

Attachments In UMS

December 6, 2010

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Contributors

The following personnel contributed to the preparation of this document:

J. G. Beirne – OCIO

Jill L. Griffith MBA – Department of Medicine

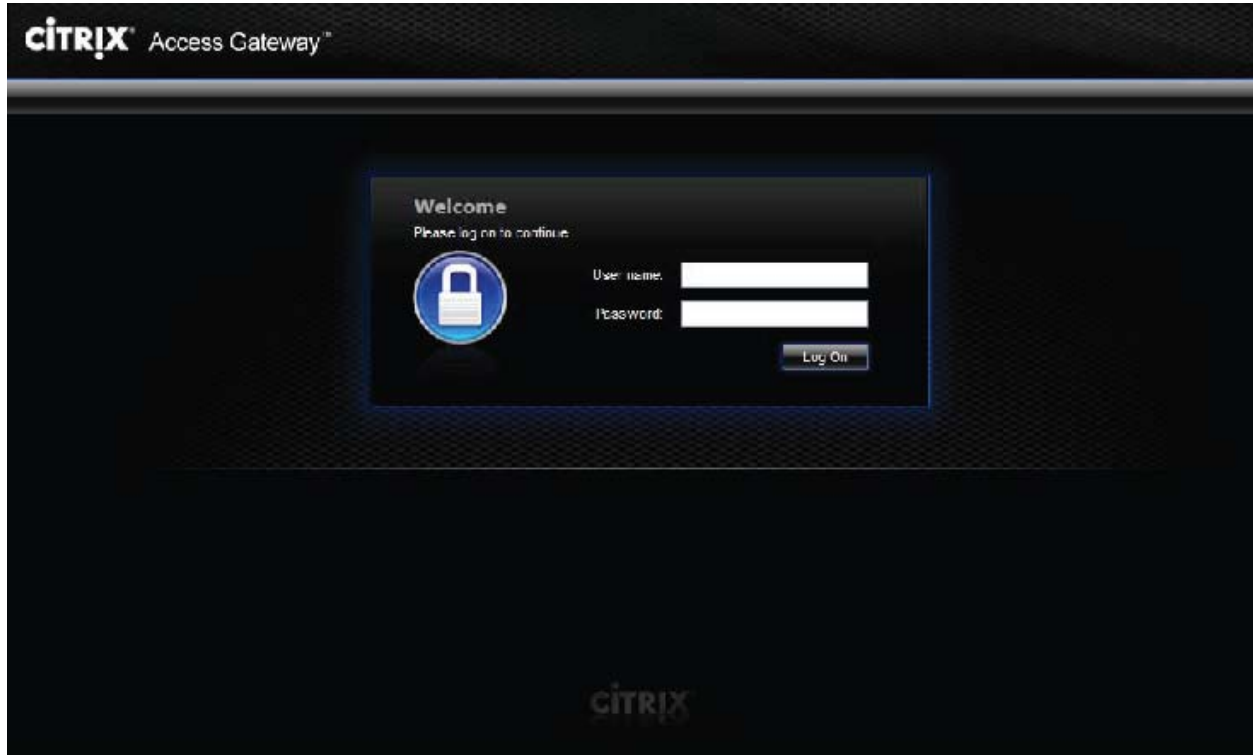
Damien Holton – eThority Inc.

