

# PRAIRIE VIEW A&M UNIVERSITY

## EMPLOYEE GRADUATE REQUEST (EGR)

OFFICE OF BUDGET &  
RECONCILIATIONS



# TRAINING OBJECTIVES



By the end of this session, you will know how to:

- Access Canopy
- Log into Canopy
- Create a New Graduate Position
- Review and approve an EGR

# CANOPY ACCESS

- **HOW TO ACCESS CANOPY**

- Approved Account Profile

- <http://www.pvamu.edu/pages/2279.asp>

- Canopy Internet Address

- Production: <https://sago-apps.tamu.edu/canopy/logon.aspx?c=1>

- Training:

- <https://lab1.system.tamu.edu/Training/canopytwo/logon.aspx>

# CANOPY LOG-IN

- **HOW TO LOG-IN**

@ Canopy Login Homepage - The Texas A&M University System:

- Enter your FAMIS User Id
  - Enter your Password
  - Click “Login”
- The Creator Selects:
  - EPA - Personnel Action Module
  - Create New Doc


**EPA Personnel  
Action Module**

**Canopy** [Logout](#)  
The Texas A&M University System

EPA FFX FRS Routing System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2008  
[Set CC/FY](#)

[HELP ?](#) [FEEDBACK](#)

 **INFO:** You have 1 item in your Inbox.

Available Modules

- [EPA - Personnel Action Module](#)
- [FFX - Fixed Assets Module](#)
- [FRS - Financial Reporting Module](#)
- [Routing - Document Routing Module](#)
- [System - System Settings and General Information](#)

Create New Doc

Canopy

The Texas A&M University System

Logout

EPA FFX FRS Routing  
System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2008

Set CC/PY

Main Menu > EPA > Create Document

HELP? Send Feedback

Search Employee Details Position Details Document Create New Doc

Create Type: New Iteration for PIN PIN: Fiscal Year: 2008 Workstation:

Document Type: Select...

Recommended Occupant Action: Select...

Current Occupant Action: Select...

Position Action: Select...

Create Document

Canopy, a Business Computing Services application.  
The Texas A&M University System  
Version: 11/15/2007 11:20:01 AM

Top of Page

Theme: Large Font Set Theme  
System - Site Map



## Main Menu – EPA – Create Document

- Select Create Type:
  - New Budgeted Position
- Enter Workstation:
  - “P”
- Select Document Type:
  - Create or Re-activate Position
- Select Recommended Occupant Action:
  - New Hire
  - Re-appoint

## Main Menu – EPA – Create Document

- Select Current Occupant Action:
  - (This action is auto filled for this Create Type)
- Select Position Action:
  - Create Position
- Click:
  - Create Document



## Canopy

The Texas A&M University System

## Create Document

EPA

FFX

FRS

Routing

System

Campus: PVAMU - TRAINING CAMPUS (PV)

Fiscal Year: 2009

Set

Main Menu > EPA > Create Document

HELP?

>>>>

Search Employee Details Position Details Document Details **Create Document**

Create Type: New Budgeted Position PIN: Fiscal Year: 2009 Workstation: P

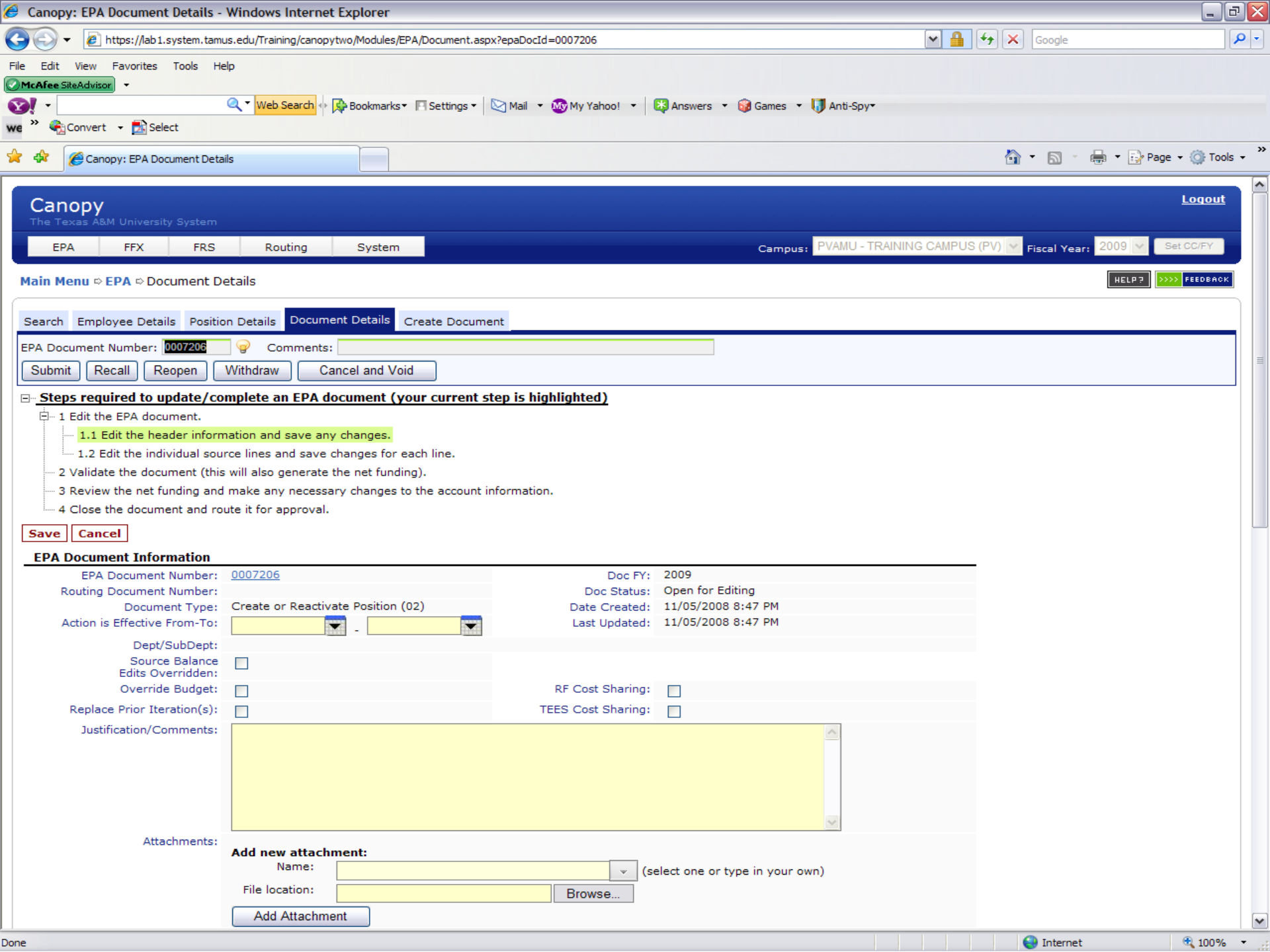
Document Type: Create or Re-activate Position

