


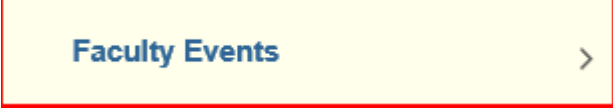







### FE102.02\_Assign Funding and Effort

Step	Action
1.	Click the <b>NavBar</b> button. 
2.	Click the <b>Navigator</b> button.  Navigator
3.	Click the <b>Workforce Development</b> menu. 
4.	Click the <b>Faculty Events</b> menu. 
5.	Click the <b>Track Events</b> menu. 
6.	Click the <b>Funding and Effort Reporting</b> menu. 
7.	Enter the Employee ID into the <b>Empl ID</b> field. Enter " <b>1000323</b> ". Empl ID <input type="text" value="begins with"/> <input type="text"/>
8.	Click the <b>Search</b> button. 



Step	Action
9.	<p>For new faculty members, the Effective Date on this page should match the Effective Date of hire. You will also be using this first row to enter the information.</p> <p>If you are updating the Funding and Effort reporting for an existing faculty member, first add a row for the new effective date.</p> <p>Click the <b>Calendar Effective Date (Alt+5)</b> button.</p> 
10.	<p>Click the <b>1</b> link.</p> 
11.	<p>Click in the <b>EFT</b> field.</p> <p>EFT: <input data-bbox="423 785 516 827" type="text"/></p>
12.	<p>Enter the desired information into the <b>EFT</b> field. Enter "<b>1</b>".</p> <p>EFT: <input data-bbox="423 890 516 932" type="text"/></p>
13.	<p>The <b>Salary %</b> fields are optional. If you input values into the various salary fields, be sure that they add up to 100%.</p>
14.	<p>Click in the <b>Instruction Activity</b> field.</p> <p>Instruction Activity: <input data-bbox="690 1079 760 1121" type="text"/></p>
15.	<p>The <b>Activity %</b> fields are mandatory. These fields must also add up to 100%.</p> <p>Enter the desired information into the <b>Instruction Activity</b> field. Enter "<b>80</b>".</p> <p>Instruction Activity: <input data-bbox="690 1247 760 1289" type="text"/></p>
16.	<p>Click in the <b>Research Activity</b> field.</p> <p>Research Activity: <input data-bbox="690 1352 760 1394" type="text"/></p>
17.	<p>Enter the desired information into the <b>Research Activity</b> field. Enter "<b>10</b>".</p> <p>Research Activity: <input data-bbox="690 1457 760 1499" type="text"/></p>
18.	<p>Click in the <b>Public Service Activity</b> field.</p> <p>Public Service Activity: <input data-bbox="690 1562 760 1604" type="text"/></p>
19.	<p>Enter the desired information into the <b>Public Service Activity</b> field. Enter "<b>10</b>".</p> <p>Public Service Activity: <input data-bbox="690 1667 760 1709" type="text"/></p>
20.	<p>Click the <b>Save</b> button.</p> 



Step	Action
21.	That is how you assign funding and effort to a faculty member. <b>End of Procedure.</b>