Meghan E. McQueeney Department of Medicine

Attachments Can Be Added, Reviewed Or Removed

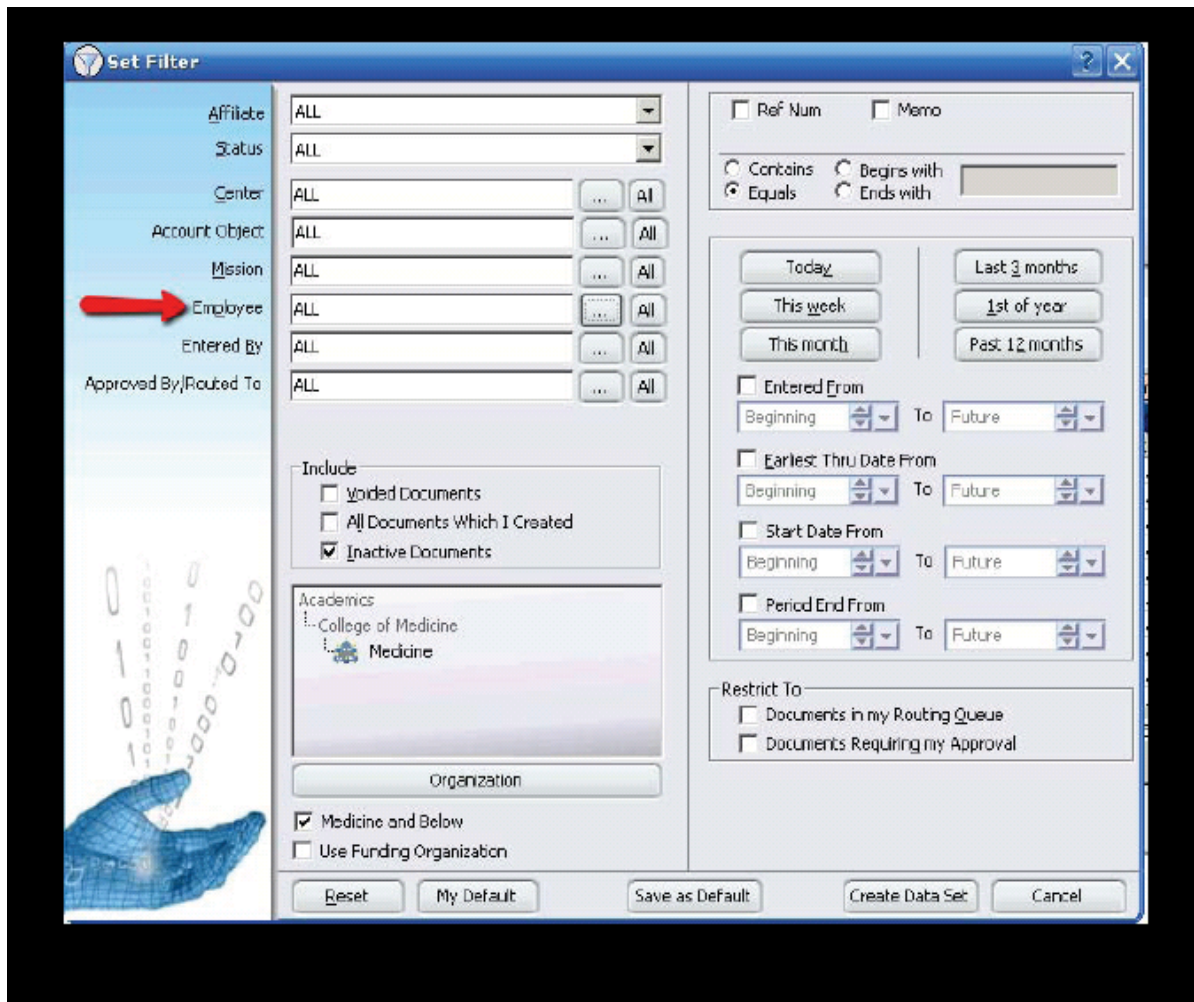
To Add An Attachment

Log into UMS via CITRIX.



Select The PEAR

In UMS select the Pear (employee).



To Add or Edit An Attachment

Scan the document to be attached.

Click on Edit mode Or Add If A New Employee.

Person Funding View

Affiliate: MUSC Inactive: NO
 Pay Type: Standard Retro: YES

SSN: _____
 Emp Num: _____

Action: Fund Change only
 Entered: Oct 27, 2010 Pay Cycle: Monthly
 Period Begin: Oct 01, 2010 Period End: Jun 30, 2011
 Reference: _____ Auto-Renew: NO
 Memo: _____

Academics
 ↳ College of Medicine
 ↳ Medicine

Payroll Items Funding Mission Codes Approval/Routing H.R. Notes Links Attachments

Exclude Expired Lines Show Funding lines for one center

Center	% Fund	Begin	Through
1 36932-	45.00	10/01/2010	06/30/2011
2 37922-	22.00	10/01/2010	06/30/2011
3 69027-	3.00	10/01/2010	12/31/2010
4 86609-	21.00	10/01/2010	04/30/2011
5 38935-	9.00	10/01/2010	06/30/2011

Center	Acct Obj	Init Commit	Expended	Commit
1 36932-C	50100 - Person	50,625.00	5,625.00	45,000.00
2 36932-C	50109 - Fringe	12,054.56	1,133.59	10,920.97
3 36932-C	50214 - Affilial	0.00	0.00	0.00
4 36932-C	50215 - Affilial	0.00	0.00	0.00
5 37922-C	50100 - Person	24,750.00	2,500.00	22,250.00
6 37922-C	50109 - Fringe	5,893.34	503.80	5,389.54
7 37922-C	50214 - Affilial	0.00	0.00	0.00

Unfunded Bal. 19,926.21 153,023.69 16,174.84 136,848.85
 100% Only Through 01/01/2011

Total Period Cost:	172,949.90
Funding Total:	153,023.69

Select Attachments (Tab).

