OVERVIEW

Position Distribution Requests require additional routing criteria for Department Funding Approvers and College/Division Approvers. High level Account Groupings have been established to further determine which transactions route to either approver. Please see account groupings below:

<table>
<thead>
<tr>
<th>State/LCL/TF</th>
<th>Auxiliary</th>
<th>Designated</th>
<th>Sponsored/Other Restricted</th>
<th>Agency</th>
</tr>
</thead>
</table>

Colleges will need to update the criteria for department funding approvers after users have been provisioned the role. This criterion is located in a new Manage Approvers Grid within Manager Self Service.

*Note: All College/Division criterions are maintained by Systems Control. Please see section “View College Criterion” for additional information*

NAVIGATING TO MANAGE APPROVERS

The Manage Approvers Grid is located in UAccess Employee – www.uaccess.arizona.edu.

To access the grid:
1. Click on the Manager Self Service menu item
2. Click on Manage Approvers
3. Click on Position Distribution Approver

UPDATING CRITERIA FOR DEPARTMENT FUNDING APPROVERS

The Manage Position Distribution Approvers page provides two options:
- **Department Approvers** - allows updates to routing criteria for department funding approvers.
- **View Access for Approvers** – view only access for both department funding and college routing criteria.

To update the routing criteria for department funding approvers follow the steps below:
1. Select Department Approvers
2. Enter selection criterion to update users or simply select SEARCH to see all department funding users.
3. Once the search results display users can update the account groupings per dept for each individual approver.
   a. Select the individual groupings each user is authorized to approve.
   b. Select SAVE when finished updating grouping criteria.

**OPTIONAL ACCOUNT AUTHORIZATION FOR DEPT FUNDING APPROVERS**

An additional layer of routing criteria is available for department funding approvers. The Account Authorization Tab incorporates an additional validation against the authorized account user list in the accounting system.

Selecting the checkbox indicates that the selected department will validate department funding approvers against the authorized account user list.

To update the Account Authorization for department funding approvers follow the steps below:
   1. Select the Acct Authorization Tab
   2. To activate the additional validation select the checkbox for the individual dept.
   3. Select SAVE when changes are complete.

Please see example below of a department that has activated the validation.
Manager Self Service – Position Distribution Requests

Manage Approvers

VIEW COLLEGE/DIVISION CRITERION

College/Division approvers also require the account grouping criterion. The same High level Account Groupings have been established to further determine which transactions route to College/Division Approvers. Please see account groupings below:

<table>
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The criterion for College/Division Approvers is maintained by Systems Control. College/Divisions must submit changes in writing to Systems Control. This criterion can be viewed in the Manage Approvers Grid within Manager Self Service.

To VIEW the Account Groupings for College/Division approvers follow the steps below:

1. Navigate to the Manage Approvers Grid within Manager Self Service.
2. Select View Access for Approvers
3. Search by the College Node (example HNRS = Honors College) or simply select SEARCH to see all users for which you have access to view.
OPTIONAL STUDENT INDICATOR FOR COLLEGE/DIVISION APPROVERS

An additional layer of routing criteria is available for College/Division as a whole. The Student Indicator Tab allows College/Division to include students as criteria.

Note: Student positions are included for State / LCL / TF regardless of the checkbox indicator if the account grouping is selected.

The student indicator criterion for College/Division is maintained by Systems Control. College/Divisions must submit changes in writing to Systems Control. This criterion can be viewed in the Manage Approvers Grid within Manager Self Service.

To VIEW the Student Indicator for the College/Division follow the steps below:
1. Navigate to the Manage Approvers Grid within Manager Self Service.
2. Select View Access for Approvers
3. Select the Student Indicator Tab.
4. A selected checkbox indicates the student criteria are turned on for all account type groupings for the College.

![Student Indicator Tab](image-url)

The Student Indicator Tab allows College/Division approvers to include students as criteria. A selected checkbox indicates the student criteria are turned on for all account type groupings selected. Note: Student positions are included for State / LCL / TF regardless of the checkbox indicator if the account grouping is selected.