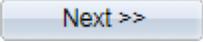
	Upload	View	Description	File Name	
1			Scoring Sheet	Scoring_Sheet.xlsx	
2			Contract PDF	ADCM_CNTR_178_0147345.pdf	

Comments

Your Comment:

Comment History:

** Ruth A. Hipkins
 ** Wed, Aug 26 15, 11:40:29 AM
 New non-credit course

3. Select  to view Form History.
(Select search button to return to the View an Addl CmpFac eForm screen.)

Form History

The Form History Screen shows the Transaction/Signature Log, which includes the date and time the action occurred, name of user, action taken and status of eForm.

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Step 2 of 2: Form History

The History page shows everything that has happened to this eForm since its creation.

Form Information

eForm ID: 178
 Form Status: Pending
 Form Type: ADDLCMPFAC AddlCmpFac Form
 Condition: DEFAULT Default
 Next Approver: TUWFDEPT_APR

[Who can work this form?](#) [Form Messages](#)

Process Visualizer

Transaction / Signature Log

Current DateTime	Role Name	User ID	User Description	Action	Status
1 08/26/2015 11:40:29AM	TUWFINITIATOR	RHIPKINS	Ruth A. Hipkins	Submit	Pending

Comments

Your Comment:

Comment History:

** Ruth A. Hipkins
 ** Wed, Aug 26 15, 11:40:29 AM
 New non-credit course

<< Previous Next >>

<< Search

- Select [Who can work this form?](#) to view next approver.

The Current Form Worklist Items list the approvers in the current approval queue. Everyone in the approval queue will receive an email notification from HCMPRD@towson.edu. Only one person in the queue will evaluate/approve the eForm.

Step 2 of 2: Form History

The History page shows everything that has happened to this eForm since its creation.

Form Information

eForm ID	178	
Form Status	Pending	
Form Type	ADDLCMPFAC	AddCmpFac Form
Condition	DEFAULT	Default
Next Approver	TUWFDEPT_APR	

[Who can work this form?](#) [Form Messages](#)

Process Visualizer

1: Hipkins, Ruth A. (RHIPKINS) → 2: Home Department Approver → 3: Home Sub Division Approver → 8: Provost Budget Office → 9: Human Resources - Empl Comp → 10: Human Resources - Operations → 11: Payroll Office → 12: Integration Broker → 13: System

Current Form Worklist Items

	WIZER	David R. Wizer	addlcmp@gmail.com
--	-------	----------------	--

[Return](#)

Transaction / Signature Log

Current DateTime	Role Name	User ID	User Description	Action	Status
1 08/26/2015 11:40:29AM	TUWFINITIATOR	RHIPKINS	Ruth A. Hipkins	Submit	Pending

Comments

Your Comment:

Comment History:

** Ruth A. Hipkins
 ** Wed, Aug 26 15, 11:40:29 AM
 New non-credit course

<< Previous Next >>
 << Search

5. Select [<< Previous](#) to return to eForm

(Select search button to return to View an Addl CmpFac eForm screen.)

B. Update a saved eForm, Resubmit a recycled eForm, or Withdraw an eForm

Initiators can make changes to an eForm only if the form has been recycled back to initiator's queue. **Do not make changes while the eForm is in the workflow.**

1. From the Additional Compensation Faculty Home Page select the Update...option.

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Additional Compensation Faculty Home Page



[Create an Additional Compensation Faculty eForm](#)

Click here to create one of the Additional Compensation Faculty family of eForms.



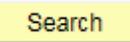
[Update, Resubmit or Withdraw an Additional Compensation Faculty eForm](#)

Click here to make changes to and resubmit an Additional Compensation Faculty eForm that has already been created, or to withdraw one.



[View an Additional Compensation Faculty eForm](#)

View a recently submitted Additional Compensation Faculty eForm, including information about its handling so far. Additional Compensation Faculty eForms submitted in the last month are listed here. This is a read-only view.

2. Enter search criteria(s) or Select  button to view list of eForms.

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Update a AddlCmpFac eForm

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Contract ID:	begins with	<input type="text"/>
Workflow Form Status:	=	<input type="text"/>
Empl ID:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
First Name:	begins with	<input type="text"/>
Department:	begins with	<input type="text"/>

Search

Clear

[Basic Search](#)

[Save Search Criteria](#)

Search Results

View All First 1-7 of 7 Last

Contract ID	Workflow Form Status	Empl ID	Last Name	First Name	Middle Name	Department	Description
164	On Hold	0147426	Fake	Steven	I	13020	Education Tech Literacy EDTL
169	On Hold	0147345	Fake	Suzanne	Sandra	13020	Education Tech Literacy EDTL
174	On Hold	0147345	Fake	Suzanne	Sandra	13020	Education Tech Literacy EDTL

Note: search results can be sorted by clicking on any column heading.

3. Make changes to form data and resubmit eForm.

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Update a AddlCmpFac eForm ■ GIDEON TAYLOR

Step 1 of 2: Update AddlCmpFac Data

Make any form data changes needed, then click Resubmit.