Recommended Occupant Action: New Hire

Current Occupant Action: Already Vacant

Position Action: Create Position

Create Document



# EPA ON SCREEN HELP

## **Steps required to update/complete an EPA document (your current step is highlighted)**

1. Edit the EPA document.
  - 1.1 Edit the header information and save any changes.
  - 1.2 Edit the individual source lines and save changes for each line.
2. Validate the document.
3. Review Net Funding
4. Close the document and route it for approval.

# 1.1 - EDIT HEADER INFORMATION

---

- Header Information Sections must be updated before clicking “Save”:
  - EPA Document Information
  - Position Information
  - Occupant Information
  - Rate Information

# EPA Document Information

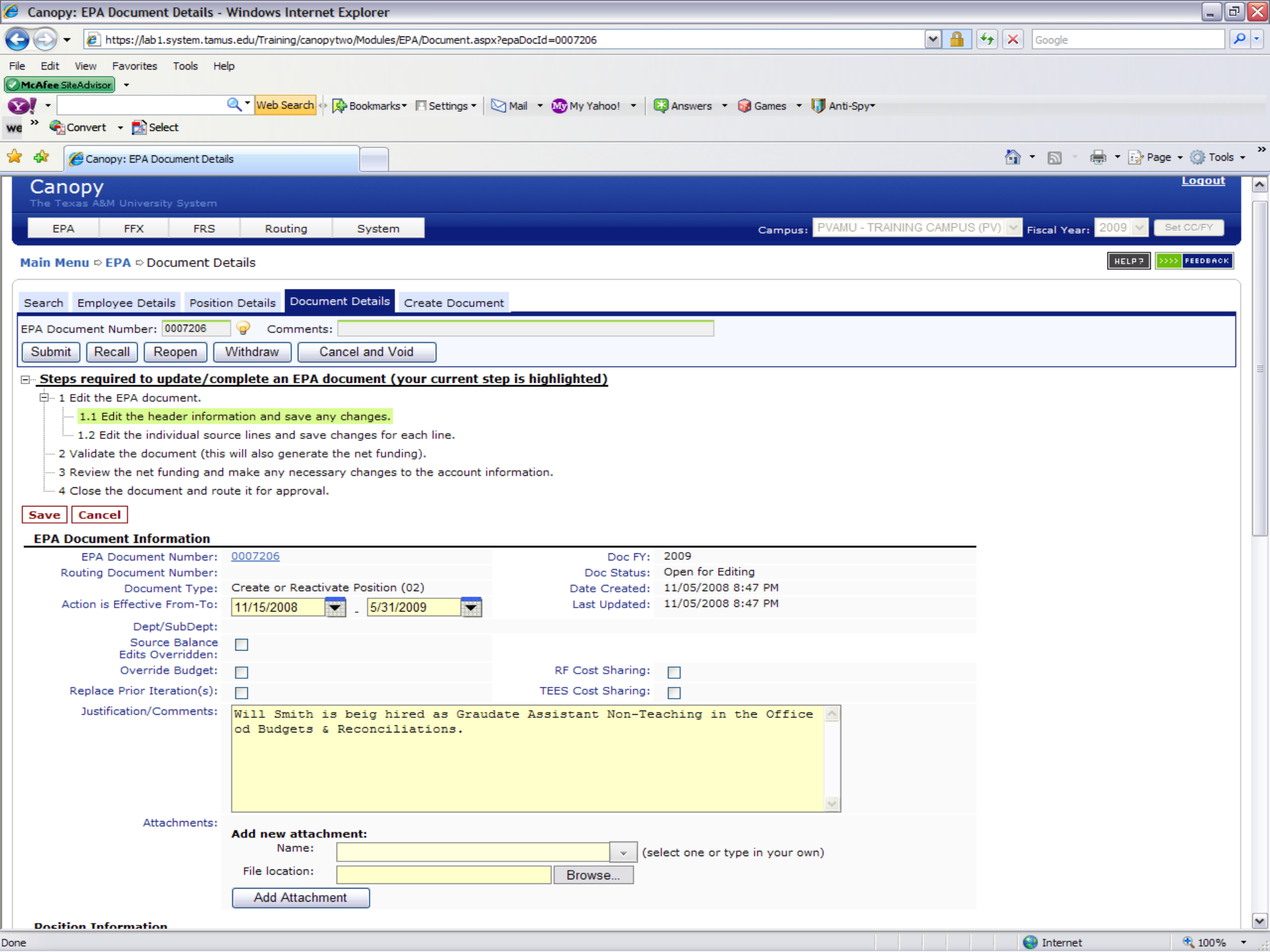
- Action is Effective From/To: (Date Field)
  - Physical Work Dates
  - Separate EPA is required for Summer Employment
- Source Balance Edits Overridden
  - Check if Action Effective From/To dates are not the same as Annual Term and Funding Source Lines dates