Select Add (UMS allows for a variety of file types).

The screenshot displays the 'Personnel Funding' application window. The top section contains various input fields and controls:

- Affiliate: **MUSC**
- Pay Type: **Standard**
- Status: **Approved**
- Employee: [Redacted] with an 'Employee Detail...' button
- Social: [Redacted]
- Emp Num: [Redacted]
- Action: **Fund Change only**
- Entered: **08/13/2010**
- Pay Cycle: **Monthly**
- Period Begin: **07/01/2010**
- Period End: **06/30/2011**
- Ref Num: **Unknown**
- Auto-Renew:
- Retro:
- Inactive:
- Memo: [Empty]

On the right, an organization tree shows 'Academics' > 'College of Medicine' > 'Medicine' with an arrow pointing to the 'Medicine' node. Below this is an 'Organization' button.

The 'Attachments' tab is selected, showing a table of 'Attached Documents' with columns for 'Type', 'Description', 'Date Atta...', and 'Attached By'. The table is currently empty. A red arrow points to the 'Add' button at the bottom left of the table area.

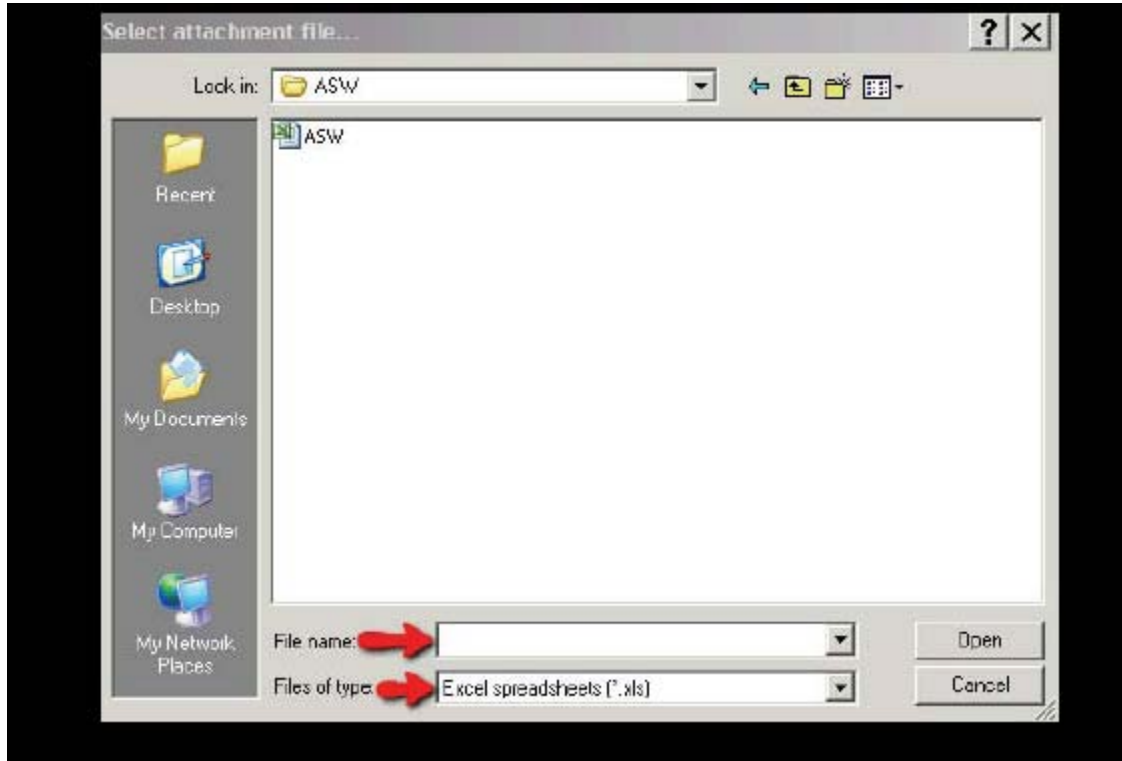
At the bottom of the window, a summary box shows:

Total Period Cost	182,563.18
Funding Total	181,536.49

Buttons for 'Help', 'Save and Close', and 'Cancel' are located at the bottom right.