▼ Appointee

Contract ID: 174 Employee Type: Lecturer
 Empl ID: 0147345 Appointee Home Dept: 13020 Education Tech Literacy EDTL
 Name: Suzanne S. Fake
 Email: addlcmp@gmail.com Phone: 410/704-2000

Contract Data

*Contract Amount: *Contract Begin Date: *End Date: Fiscal Year: 2016

*Assignment Category: *Assignment Description:

Estimated hours per week over a 30 day period expected to work on this project:

*Appointing Department: Education Tech Literacy EDTL Grant:

Funding Department: Education Tech Literacy EDTL Account: 502419

Job Code: E40345 Educator, Non-Credit Courses *Payment Option:

*Pay Range Begin: *Pay Range End:

Payroll Type: Contingent Payroll Number of Pays: 4 Payment Amount: 625.00

Budget Check Status: Not Checked Budget Override

Please press the View Button to review the Contract Terms and Conditions.

File Attachments

	Upload	View	Description	File Name	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Contract PDF	ADCM_CNTR_174_0147345.pdf	<input type="button" value="[-"/>
2	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Scoring Sheet	Scoring_Sheet.xlsx	<input type="button" value="[-"/>

Comments

Your Comment:

Select to permanently end eForm from processing and archive the eForm.

Select to send eForm to next approver with any changes made.

Select to return to the **Update a AddlCmpFac eForm** screen.

Select to place eForm on hold.

Evaluators can Recycle, Deny, or Approve eForms.

Recycled contracts

Recycled contracts are routed back to the initiator for necessary changes. Only the initiator will receive an email notification from HCMPRD@towson.edu. Only the initiator can make changes to the eForm data. A resubmitted eForm will route through all the approval queues again.

Denied contracts

Denied contracts will be archived. Only the initiator will receive an email notification from HCMPRD@towson.edu.

Opt out of online acceptance

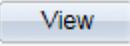
An appointee has the option to opt out of the online approval process. If an appointee opts out, the initiator will receive an email notification instructing the initiator to contact the appointee to initiate a paper contract. The workflow form status will reflect "Denied".

Section 2: Evaluators

All evaluators will receive an auto generated email notification from **HCMPRD@towson.edu** when an Additional Compensation eForm enters their queue. Evaluators can access the eForm via the email notification or by logging into PeopleSoft (page 23).

Using the email notification:

1. Click on ["Click Here"](#) in the email.
2. Enter User ID and Password.
3. Review eForm data for accuracy.

To view contract terms and conditions select  next to Contract PDF under the File Attachments section. (**Note:** Contract PDF files are available in PeopleSoft for 3 years.)

4. Select Recycle, Deny, Approve.

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Evaluate a AddlCmpFac eForm Authorized by
GIDEON TAYLOR

Step 2 of 3: Review AddlCmpFac Data

Please review the form data below, and decide whether to Approve it, Deny it, or Recycle it back to the originator.

Appointee

Contract ID: 174 Employee Type: Lecturer
Empl ID: 0147345 Appointee Home Dept: 13020 Education Tech Literacy EDTL
Name: Suzanne S. Fake
Email: addlcmp@gmail.com Phone: 410/704-2000

Contract Data

Contract Amount: 2500.00 Contract Begin Date: 09/01/2015 End Date: 12/31/2015 Fiscal Year: 2016

Assignment Category: Non Credit Teaching Assignment Description: Non-credit Teaching for EDTL course
Estimated hours per week over a 30 day period expected to work on this project: 3.00

Appointing Department: 13020 Education Tech Literacy EDTL
Funding Department: 13020 Education Tech Literacy EDTL Grant:

Job Code: E40345 Educator, Non-Credit Courses Account: 502419
Payment Option: Monthly Pay Range Begin: 10/01/2015 Pay Range End: 01/31/2016
Payroll Type: Contingent Payroll Number of Pays: 4 Payment Amount: 625.00
Budget Check Status: Not Checked Budget Override

Please press the View Button to review the Contract Terms and Conditions.

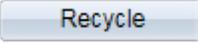
File Attachments

	Upload	View	Description	File Name
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Scoring Sheet	Scoring_Sheet.xlsx
2	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Contract PDF	ADCM_CNTR_174_0147345.pdf

Comments

Your Comment:

Comment History:
-- Ruth A. Hipkins
-- Wed, Aug 26 15, 10:13:52 AM
New non-credit course

Select  to send the eForm back to the initiator for changes.

****Please provide directions in the Comments section that will help the initiator make acceptable changes****

Select  to permanently end eForm from processing. eform will be archived.

****Please provide an explanation in the Comments section****

Select  to send eForm to the next approver for evaluation.

Selecting *recycle, deny, or approve* will take you to the workflow screen.

Evaluate a AddlCmpFac eForm

Authored by

GIDEON TAYLOR

Step 3 of 3: Form Finalized

Thank you for your attention to this matter!

Appointee

Contract ID: 182

Employee Type: Lecturer

Empl ID: 0147345

Appointee Home Dept: 13020 Education Tech Literacy EDTL

Name: Suzanne S. Fake

Email: addlcmp@gmail.com

Phone: 410/704-2000

Form Status

You have just **APPROVED** this form. This action passed the form to Sub Division Approver for further processing.

Process Visualizer



[View This Form](#)

[Return](#)

The Process Visualizer section outlines the eForm workflow.

- Check mark indicates the eForm has been approved by that queue.
- Wavy arrow indicates an approval queue has been bypassed.
- Box indicates the eForm is in that approval queue.
- Shaded queues are the remaining approval queues in workflow.