# EPA Document Information



- Replace Prior Iteration
  - Only required when making changes to a current PIN for the same period.
- Justification/Comments
  - An explanation as to why the EPA is being submitted





# Position Information

---

- Administrative Location (Adloc)
  - 05XXXXXX
- Title Code
  - 7600 – GAT – Graduate Assistant Teaching
  - 9180 – GANT – Graduate Assistant Non-Teaching
  - 9221 – GAR – Graduate Assistant Research

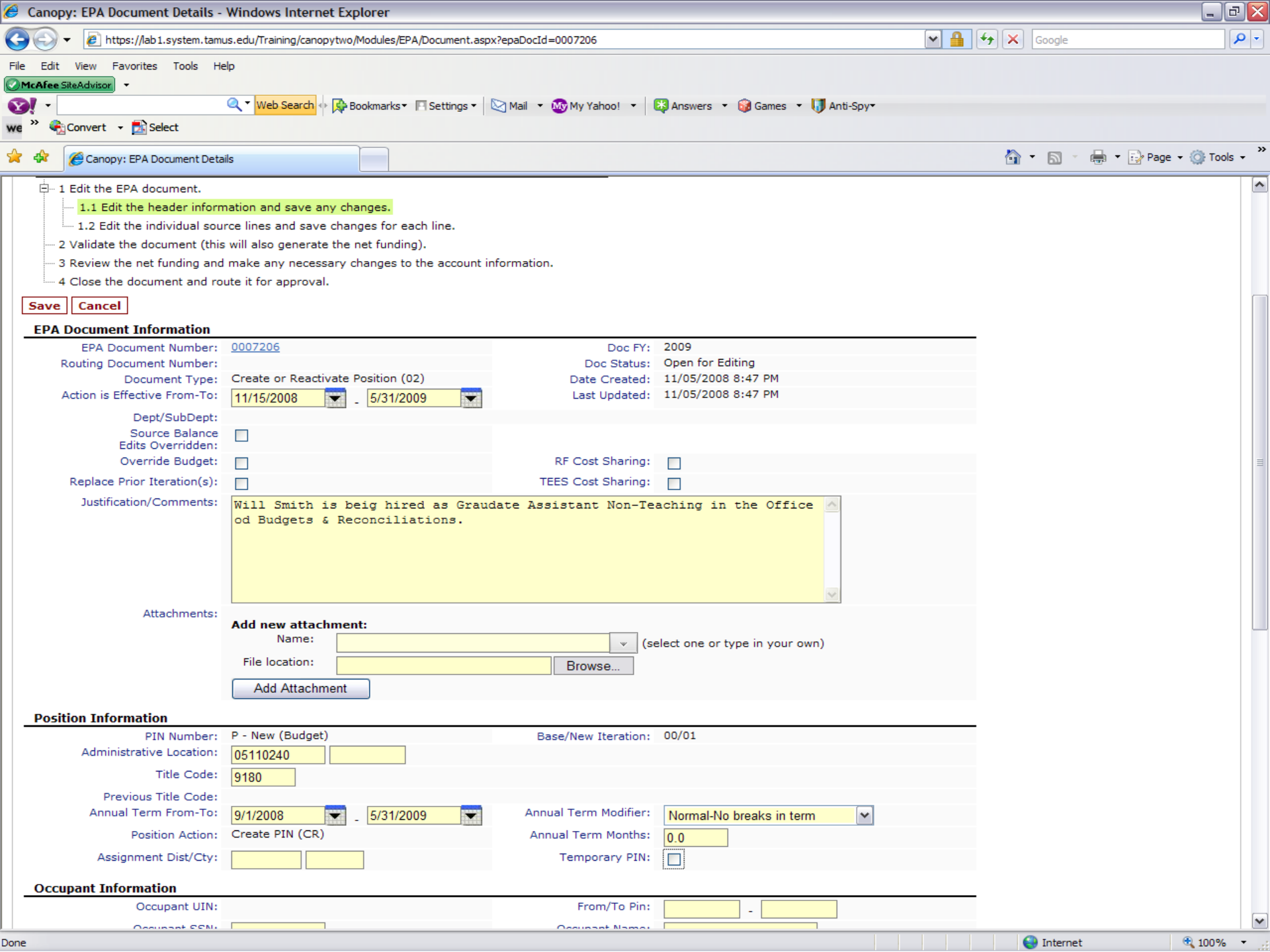
# Position Information

- Annual Term From/To: (Date Field)
  - Term of Position (9 or 3 months)
    - Rule
      - Date can only begin on the 1<sup>st</sup> or 16<sup>th</sup>
      - Date can only end on the 15<sup>th</sup> or last day of the perspective month
- Annual Term Modifier
  - Select
    - Normal – No breaks in term