Select the file to be attached.

Click On The File And It Will Attach, Or On The Open Button (The file is then attached).

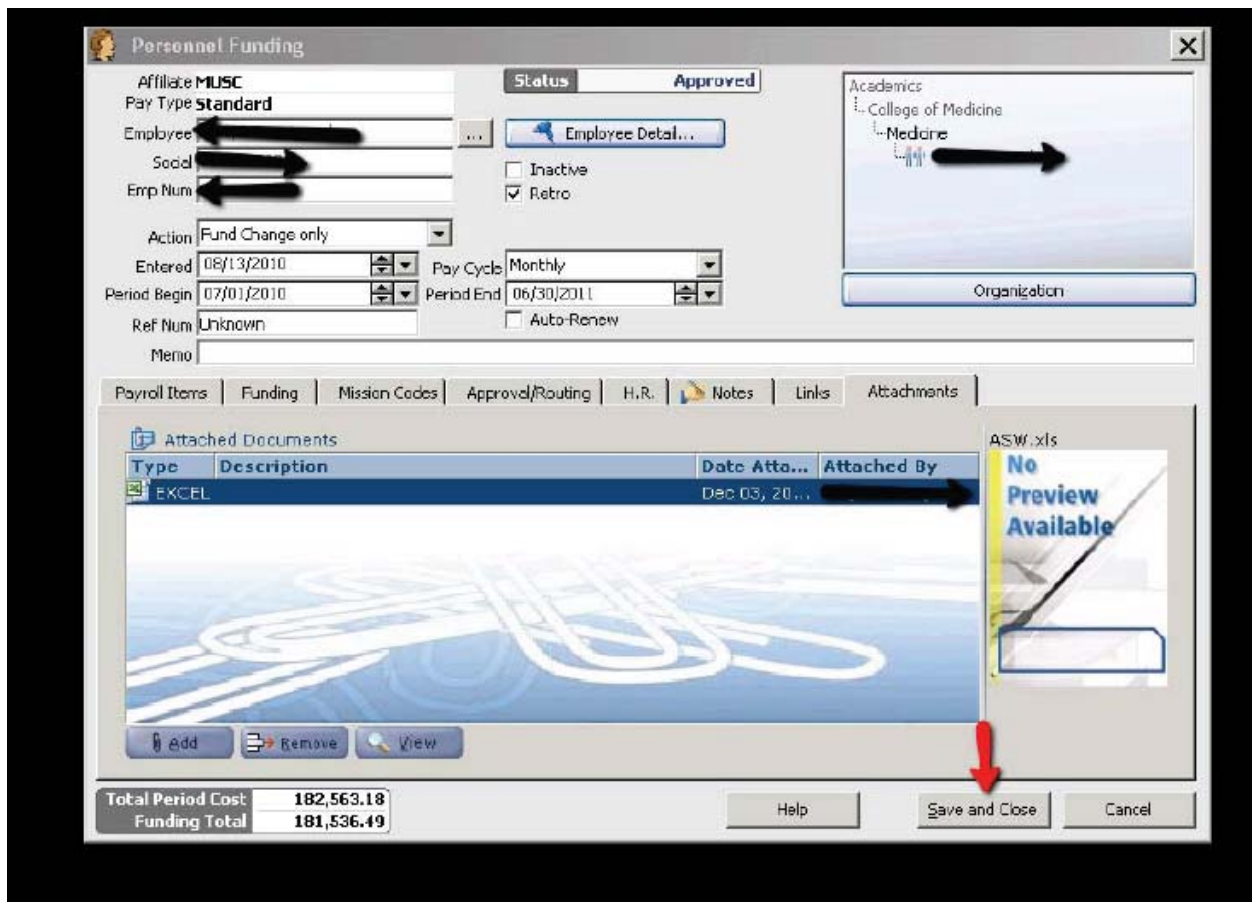


When you see the file (sample is Excel) in the Description area enter the appropriate code with a colon and a description.

Attachment Codes:

ASW: = Affiliate Salary	HRM: = Human Resources
ALL: = All Other Attachments not listed here	PAY: = Payroll

Click Save and Close.