Select [View This Form](#) to go back to eForm and to view next approver.

Select [Return](#) to return to the Additional Compensation Faculty Home Page.

View Next Approver

1. Select [View This Form](#) from Step 3 of 3: Form Finalized screen (previous page).

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

The information below was gathered on the eForm. Choose Next to see the eForm's history.

Appointee

Contract ID: 178 Employee Type: Lecturer
Empl ID: 0147345 Appointee Home Dept: 13020 Education Tech Literacy EDTL
Name: Suzanne S. Fake
Email: addlcmp@gmail.com Phone: 410/704-2000

Contract Data

Contract Amount: 2500.00 Contract Begin Date: 09/01/2015 End Date: 12/31/2015 Fiscal Year: 2016

Assignment Category: Non Credit Teaching Assignment Description: Non-credit Teaching for EDTL course

Estimated hours per week over a 30 day period expected to work on this project: 3.00

Appointing Department: 13020 Education Tech Literacy EDTL

Funding Department: 13020 Education Tech Literacy EDTL Grant:

Job Code: E40345 Educator, Non-Credit Courses Account: 502419

Payment Option: Monthly Pay Range Begin: 10/01/2015 Pay Range End: 01/31/2016

Payroll Type: Contingent Payroll Number of Pays: 4 Payment Amount: 625.00

Budget Check Status: Not Checked Budget Override

Please press the View Button to review the Contract Terms and Conditions.

File Attachments

	Upload	View	Description	File Name	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Scoring Sheet	Scoring_Sheet.xlsx	<input type="button" value="[-"/>
2	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Contract PDF	ADCM_CNTR_178_0147345.pdf	<input type="button" value="[-"/>

Comments

Your Comment:

Comment History:

** Ruth A. Hipkins
** Wed, Aug 26 15, 11:40:29 AM
New non-credit course

2. Select to view Form History.

(Select search button to return to the Evaluate an AddlCmpFac eForm search screen.)

Form History

The Form History Screen shows the Transaction/Signature Log, which includes the date and time the action occurred, name of user, action taken and status of eForm.

3. Select [Who can work this form?](#) to view next approver.
(Note: Everyone in the approval queue will receive an email notification from HCMPRD@towson.edu)

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

View a AddlCmpFac eForm Authorized by
GIDEON TAYLOR

Step 2 of 2: Form History

The History page shows everything that has happened to this eForm since its creation.

Form Information

eForm ID	178
Form Status	Part Apprv
Form Type	ADDLCMPFAC AddlCmpFac Form
Condition	DEFAULT Default
Next Approver	TUWFSUBDIV_APR

[Who can work this form?](#) [Form Messages](#)

Process Visualizer

Transaction / Signature Log

Current DateTime	Role Name	User ID	User Description	Action	Status
1 08/26/2015 11:40:29AM	TUWFINITIATOR	RHIPKINS	Ruth A. Hipkins	Submit	Pending
2 08/28/2015 3:19:04PM	TUWFDEPT_APR	WIZER	David R. Wizer	Approve	Part Apprv

Comments

Your Comment:

Comment History:

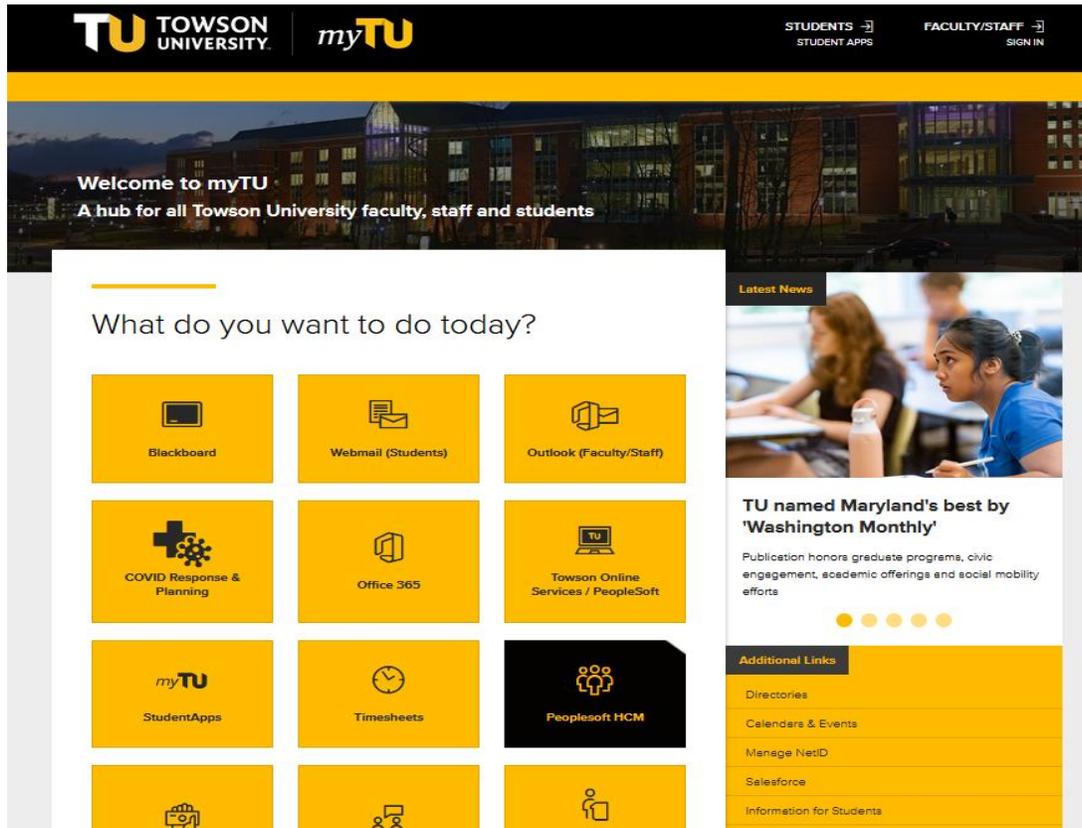
-- Ruth A. Hipkins
-- Wed, Aug 26 15, 11:40:29 AM
New non-credit course