# Position Information



- Annual Term Months
  - System will calculate based upon dates in the Annual Term From-To Field
- Assignment Dist/Cty
  - Not Required
- Temporary PIN
  - Not Required for EGR



# Occupant Information

- Social Security Number
  - Issued by Social Security Administration
- From/To Pin
  - Required if Recommended Occupant Action is “Transfer In”
  - Required if Current Occupant Action is “Transfer Out”



# Occupant Information



- Occupant Name
  - Last
  - Suffix
  - First
  - MI
- Employee Location (Not Required)
- Check Distribution (Not Required)

Canopy: EPA Document Details - Windows Internet Explorer

https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Document.aspx?epaDocId=0007206

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Canopy: EPA Document Details

Page

Tools

EPA Document Number: 0007206

Doc FY: 2009

Routing Document Number:

Doc Status: Open for Editing

Document Type: Create or Reactivate Position (02)

Date Created: 11/05/2008 8:47 PM

Action is Effective From-To: 11/15/2008 - 5/31/2009

Last Updated: 11/05/2008 8:47 PM

Dept/SubDept:

RF Cost Sharing: ☐

Source Balance

TEES Cost Sharing: ☐

Edits Overridden: ☐

Override Budget: ☐

Replace Prior Iteration(s): ☐

Justification/Comments: Will Smith is beig hired as Graudate Assistant Non-Teaching in the Office od Budgets & Reconciliations.

Attachments:

Add new attachment:

Name: (select one or type in your own)

File location: Browse...

Add Attachment

Position Information

PIN Number: P - New (Budget)

Base/New Iteration: 00/01

Administrative Location: 05110240

Title Code: 9180

Previous Title Code:

Annual Term From-To: 9/1/2008 - 5/31/2009

Annual Term Modifier: Normal-No breaks in term

Position Action: Create PIN (CR)

Annual Term Months: 0.0

Assignment Dist/Cty:

Temporary PIN: ☐

Occupant Information

Occupant UIN:

From/To Pin:

Occupant SSN: 899799619

Occupant Name: Smith (last name)

(suffix)

Will (first name)

(middle initial)

Previous Occupant SSN:

Previous Occupant Name:

Occupant in Position From-To: -

Current Occupant Action: Vacant (VA)

Recommended Occupant Action: New Hire (NH)

Termination Reason: Blank/None

Employee Location:

Check Distribution:

Done

Internet

100%

# Rate Information

- FTE Monthly/Hourly Rate of Pay
  - Hourly Rate of Pay for Title Code 9180
  - Monthly Rate of Pay for all other Graduate Titles
- Pay Indicator
  - “F” for Title Code 9180
  - “C” for all other Graduate Titles

# Rate Information

- Source Control
  - Normal
- Pay Type
  - Normal

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https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Document.aspx?epaDocId=0007206

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Select

Canopy: EPA Document Details

Page

Tools

Attachments:

Add new attachment:

Name:

(select one or type in your own)

File location:

Browse...

Add Attachment

Position Information

PIN Number:

P - New (Budget)

Base/New Iteration:

00/01

Administrative Location:

05110240

Title Code:

9180

Previous Title Code:

Annual Term From-To:

9/1/2008

5/31/2009

Annual Term Modifier:

Normal-No breaks in term

Position Action:

Create PIN (CR)

Annual Term Months:

9.0

Assignment Dist/Cty:

Temporary PIN:

☐

Occupant Information

Occupant UIN:

From/To Pin:

-

Occupant SSN:

899799619

Occupant Name:

Smith

(last name)

(suffix)

Will

(first name)

(middle initial)

Previous Occupant SSN:

Previous Occupant Name:

Occupant in Position From-To:

11/15/2008 -

Current Occupant Action:

Vacant (VA)

Recommended Occupant Action:

New Hire (NH)

Termination Reason:

Blank/None

Employee Location:

Check Distribution:

Rate Information

Percent Effort:

88.00

Pay Indicator:

Biweekly - Student Worker (F)

Previous Percent Effort:

Source Control:

Normal

FTE Monthly/Hourly Rate:

12.00

Budgeted Salary:

\$16,537.00

Previous Monthly/Hourly Rate:

\$0.00

Previous Budgeted Sal:

\$0.00

Salary Action:

Blank - none

Pay Type:

Normal

Save

Cancel

Funding Source Lines

Internet

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https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Document.aspx?epaDocId=0007206

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McAfee

Click Save

Attachments:

Add new attachment:

Name: (select one or type in your own)

File location: Browse...

