

Documentation: Using the Administrative Systems Website

This website is designed to provide End Users of the Administrative Systems with the information and instructions needed to use the Self Service applications and the Human Resources and Finance modules.



What's New lists the new documentation that has been added to the website over the last month. Notices posted in the What's New section remain there for approximately 30 days.

Getting Help offers resources for getting assistance if you cannot find the information you need on the website, and for getting technical assistance.

Documentation provides the end users with information and instructions for using all the features in the Administrative Systems. It is divided into 3 sections: Introduction, Human Resources (HR), and Finance.

The **Introduction** covers the basic information about the system, from logging on the system to basic navigation information. System access is defined and instructions for obtaining access are found in Access-Responsibilities. Select Workflow to learn about workflow and the approval process for the different types of documents.

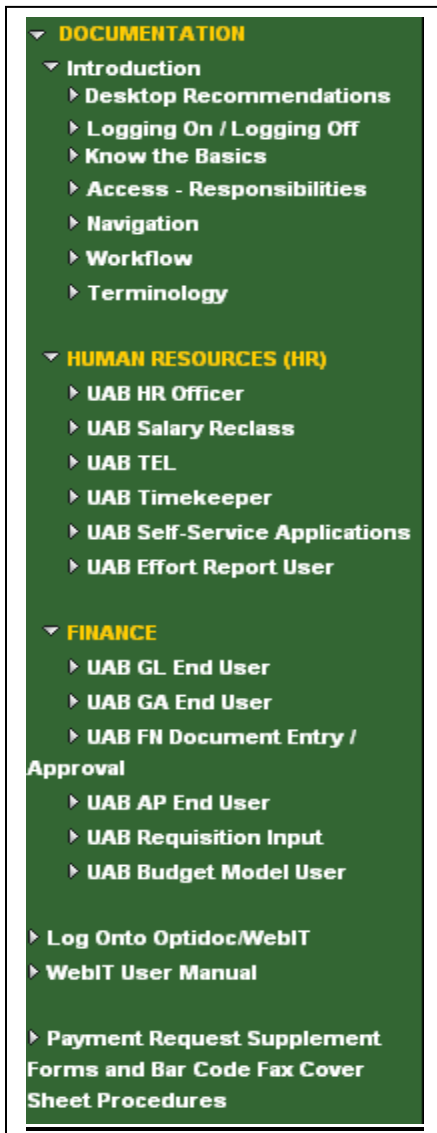
Click on the **Human Resources (HR)** heading to get an overview of the HR applications. Beneath the HR heading is a list of all of the end user HR responsibilities with instructions for using each of the menu options within a responsibility. Select a responsibility to view a description of the responsibility, followed by a list of the menu options available with links to instructions for using each of the menu options. Additional information, frequently asked questions (FAQs), and links to related information may also be included.

Click on the **Finance** heading to get an overview of the finance applications. Beneath the Finance heading is a list of all of the end user Finance responsibilities with instructions for using each of the menu options within a responsibility. Select a responsibility to view a description of the responsibility, followed by a list of the menu options

available with links to instructions for using each of the menu options. Additional information, frequently asked questions (FAQs), and links to related information may also be included.

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New employees may use the documentation section as a training manual, beginning with the Introduction and then selecting only the documentation for each responsibility showing in their Personal Home Page.



NOTE: Users who will only be using self service, and/or TEL, and/or effort report will not need to read all the Introduction information. Two Introduction links provide the basic information they need: (1) Logging On – Logging Off, and (2) Know the Basics. The user would then select the responsibility they need—UAB TEL, UAB Effort Report User, UAB Self Service Applications—to get the instructions for using those forms.

Links to **Log Onto Optidoc/WebIT** and the **WebIT User Manual** are provided. While Optidoc/WebIT is not part of the Administrative Systems, it is used in conjunction with it. The backup documentation to support payments for the finance documents in the Administrative System are faxed into the Optidoc scanning system. The Payment Request Supplement Forms must be used to provide payment information and to produce a Bar Code Fax Cover Sheet.

A link to the **Payment Request Supplement Forms and Bar Code Fax Cover Sheet Procedures** is provided for quick access to the forms to be used when faxing backup documentation for payment requests to WebIT.

There is also a **Search** option at the top of the webpage to assist users in locating specific topics quickly. Enter a word or multiple words to search data found within the Information Technology website and links to information on the IT site.