Select to return to the eForm

Select to return to the Evaluate an AddlCmpFac eForm screen.

Evaluate eForm by Logging into PeopleSoft:

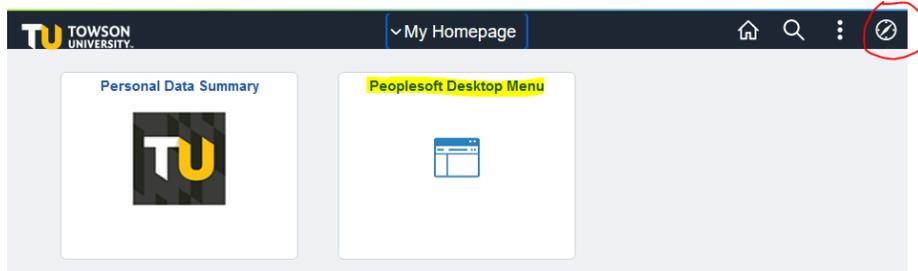
1. From myTU select PeopleSoft HCM.



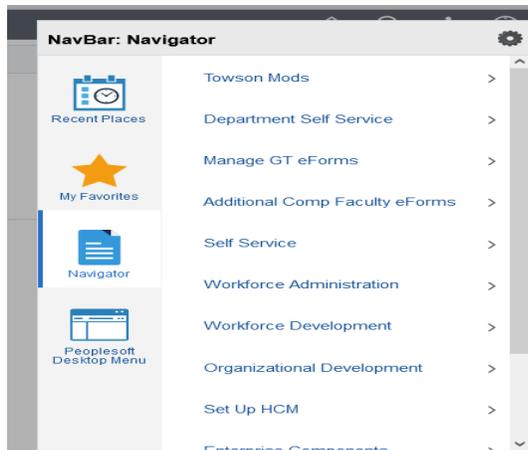
2. Log in using TU NetID.



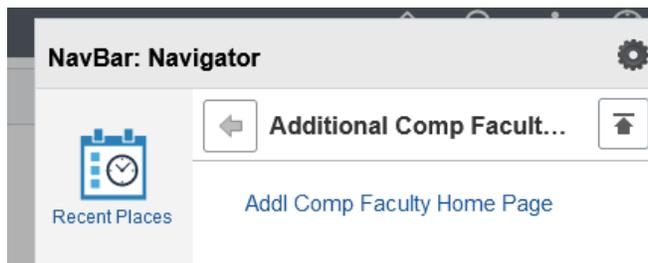
3. Click on PeopleSoft Desktop Menu. Click on compass icon.



4. Select Additional Comp Faculty eForms.



5. Select Addl Comp Faculty Home Page.



Evaluator's Home Page

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Additional Compensation Faculty Home Page



[Evaluate an Additional Compensation Faculty eForm](#)

Evaluate an Additional Compensation Faculty eForm to continue through the approval route



[View an Additional Compensation Faculty eForm](#)

View a recently submitted Additional Compensation Faculty eForm, including information about its handling so far. Additional Compensation Faculty eForms submitted in the last month are listed here. This is a read-only view.

6. Select the Evaluate...option to review and recycle, deny, or approve an Additional Compensation eForm.

Section 3: Appointees

Appointees will receive an auto generated email notification from **HCMPRD@towson.edu** when an Additional Compensation eForm enters their approval queue.

Appointees can access the eForm via the email notification (example email below) or by logging into PeopleSoft (page 30).

Using the email notification:

1. Click on "[Click Here](#)" in the email.
2. Enter User ID and Password.
3. Check "Agree to accept Online" and select

Next >>

The appointee may opt out of the electronic process. However, the Provost Office strongly encourages online acceptance of Additional Compensation Faculty eForms. If the appointee does not agree to accept the contract in electronic form, the department must generate a paper contract and obtain the appropriate signatures. Please contact the department's administrative assistant for assistance.

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Evaluate a AddlCmpFac eForm

Authored by

GIDEON TAYLOR

Step 1 of 3: Appointee Online Acceptance

Please review the Contract data below and decide whether to Approve it or Deny it.

Appointee

Contract ID: 178 Employee Type: Lecturer
Empl ID: 0147345 Appointee Home Dept: 13020 Education Tech Literacy EDTL
Name: Suzanne S. Fake
Email: addlcmp@gmail.com Phone: 410/704-2000

Please check the Agree to Accept Online box and click the Next button to review and accept your contract or check the Opt out Online acceptance box and contact your department to process your contract in paper form.

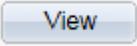
Online Contract Acceptance?