Add Attachment

Position Information

PIN Number: P - New (Budget)

Base/New Iteration: 00/01

Administrative Location: 05110240

Title Code: 9180

Previous Title Code:

Annual Term From-To: 9/1/2008 - 5/31/2009

Annual Term Modifier: Normal-No breaks in term

Annual Term Months: 9.0

Position Action: Create PIN (CR)

Assignment Dist/Cty:

Temporary PIN:

Occupant Information

Occupant UIN:

From/To Pin:

Occupant SSN: 899799619

Occupant Name: Smith (last name)

(suffix)

Will (first name)

(middle initial)

Previous Occupant SSN:

Previous Occupant Name:

Occupant in Position From-To: 11/15/2008 -

Current Occupant Action: Vacant (VA)

Recommended Occupant Action: New Hire (NH)

Termination Reason: Blank/None

Employee Location:

Check Distribution:

Rate Information

Percent Effort: 88.00

Pay Indicator: Biweekly - Student Worker (F)

Previous Percent Effort:

Source Control: Normal

FTE Monthly/Hourly Rate: 12.00

Budgeted Salary: \$16,537.00

Previous Monthly/Hourly Rate: \$0.00

Previous Budgeted Sal: \$0.00

Salary Action: Blank - none

Pay Type: Normal

Save Cancel

Funding Source Lines

Internet 100%



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https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Document.aspx?epaDocId=0007206

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Home RSS Print Page Tools

1.1 Edit the header information and save any changes.

1.2 Edit the individual source lines and save changes for each line.

2 Validate the document (this will also generate the net funding).

3 Review the net funding and make any necessary changes to the account information.

4 Close the document and route it for approval.

Record has been successfully modified (Message: 0003)

Change Type

Edit

Validate

Close

EPA Document Information

EPA Document Number:	0007206 (coversheet)	Doc FY:	2009
Routing Document Number:		Doc Status:	Open for Editing
Document Type:	Create or Reactivate Position (02)	Date Created:	11/05/2008 8:47 PM
Action is Effective From-To:	11/15/2008 - 05/31/2009	Last Updated:	11/05/2008 8:54 PM
Source Balance Edits Overridden:	No		
Dept/SubDept:			
Override Budget:	No	RF Cost Sharing:	No
Replace Prior Iteration(s):	No	TEES Cost Sharing:	No
Justification/Comments:	Will Smith is beig hired as Graudate Assistant Non-Teaching in the Office od Budgets & Reconciliations.		
Attachments:			

Position Information

PIN Number:	P - New (Budget)	Base/New Iteration:	00/01
Adloc:	05-110240 OFFICE OF BUDGETS AND RECONCILIATIONS		
Title Code:	9180 GRADUATE ASSISTANT- NON-TEACHING		
Previous Title Code:			
Annual Term From-To:	09/01/2008 - 05/31/2009	Annual Term Modifier:	
Position Action:	Create PIN (CR)	Annual Term Months:	9.0
Assignment Dist/Cnty:		Temporary PIN:	No

Occupant Information

Occupant UIN:		From/To Pin:	
Occupant SSN:	899-79-9619	Occupant Name:	Smith Will
Previous Occupant SSN:		Previous Occupant Name:	
Occupant in Position From-To:	11/15/2008 -	Current Occupant Action:	Vacant (VA)
Recommended Occupant Action:	New Hire (NH)	Termination Reason:	Blank/None
Employee Location:		Check Distribution:	

Rate Information

Percent Effort:	88.00%	Pay Indicator:	Biweekly - Student Worker (F)
Previous Percent Effort:		Source Control:	Normal
FTE Monthly/Hourly Rate:	\$12.00	Budgeted Salary:	\$16,537.00
Previous Monthly/Hourly Rate:	\$0.00	Previous Budgeted Sal:	\$0.00
Salary Action:	Blank - none	Pay Type:	Normal

Change Type

Edit

Validate

Close

Record has been successfully modified (Message: 0003)

Funding Source Lines

Internet100%

# 1.2 FUNDING SOURCE LINES

- Click:
  - Edit
    - This action will display all edit fields
  - Replicate
    - This action will add additional Funding Source Lines
  - Delete
    - This action will remove extra Funding Source Lines
    - EPA requires at least 1 Funding Source Line

# 1.2 FUNDING SOURCE LINES

- Effective Dates
  - Rule
    - Date can only begin on the 1<sup>st</sup> or 16<sup>th</sup>
    - Date can only end on the 15<sup>th</sup> or the last day of the perspective month
- Campus Code
  - “05”
- Account
  - Determined by Unit

# 1.2 FUNDING SOURCE LINES



- Object Code

- Object Code 1325 for Title Code 9221
- Object Code 1525 for Title Code 9180
- Object Code 1415 for Title Code 7600

# 1.2 FUNDING SOURCE LINES

## – Acct Analysis Code

- 0130 – Account Range 110000 – 117999
- 0915 – Account Range 112000 – 112090
- 0159 – Account Range 118581 – 118587
- 0132 – Account Range 170202 – 178028
- 0766 – Account Range 180000 – 189999

# 1.2 FUNDING SOURCE LINES

## – Acct Analysis Code (continued)

- 5410 – Account Range 200000 – 299999
- 5211 – Account Range 300000 – 399999
- 5100 – Account Range 400000 – 499999
- 5012 – Account Range 500000 – 599999
- 5160 – Cooperative Extension
- 5170 – Cooperative Ag Research Center



# 1.2 FUNDING SOURCE LINES



- Pgm Code
  - Only required for Campus 08 Accounts
- Percent Effort
  - Title Code 9180 Percent Effort can not exceed 88%
- MSO/SP Flags
  - Not Required

# 1.2 FUNDING SOURCE LINES

- Click:
  - Save
  - Validate
  - Close

https://lab1.system.tamus.edu/Training/canopytwo/Modules/EPA/Document.aspx?epaDocId=0007206

