

Dear Colleagues,

I am pleased to inform you that the 2015-2016 Faculty Professional Development site is ready for the new fiscal year requests. The funding allotments are as follows: Full-Time Faculty – up to \$1,800; Part-Time Faculty – up to \$900. The process is still the same for submitting your requests within the site. <https://services.ivc.edu/PDRequest/Login.html>

Once your request has been “pre-approved”, there are some additional steps that must be completed within “Workday” that we can assist you with. There is a new step called a “Spend Authorization” that must be completed **AFTER** your FPD request has been pre-approved.

(A spend authorization is an estimate of expenditures you plan to make for a future purpose. These are typically used for travel requests such as conferences, conventions, and field trips that have expenditures associated with them. The trip and the expenditures will need to be pre-approved by the manager via a Spend Authorization submitted by the employee.)

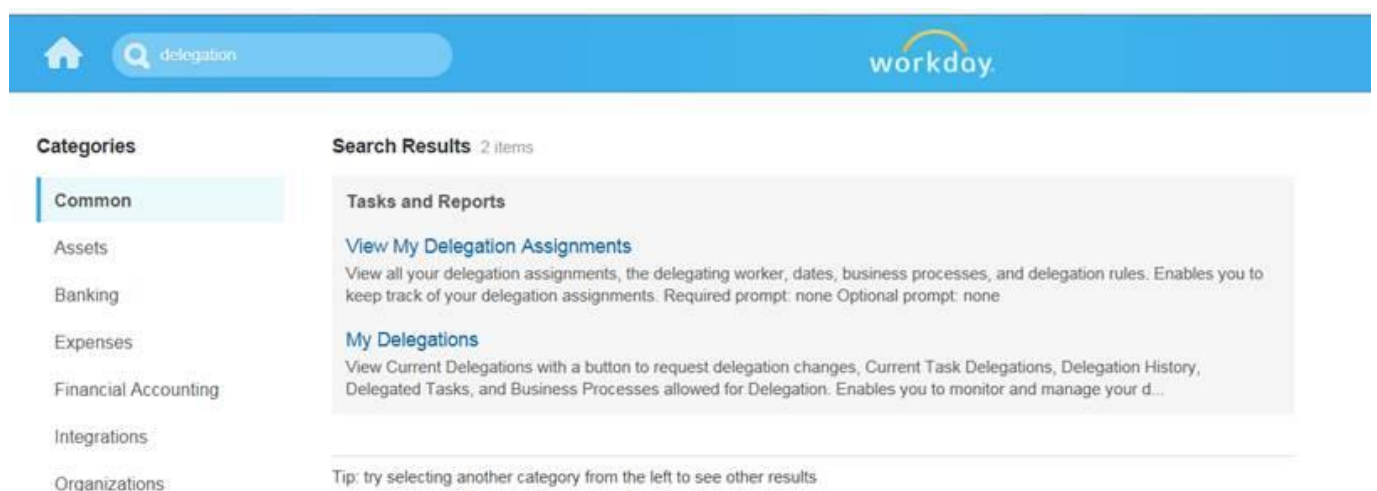
Here is the way to complete this step.

1. You must delegate Stefanie Alvarez to automatically fill this out for you once your FPD request has been pre-approved. (Directions on how to do this will follow at the bottom of the page).
 - a. Delegating Stefanie Alvarez will not restrict you from accessing this yourself and you may delegate multiple people at one time.

Once the conference has occurred, the same process will continue with you submitting your “post-activity” for approval and the digital receipts will be sent to Stefanie Alvarez (salvarez@ivc.edu) to be submitted on your behalf.

Directions for Delegation:

1. Log into Workday <https://wd5.myworkday.com/socccd/login.flex>
2. Type in “Delegation” into the search bar and your screen should look like this:



3. Click on “My Delegations and you will be directed to a screen.

My Delegations

For: Stefanie Alvarez (013181)

Current Delegations | Current Task Delegations | Delegation History | Delegated Tasks | Business Processes allowed for Delegation

Begin Date	End Date	Delegate	Retain Access to Delegated Tasks in Inbox
No Data			

Manage Delegations

4. Click on the “Manage Delegations” button and you will be directed to the following screen.

Manage Delegations Stefanie Alvarez (013181)

Business Processes allowed for Delegation

New Delegation

Begin Date	End Date	Delegate	Start On My Behalf	Do Inbox Tasks On My Behalf
/ /	/ /	search	search	<input type="radio"/> For all Bus <input type="radio"/> For Busine <input checked="" type="radio"/> None of th

Retain Access to Delegated Tasks in Inbox

Delegation Rule

5. Fill in the dates for the fiscal year (today’s date to 06/30/2016)

6. “Delegate: type in Stefanie Alvarez

7. Start on my Behalf: type in “Create Spend Authorization”

8. Click on “For Business” and type in “Spend Authorization” (see image below)

The screenshot shows the Workday 'Manage Delegations' page for Stefanie Alvarez (013181). The 'Business Processes allowed for Delegation' section is active. In the 'New Delegation' form, the 'Do Inbox Tasks On My Behalf' tab is selected. Under 'Start On My Behalf', a search for 'Create Spend Authorization' is shown. Under 'Do Inbox Tasks On My Behalf', the 'For Business Process' radio button is selected, and 'Spend Authorization' is entered in the search field. The 'Retain Access to Delegated Tasks in Inbox' checkbox is present but unchecked. At the bottom, there are 'Submit', 'Save for Later', and 'Cancel' buttons. The 'Submit' button is highlighted in green.

9. Click the box “Retain Access to Delegated Tasks in Inbox”

This is a close-up of the 'Do Inbox Tasks On My Behalf' section. The search field still shows 'Create Spend Authorization'. The 'For Business Process' radio button is selected, with 'Spend Authorization' in the search field. The 'Retain Access to Delegated Tasks in Inbox' checkbox is now checked, indicated by a checkmark icon.

10. Once you have filled this out, click on the “Submit” button and the approval will go to your manager.

11. This will ensure a more productive and speedier process for everyone.

After attending your conference/training, you will need to log back into the FPD request site and fill out your “Post-activity” information and click on the submit button with all of the required fields filled in and the “actuals” of what you spent. All of the receipts will then be forwarded either hard or digital copies of the required receipts to Stefanie Alvarez, who will submit these on your behalf. This is to verify that your expenses are approved for the conference that you attended. This process must be followed in order to ensure proper reimbursement for conference and that the proper receipts are provided. If follow up documentation is required, then an e-mail will be sent to you and you must respond within a timely manner in order to assure that you are reimbursed properly. Any delay or no-response will result in nonpayment for that expense.

We thank you for all of your service to the students and college.

Regards:
Brett McKim