<input checked="" type="checkbox"/> Agree to accept Online	I agree to accept this contract in electronic form, in accordance with Maryland Uniform Electronic Transaction Act.
<input type="checkbox"/> Opt out Online acceptance	I do not agree to accept this contract in electronic form. I have the right to enter into this agreement in paper form.

Next >>

4. Review eForm data for accuracy.

To view contract terms and conditions select



next to Contract PDF under the File Attachments section.

Evaluate a AddlCmpFac eForm

Authored by
GIDEON TAYLOR

Step 2 of 3: Review AddlCmpFac Data

Please review the Contract data below and decide whether to Approve it or Deny it.

Appointee

Contract ID: 178 Employee Type: Lecturer
Empl ID: 0147345 Appointee Home Dept: 13020 Education Tech Literacy EDTL
Name: Suzanne S. Fake
Email: addlcmp@gmail.com Phone: 410/704-2000

Contract Data

Contract Amount: 2500.00 Contract Begin Date: 09/01/2015 End Date: 12/31/2015 Fiscal Year: 2016

Assignment Category: Non Credit Teaching

Assignment Description

Non-credit Teaching for EDTL course

Estimated hours per week over a 30 day period expected to work on this project: 3.00

Appointing Department: 13020 Education Tech Literacy EDTL

Funding Department: 13020 Education Tech Literacy EDTL Grant:

Payment Option: Monthly Pay Range Begin: 10/01/2015 Pay Range End: 01/31/2016

Payroll Type: Contingent Payroll Number of Pays: 4 Payment Amount: 625.00

Please press the View Button to review the Contract Terms and Conditions.

File Attachments				
	Upload	View	Description	File Name
1			Scoring Sheet	Scoring_Sheet.xlsx
2			Contract PDF	ADCM_CNTR_178_0147345.pdf

Your Comment:

5. Select Deny or Approve.

Select to permanently end eForm from processing. eForm will be archived. Initiator will be notified.

****Please provide an explanation in the Comment section****

Select to send eForm to the next approver for evaluation.

Selecting deny or approve will take you to the workflow screen.

Evaluate a AddlCmpFac eForm

Authorized by
GIDEON TAYLOR

Step 3 of 3: Form Finalized

Thank you for your attention to this matter!

Appointee

Contract ID: 178 Employee Type: Lecturer
Empl ID: 0147345 Appointee Home Dept: 13020 Education Tech Literacy EDTL
Name: Suzanne S. Fake
Email: addlcmp@gmail.com Phone: 410/704-2000

Form Status

You have just APPROVED this form. This action passed the form to Provost Budget Office for further processing.

Process Visualizer



[View This Form](#)

[Return](#)

The Process Visualizer section outlines the eForm workflow.

- Check mark indicates the eForm has been approved by that queue.
- Wavy arrow indicates an approval queue has been bypassed.
- Box indicates the eForm is in that approval queue.
- Shaded queues are the remaining approval queues in workflow.

[View This Form](#)

to go back to eForm and to see next approver

[Return](#)

to return to the Additional Compensation Faculty Home Page

View Next Approver

6. Select [View This Form](#) from Step 3 of 3: Form Finalized screen (previous page).

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

View a AddlCmpFac eForm

Authorized by
GIDEON TAYLOR

Step 1 of 2: View AddlCmpFac Data

The information below was gathered on the eForm. Choose Next to see the eForm's history.

Appointee

Contract ID: 178 Employee Type: Lecturer
Empl ID: 0147345 Appointee Home Dept: 13020 Education Tech Literacy EDTL
Name: Suzanne S. Fake
Email: addlcmp@gmail.com Phone: 410/704-2000

Contract Data

Contract Amount: 2500.00 Contract Begin Date: 09/01/2015 End Date: 12/31/2015 Fiscal Year: 2016

Assignment Category: Non Credit Teaching **Assignment Description**
Estimated hours per week over a 30 day period expected to work on this project: 3.00 Non-credit Teaching for EDTL course

Appointing Department: 13020 Education Tech Literacy EDTL
Funding Department: 13020 Education Tech Literacy EDTL Grant:
Job Code: E40345 Educator, Non-Credit Courses Account: 502419
Payment Option: Monthly Pay Range Begin: 10/01/2015 Pay Range End: 01/31/2016
Payroll Type: Contingent Payroll Number of Pays: 4 Payment Amount: 625.00
Budget Check Status: Not Checked Budget Override

Please press the View Button to review the Contract Terms and Conditions.

File Attachments

	Upload	View	Description	File Name	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Scoring Sheet	Scoring_Sheet.xlsx	<input type="button" value="-"/>
2	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Contract PDF	ADCM_CNTR_178_0147345.pdf	<input type="button" value="-"/>

7. Select to view Form History.

(Select search button to return to the Evaluate an AddlCmpFac eForm search screen.)

Form History

The Form History Screen shows the Transaction/Signature Log, which includes the date and time the action occurred, name of user, action taken and status of eForm.

8. Select [Who can work this form?](#) to view next approver.
(Note: Everyone in the approval queue will receive an email notification from HCMPRD@towson.edu.)

View a AddlCmpFac eForm

Authorized by **GIDEON TAYLOR**

Step 2 of 2: Form History

The History page shows everything that has happened to this eForm since its creation.