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Justification/Comments: Will Smith is being hired as Graduate Assistant Non-Teaching in the Office of Budgets & Reconciliations.  
Attachments:

**Position Information**

PIN Number:	P - New (Budget)	Base/New Iteration:	00/01
Adloc:	05-110240 OFFICE OF BUDGETS AND RECONCILIATIONS		
Title Code:	9180 GRADUATE ASSISTANT- NON-TEACHING		
Previous Title Code:			
Annual Term From-To:	09/01/2008 - 05/31/2009	Annual Term Modifier:	
Position Action:	Create PIN (CR)	Annual Term Months:	9.0
Assignment Dist/Cnty:		Temporary PIN:	No

**Occupant Information**

Occupant UIN:		From/To Pin:	
Occupant SSN:	899-79-9619	Occupant Name:	Smith Will
Previous Occupant SSN:		Previous Occupant Name:	
Occupant in Position From-To:	11/15/2008 -	Current Occupant Action:	Vacant (VA)
Recommended Occupant Action:	New Hire (NH)	Termination Reason:	Blank/None
Employee Location:		Check Distribution:	

**Rate Information**

Percent Effort:	88.00%	Pay Indicator:	Biweekly - Student Worker (F)
Previous Percent Effort:		Source Control:	Normal
FTE Monthly/Hourly Rate:	\$12.00	Budgeted Salary:	\$16,537.00
Previous Monthly/Hourly Rate:	\$0.00	Previous Budgeted Sal:	\$0.00
Salary Action:	Blank - none	Pay Type:	Normal

[Change Type](#) [Edit](#) [Validate](#) [Close](#)

**Funding Source Lines**

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eff	MSO/SP Flags	Monthly Pay Bud. Salary		
1	9180	9/1/2008 5/31/2009	05 110240 Sal-GANT-Professional (1525)	0130		88		\$0.00 \$0.00	Save Cancel	Replicate Delete

**Net Funding**

No records found to display.

**Document Changes in Payroll**

No records found to display.

File Edit View Favorites Tools Help

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Tools

**Click Save**

Justification/Comments: Will Smith is being hired as Graduate Assistant Non-Teaching in the Office of Budgets & Reconciliation  
Attachments:

**Position Information**

PIN Number: P - New (Budget) Base/New Iteration: 00/01  
Adloc: 05-110240 OFFICE OF BUDGETS AND RECONCILIATIONS  
Title Code: 9180 GRADUATE ASSISTANT- NON-TEACHING  
Previous Title Code:  
Annual Term From-To: 09/01/2008 - 05/31/2009 Annual Term Modifier:  
Position Action: Create PIN (CR) Annual Term Months: 9.0  
Assignment Dist/Cnty: Temporary PIN: No

**Occupant Information**

Occupant UIN: From/To Pin:  
Occupant SSN: 899-79-9619 Occupant Name: Smith Will  
Previous Occupant SSN: Previous Occupant Name:  
Occupant in Position From-To: 11/15/2008 - Current Occupant Action: Vacant (VA)  
Recommended Occupant Action: New Hire (NH) Termination Reason: Blank/None  
Employee Location: Check Distribution:

**Rate Information**

Percent Effort: 88.00% Pay Indicator: Biweekly - Student Worker (F)  
Previous Percent Effort: Source Control: Normal  
FTE Monthly/Hourly Rate: \$12.00 Budgeted Salary: \$16,537.00  
Previous Monthly/Hourly Rate: \$0.00 Previous Budgeted Sal: \$0.00  
Salary Action: Blank - none Pay Type: Normal

[Change Type](#) [Edit](#) [Validate](#) [Close](#)**Funding Source Lines**

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eff	MSO/SP Flags	Monthly Pay Bud. Salary		
1	9180	9/1/2008 5/31/2009	05 110240 Sal-GANT-Professional (1525)	0130		88		\$0.00 \$0.00	Save Cancel	Replicate Delete

**Net Funding**

No records found to display.

**Document Changes in Payroll**

No records found to display.

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Justification/Comments: Will Smith is beig hired as Graudate Assistant Non-Teaching in the Office od Budgets & Reconciliations.

Position Information

Click VALIDATE

Previous Title Code:  
Annual Term From-To: 09/01/2008 - 05/31/2009  
Position Action: Create PIN (CR)  
Assignment Dist/Cnty:

From/New Iteration: 00/01  
TIONS  
Annual Term Modifier:  
Annual Term Months: 9.0  
Temporary PIN: No

Occupant Information

Occupant UIN:  
Occupant SSN: 899-79-9619  
Previous Occupant SSN:  
Occupant in Position From-To: 11/15/2008  
Recommended Occupant Action: New Hire (NH)  
Employee Location:

From/To Pin:  
Occupant Name: Smith Will  
Previous Occupant Name:  
Current Occupant Action: Vacant (VA)  
Termination Reason: Blank/None  
Check Distribution:

Rate Information

Percent Effort: 88.00%  
Previous Percent Effort:  
FTE Monthly/Hourly Rate: \$12.00  
Previous Monthly/Hourly Rate: \$0.00  
Salary Action: Blank - none

Pay Indicator: Biweekly - Student Worker (F)  
Source Control: Normal  
Budgeted Salary: \$16,537.00  
Previous Budgeted Sal: \$0.00  
Pay Type: Normal

Change Type

Edit

Validate

Close

Funding Source Lines Transaction Successful!