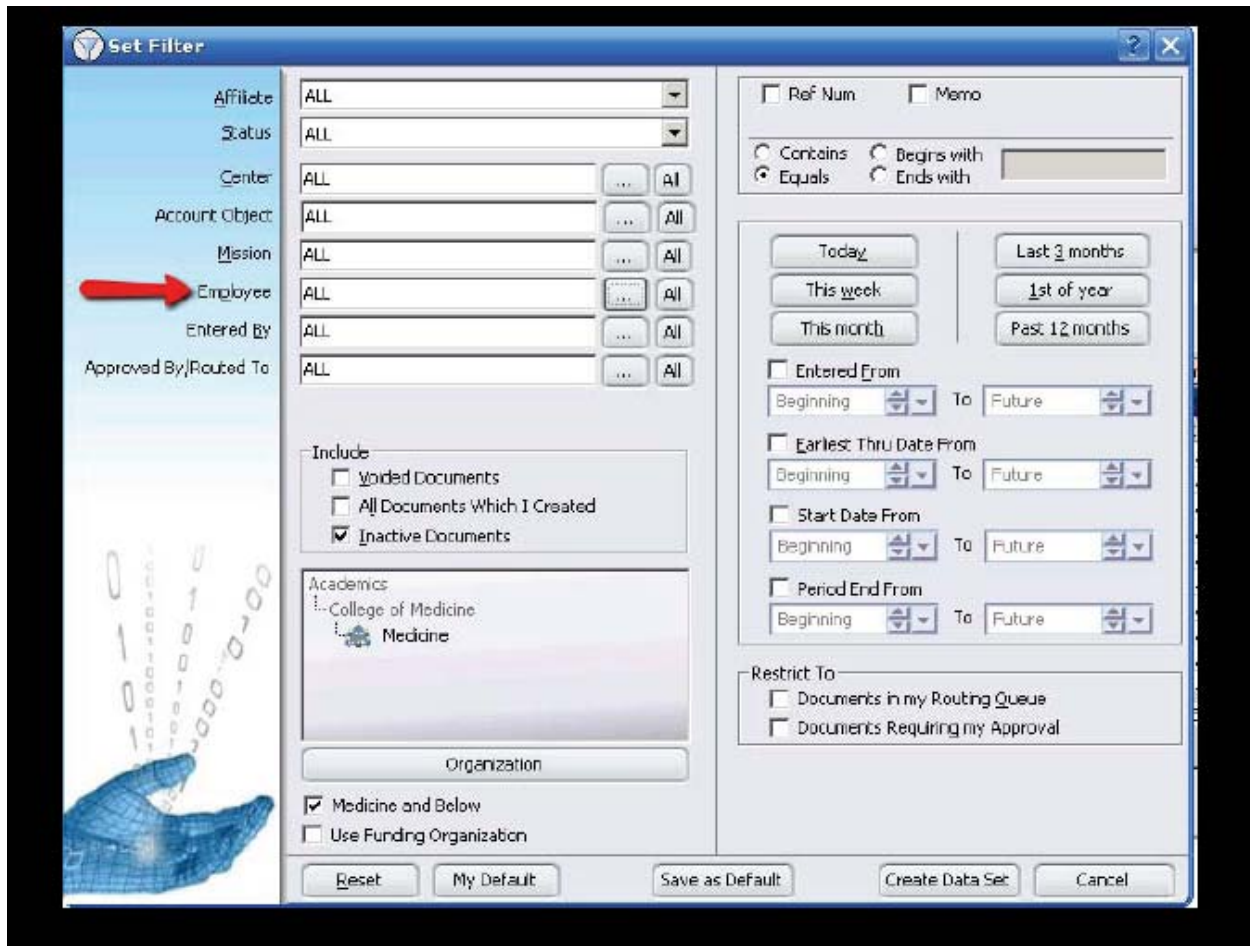
To Review An Existing Attachment

Select the PEAR (employee).

Select Open.

Click on the Attachment tab.

Double click on the Image and it will open the Attachment.



View Or Print

You can either View or Print the Attachment.

Personnel Funding View

Approved

Add Edit Void Print Find Filter Who Close

Affiliate: MUSC
Pay Type: Standard
Employee: [Arrows pointing to SSN and Emp Num]
Action: Fund Change only
Entered: Aug 13, 2010
Period Begin: Jul 01, 2010
Reference: Linknown
Memo:

Inactive: NO
Retro: YES
SOR

Academics
College of Medicine
Medicine [Arrow pointing to Medicine]

Payroll Items Funding Mission Codes Approval/Routing H.R. Notes Links Attachments

Type	Description	Date Atta...	Attached By
EXCEL	[Red Arrow]	Dec 03, 2010	[Arrow]

ASW.xls
No Preview Available

Total Period Cost:	102,563.18
Funding Total:	181,536.49