Form Information

eForm ID	178
Form Status	Part Apprv
Form Type	ADDLCMPFAC AddlCmpFac Form
Condition	DEFAULT Default
Next Approver	TUWFPBO

[Who can work this form?](#) [Form Messages](#)

Process Visualizer

1: Hipkins, Ruth A. (RHIPKINS) → 2: Home Department Approver → 3: Home Sub Division Approver → 4: Appointing Department Approver (14 days 3 hours 38 minutes) → 5: Appointing Sub Division Approver (12 days 17 hours 32 minutes) → 6: OSPR → 7: Appointee

8: Provost Budget Office → 9: Human Resources - Empl Comp → 10: Human Resources - Operations → 11: Payroll Office → 12: Integration Broker → 13: System

Current Form Worklist Items

HWILSON	Heather Wilson	addlcmp@gmail.com
KBURKE	J. Kevin Burke	addlcmp@gmail.com

[Return](#)

Transaction / Signature Log

Current DateTime	Role Name	User ID	User Description	Action	Status
1 08/26/2015 11:40:26AM	TUWFINITIATOR	RHIPKINS	Ruth A. Hipkins	Submit	Pending
2 08/28/2015 3:19:04PM	TUWFDEPT_APR	WIZER	David R. Wizer	Approve	Part Apprv
3 09/10/2015 8:51:05AM	TUWFSUBDIV_APR	RLORION	Raymond Lorion	Approve	Part Apprv
4 09/10/2015 8:56:19AM	TUWFAPPOINTEE	SSFAKE	Suzanne S Fake	Approve	Part Apprv

<< Previous Next >>

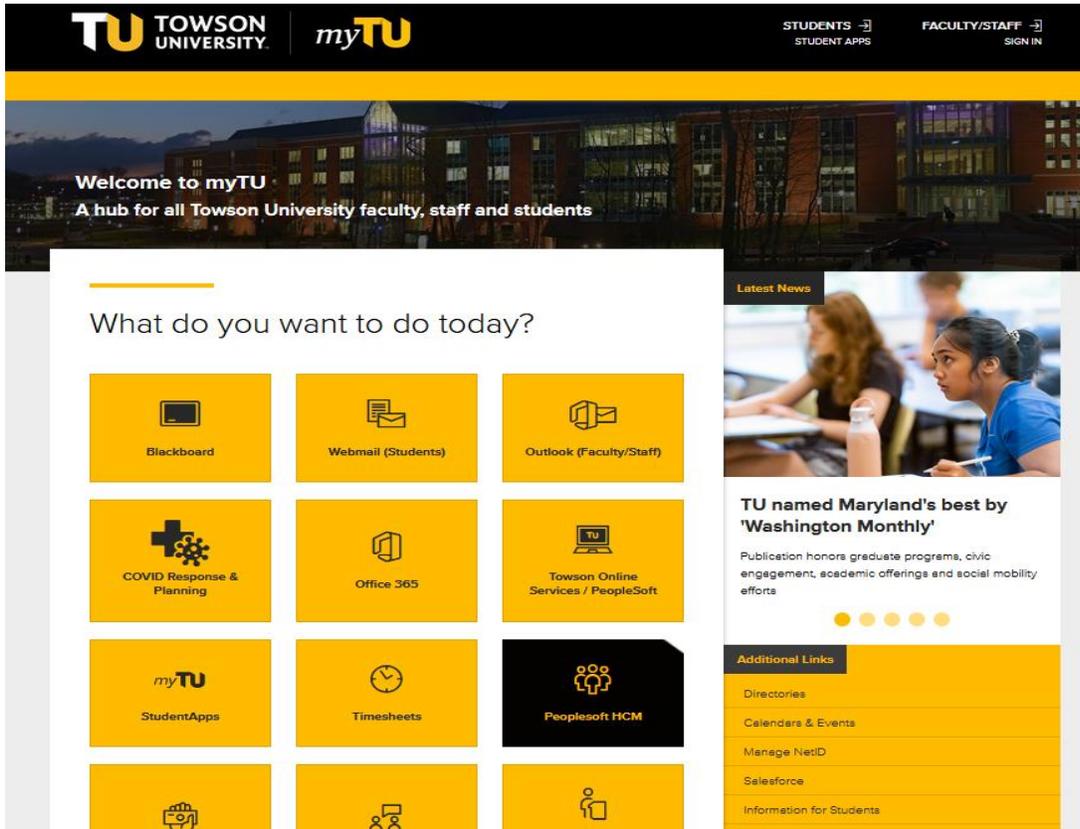
<< Search

Select [<< Previous](#) to return to eForm.

Select [<< Search](#) to return to the Evaluate an AddlCmpFac eForm screen.