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eft	MSO/SP Flags	Monthly Pay Bud. Salary		
1	9180 - GRAD ASST NON TEACH	09/01/2008 to 05/31/2009	PV - 110240-00000 OFFICE OF BUDGETS & RECONCILIATIONS 1525 Sal-GANT-Professional	0130		88.00%	O/	\$1,837.44 \$16,537.00	Edit	Replicate Delete

Net Funding

No records found to display.

Document Changes in Payroll

No records found to display.

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The Texas A&M University System  
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Select

Canopy: EPA Document D

Click CLOSE

PIN Number: 0007206

Iteration: 00/01

Title Code: 9180 GRADUATE ASSISTANT- NON-TEACHING

Previous Title Code:

Annual Term From-To: 09/01/2008 - 05/31/2009

Position Action: Create PIN (CR)

Assignment Dist/Cnty:

Annual Term Modifier:

Annual Term Months: 9.0

Temporary PIN: No

Occupant Information

Occupant UIN:

Occupant SSN: 899-79-9619

Previous Occupant SSN:

Occupant in Position From-To: 11/15/2008 -

Recommended Occupant Action: New Hire (NH)

Employee Location:

From/To Pin:

Occupant Name: Smith Will

Previous Occupant Name:

Current Occupant Action: Vacant (VA)

Termination Reason: Blank/None

Check Distribution:

Rate Information

Percent Effort: 88.00%

Previous Percent Effort:

FTE Monthly/Hourly Rate: \$12.00

Previous Monthly/Hourly Rate: \$0.00

Salary Action: Blank - none

Pay Indicator: Biweekly - Student Worker (F)

Source Control: Normal

Budgeted Salary: \$16,537.00

Previous Budgeted Sal: \$0.00

Pay Type: Normal

Change Type

Edit

Validate

Close

The document was validated and net funding was generated successfully.

Funding Source Lines

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eff	MSO/SP Flags	Monthly Pay Bud. Salary		
1	9180 - GRAD ASST NON TEACH	09/01/2008 to 05/31/2009	PV - 110240-00000 OFFICE OF BUDGETS & RECONCILIATIONS 1525 Sal-GANT-Professional	0130		88.00%	O/	\$1,837.44 \$16,537.00	Edit	Replicate Delete

Net Funding

The document was validated and net funding was generated successfully.

Line	Campus	Source Account	Rqmt/Sav. Account	Type	Annual Net Amount estimate	Iter Eff Date Net Amt	Future Net Amt	Past/Corr Net Amt	
1	PV	110240-00000-1000 OFFICE OF BUDGETS & RECONCILIATIONS	110240-00000-1000 OFFICE OF BUDGETS & RECONCILIATIONS	Salary Benefits Longevity	\$16,537	\$11,827.20 \$0.00 \$0.00	\$11,827.20 \$0.00 \$0.00	\$0.00	Edit

Document Changes in Payroll

No records found to display.

Canopy, a Business Computing Services application.  
The Texas A&M University System  
Version: 10/14/2008 2:09:27 PM

[Top of Page](#)

Theme: Neon Blue

Set Theme

Turn Paging Off

System - Site Map

Internet

100%

### Position Information

PIN Number: P90518 (Budget) Base/New Iteration: 00/01  
Adloc: 05-110240 OFFICE OF BUDGETS AND RECONCILIATIONS  
Title Code: 9180 GRADUATE ASSISTANT- NON-TEACHING  
Previous Title Code:  
Annual Term From-To: 09/01/2008 - 05/31/2009 Annual Term Modifier:  
Position Action: Create PIN (CR) Annual Term Months: 9.0  
Assignment Dist/Cnty: Temporary PIN: No

### Occupant Information

Occupant UIN: From/To Pin:  
Occupant SSN: 899-79-9619 Occupant Name: Smith Will  
Previous Occupant SSN: Previous Occupant Name:  
Occupant in Position From-To: 11/15/2008 - Current Occupant Action: Vacant (VA)  
Recommended Occupant Action: New Hire (NH) Termination Reason: Blank/None  
Employee Location: Check Distribution:

### Rate Information

Percent Effort: 88.00% Pay Indicator: Biweekly - Student Worker (F)  
Previous Percent Effort: Source Control: Normal  
FTE Monthly/Hourly Rate: \$12.00 Budgeted Salary: \$16,537.00  
Previous Monthly/Hourly Rate: \$0.00 Previous Budgeted Sal: \$0.00  
Salary Action: Blank - none Pay Type: Normal

Document is now at desk SIGNER E\*\* in Office OBAR on Campus PV (Message: 2216)

### Funding Source Lines

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eff	MSO/SP Flags	Monthly Pay Bud. Salary
1	9180 - GRAD ASST NON TEACH	09/01/2008 to 05/31/2009	PV - <u>110240-00000</u> OFFICE OF BUDGETS & RECONCILIATIONS 1525 Sal-GANT-Professional	0130		88.00%	O/	\$1,837.44 \$16,537.00

### Net Funding

Line	Campus	Source Account	Rqmt/Sav. Account	Type	Annual Net Amount estimate	Iter Eff Date Net Amt	Future Net Amt	Past/Corr Net Amt
1	PV	<u>110240-00000</u> -1000 OFFICE OF BUDGETS & RECONCILIATIONS	<u>110240-00000</u> -1000 OFFICE OF BUDGETS & RECONCILIATIONS	Salary Benefits Longevity	\$16,537	\$11,827.20 \$0.00 \$0.00	\$11,827.20 \$0.00 \$0.00	\$0.00

### Document Changes in Payroll

No records found to display.