Appointee Evaluate eForm by Logging into PeopleSoft

1. From myTU select PeopleSoft HCM.

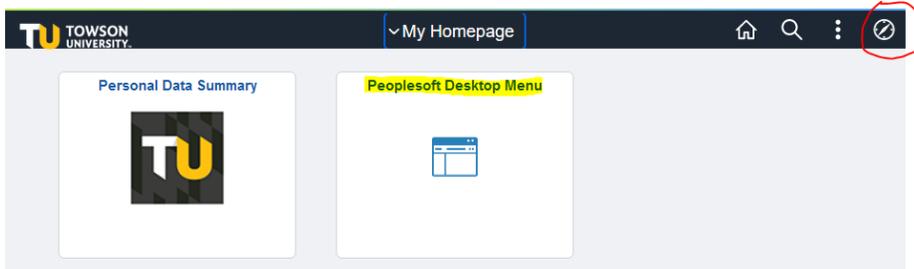


2. Log in using TU NetID.

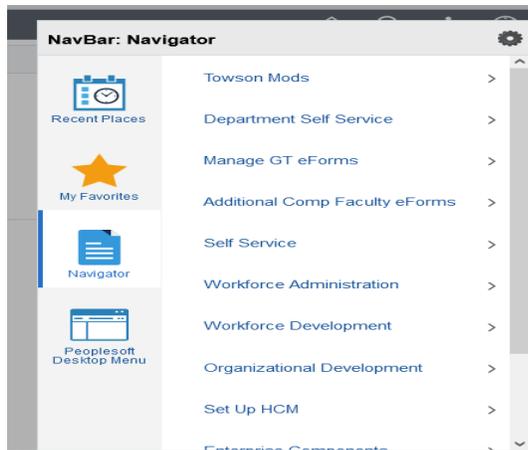
Secure Login Faculty / Staff Entry to PS Human Capital Management

The form is titled 'Secure Login' and 'Faculty / Staff Entry to PS Human Capital Management'. It contains two input fields: 'NetID:' and 'Password:'. Below the fields is a 'Login' button and a link that says 'Manage My NetID'.

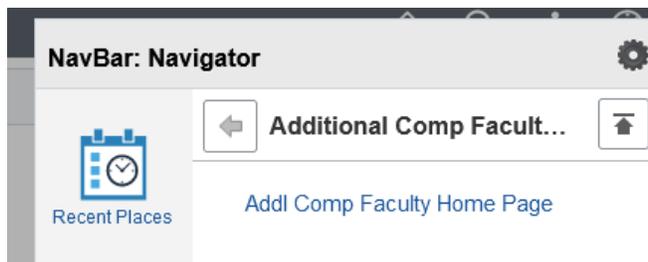
3. Click on PeopleSoft Desktop Menu. Click on compass icon.



4. Select Additional Comp Faculty eForms.



5. Select Addl Comp Faculty Home Page.



Appointee's Home Page

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Additional Compensation Faculty Home Page



[Evaluate an Additional Compensation Faculty eForm](#)

Evaluate an Additional Compensation Faculty eForm to continue through the approval route



[View an Additional Compensation Faculty eForm](#)

View a recently submitted Additional Compensation Faculty eForm, including information about its handling so far. Additional Compensation Faculty eForms submitted in the last month are listed here. This is a read-only view.

6. Select the Evaluate...option to review and deny or approve an Additional Compensation eForm.

Section 4: View an Additional Comp Faculty eForm from the Home Page

All users can view an eform from the Hope Page.

1. Select View...option from the Home Page

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

Additional Compensation Faculty Home Page



[View an Additional Compensation Faculty eForm](#)

View a recently submitted Additional Compensation Faculty eForm, including information about its handling so far. Additional Compensation Faculty eForms submitted in the last month are listed here. This is a read-only view.

2. Enter search criteria(s) or select button to view list of eForms.

Favorites Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

View a AddlCmpFac eForm

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Contract ID:	begins with	<input type="text"/>
Workflow Form Status:	=	<input type="text"/>
Empl ID:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
First Name:	begins with	<input type="text"/>
Department:	begins with	<input type="text"/>
Fiscal Year:	=	<input type="text"/>

Search

Clear

[Basic Search](#)

 [Save Search Criteria](#)

Search Results

Contract ID	Workflow Form Status	Empl ID	Last Name	First Name	Middle Name	Department	Description
164	On Hold	0147426	Fake	Steven	I	13020	Education Tech Literacy EDTL
169	On Hold	0147345	Fake	Suzanne	Sandra	13020	Education Tech Literacy EDTL
174	On Hold	0147345	Fake	Suzanne	Sandra	13020	Education Tech Literacy EDTL

Note: Search results can be sorted by clicking on any column heading.

Additional Comp Faculty eForm

Favorites | Main Menu > Additional Comp Faculty eForms > Addl Comp Faculty Home Page

View a AddlCmpFac eForm

Authored by

GIDEON TAYLOR

Step 1 of 2: View AddlCmpFac Data

The information below was gathered on the eForm. Choose Next to see the eForm's history.

Appointee

Contract ID: 178 Employee Type: Lecturer
Empl ID: 0147345 Appointee Home Dept: 13020 Education Tech Literacy EDTL
Name: Suzanne S. Fake
Email: addlcmp@gmail.com Phone: 410/704-2000

Contract Data

Contract Amount: 2500.00 Contract Begin Date: 09/01/2015 End Date: 12/31/2015 Fiscal Year: 2016

Assignment Category: Non Credit Teaching Assignment Description: Non-credit Teaching for EDTL course

Estimated hours per week over a 30 day period expected to work on this project: 3.00

Appointing Department: 13020 Education Tech Literacy EDTL

Funding Department: 13020 Education Tech Literacy EDTL Grant:

Job Code: E40345 Educator, Non-Credit Courses Account: 502419

Payment Option: Monthly Pay Range Begin: 10/01/2015 Pay Range End: 01/31/2016

Payroll Type: Contingent Payroll Number of Pays: 4 Payment Amount: 625.00

Budget Check Status: Not Checked Budget Override

Please press the View Button to review the Contract Terms and Conditions.