### Rate Information

Percent Effort:	Wages	Pay Indicator:	Biweekly - Student Worker (F)
Previous Percent Effort:		Source Control:	Normal
FTE Monthly/Hourly Rate:	\$6.25	Budgeted Salary:	\$0.00
Previous Monthly/Hourly Rate:	\$0.00	Previous Budgeted Sal:	\$0.00
Salary Action:	Blank - none	Pay Type:	Normal

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### Funding Source Lines

Line	Title Code	Effective Dates	Campus - Account Object Code	Acct Analysis	Pgm Code	Pct Eff	MSO/SP Flags	Hourly Rate
1	7560 - FED WORK-STUDY STU	09/01/2007 to 05/31/2008	PV - <a href="#">110300-00000</a> VP - BUSINESS AFFAIRS 1745 Wages-Stdnt(Fed CWS)	4130		100.00%	O/	\$6.25

### Net Funding

**No records found to display.**

### Document Changes in Payroll

**No records found to display.**

# Primary Approver



- Canopy Main Menu
  - Place Cursor on Routing Tab
  - Click on Inbox
  - Click on the EGR Document number

Place Cursor on Routing

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The Texas A&M University System

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EPA FFX FRS Routing System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2008 Set CC/FY

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- Outbox
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Available Modules

- EPA - Personnel Action Module
- FFX - Fixed Assets Module
- FRS - Financial Reporting Module
- Routing - Document Routing Module
- System - System Settings and General Information

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#### Available Modules

- ▶ [EPA - Personnel Action Module](#)
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The Texas A&M University System

EPA FFX FRS Routing System

Campus: PVAMU - TRAINING CAMPUS (PV) Fiscal Year: 2009 Set CC/FY

Main Menu Routing Inbox

HELP? FEEDBACK

Inbox Outbox Document Profile

Document: Substitute: My Inbox Search for Substitute: Search

Approval Only: Yes No

Submit

Inbox Content (Total items: 12) Default View

Document	Action	Status	Arrival Date	Summary	Account	Total	Creator	Create Date	Quick Action
<a href="#">EBRPV0002418</a>	Revise	Rejected	03/08/2005	EBR: Carolyn Giles PIN: P00149	*see doc*		Ricks, Betty A	03/07/2005	
<a href="#">EBRPV0003214</a>	FYA/Approve	FYA/FRA Rt	09/02/2005	EBR: Gregory Milan PIN: P04399	*see doc*		Alexander, Dianne T	08/26/2005	
<a href="#">DBRPVU800004</a>	Revise	Rejected	02/04/2008	Transf	*see doc*	\$50.00	Ricks, Betty A	02/04/2008	
<a href="#">EWRPV0006694</a>	Sign	In Dept Rt	01/16/2008	EWR: Minnie Mouse - Wage Position - P	*see doc*		Edwards, Onika K	01/16/2008	
<a href="#">EWRPV0006699</a>	Sign	In Dept Rt	01/18/2008	EWR: Red Hood - Wage Position - P	*see doc*		Alexander, Dianne T	01/18/2008	
<a href="#">EWRPV0006701</a>	Sign	In Dept Rt	01/18/2008	EWR: Will Smith - Wage Position - P	*see doc*		Alexander, Dianne T	01/18/2008	
<a href="#">EWRPV0006707</a>	Sign	In Dept Rt	01/24/2008	EWR: Martin Lawrence - Wage Position -	*see doc*		Alexander, Dianne T	01/24/2008	
<a href="#">EWRPV0006716</a>	Sign	In Dept Rt	01/25/2008	EWR: India Irie - Wage Position - P	*see doc*		Edwards, Onika K	01/25/2008	
<a href="#">EWRPV0006722</a>	Sign	In Dept Rt	01/31/2008	EWR: Vacant - Wage Position - P	*see doc*		Edwards, Onika K	01/31/2008	
<a href="#">EGRP0007206</a>	Sign	In Dept Rt	11/05/2008	EGR: Will Smith PIN: P90518	*see doc*		Alexander, Dianne T	11/05/2008	
<a href="#">DBRPVU800006</a>	Sign	In Dept Rt	02/12/2008	Transfer funds from unallocated	*see doc*	\$2,000.00	Ricks, Betty A	02/12/2008	
<a href="#">DBRPVU800017</a>	Sign	In Dept Rt	02/21/2008	Reduce allocation	*see doc*	\$25.00	Ricks, Betty A	02/21/2008	

prev 1 next (Showing page 1 of 1, items 1-12) Total items: 12

Change page: 1 Go Page size: 50 Change

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The Texas A&M University System  
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Top of Page

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Click on  
EGR Document Number

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- In the Search Field
  - Type the name of the primary approver
  - Click on search
  - Click on drop down arrow
  - Select the primary approver name

# Substitute Approver

- Select the primary approver name
- System will auto-fill your selection in the Substitute field
- Click Submit
- Click on the EGR Document Number
- Review
- Select Appropriate Routing Action
- Click Submit



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- For more Information on Creating EGRs , please contact:

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PRAIRIE VIEW A&M UNIVERSITY