File Attachments

	Upload	View	Description	File Name	
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Scoring Sheet	Scoring_Sheet.xlsx	<input type="button" value="[-]"/>
2	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Contract PDF	ADCM_CNTR_178_0147345.pdf	<input type="button" value="[-]"/>

Comments

Your Comment:

<< Previous

Next >>

<< Search

Comment History:

-- Ruth A. Hipkins
-- Wed, Aug 26 15, 11:40:29 AM
New non-credit course

3. Select **Next >>** to view Form History.

(Select search button to return to the View an AddlCmpFac eForm screen.)

Section 5: Contract Cancellations/Adjustments

Contracts can be cancelled or adjusted by the Provost Budget Office only after an eForm has been “Executed” (approved by Payroll Office). Contract amounts can be reduced only. If a contract amount needs to be increased, another eForm should be submitted.

1. Complete the Additional Compensation Cancellation Form available on the PBO website.
2. Email the cancellation form to PBO@towson.edu
3. PBO will cancel or adjust the eForm in PeopleSoft.

Viewing a cancelled or adjusted eForm

If an eForm is cancelled, the WorkFlow Form Status will be “Cancelled” and “Pay Adjust” if the contract amount was reduced.

Search Clear Basic Search Save Search Criteria

Search Results

Contract ID	Workflow Form Status	Empl ID	Last Name	First Name	Middle Name	Department	Description	Fiscal Year
178	Pay Adjust	0147345	Fake	Suzanne	Sandra	13020	Education Tech Literacy EDTL 2016	2016
181	Part Apprv	0147345	Fake	Suzanne	Sandra	13020	Education Tech Literacy EDTL 2016	2016
182	Cancelled	0147345	Fake	Suzanne	Sandra	13020	Education Tech Literacy EDTL 2016	2016

The contract cancellation/adjustment information is embedded in the eForm.

Favorites Main Menu Additional Comp Faculty eForms Addl Comp Faculty Home Page

View a AddlCmpFac eForm Authorized by GIDEON TAYLOR

Step 1 of 2: View AddlCmpFac Data

The information below was gathered on the eForm. Choose Next to see the eForm's history.

Appointee

Contract ID: 178 Employee Type: Lecturer
 Empl ID: 0147345 Appointee Home Dept: 13020 Education Tech Literacy EDTL
 Name: Suzanne S. Fake
 Email: addlcmp@gmail.com Phone: 410/704-2000

Contract Data

Contract Amount: 2500.00 Contract Begin Date: 09/01/2015 End Date: 12/31/2015 Fiscal Year: 2016

Assignment Category: Non Credit Teaching Assignment Description: Non-credit Teaching for EDTL course
 Estimated hours per week over a 30 day period expected to work on this project: 3.00

Appointing Department: 13020 Education Tech Literacy EDTL
 Funding Department: 13020 Education Tech Literacy EDTL Grant:
 Job Code: E40345 Educator, Non-Credit Courses Account: 502419
 Payment Option: Monthly Pay Range Begin: 10/01/2015 Pay Range End: 01/31/2016
 Payroll Type: Contingent Payroll Number of Pays: 4 Payment Amount: 625.00
 Budget Check Status: Not Checked Budget Override

Contract Adjustment/Cancellation

Contract Amount: \$2500.00 Adjusted Contract Amount: \$-500.00 Contract Adjustment Balance: \$2000.00
 Contract Adjustment Code: Partial Pay Adjustment
 Reason for Adjustment: Reduction in contact hours.
 Pay Period End Date: 01/31/2016 New Pay End Date: 01/31/2015

Please press the View Button to review the Contract Terms and Conditions.

File Attachments

	Upload	View	Description	File Name
1	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Scoring Sheet	Scoring_Sheet.xlsx
2	<input type="button" value="Upload"/>	<input type="button" value="View"/>	Contract PDF	ADCM_CNTR_178_0147345.pdf

Comments

Your Comment:

Comment History:

-- Ruth A. Hopkins
 -- Wed, Aug 26 '15, 11:48:29 AM
 New non-credit course

<< Previous Next >>
 << Search

Section 6: Tools & Resources

Queries

From the PeopleSoft Main Menu

1. Select **Reporting Tools > Query > Query Viewer**
2. Enter **TU_DEPT** and click on **Search**

Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

[Advanced Search](#)

Search Results

*Folder View

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
TU_DEPT_ADCM_CNTRCT_DATA	Dept Addl Comp Contract Data	Public		HTML	Excel	XML	Schedule	Favorite

Workflow Form Status

Workflow Form Status	Description
Authorized	N/A
Denied	eForm has been denied and archived
Executed	eForm has been approved by the Payroll Office
Fully Cancelled	eForm has been fully cancelled by the PBO
In Error	N/A
On Hold	eForm has been saved by the initiator and is in initiator's queue
Partially Approved	eForm is in the approval workflow
Pay Adjusted	eForm contract amount has been reduced
Pending	eForm has been submitted by initiator and is pending department approval
Signed	N/A
Withdrawn	eForm has been withdrawn and archived

ADDITIONAL COMPENSATION FACULTY eFORM WORKFLOW

