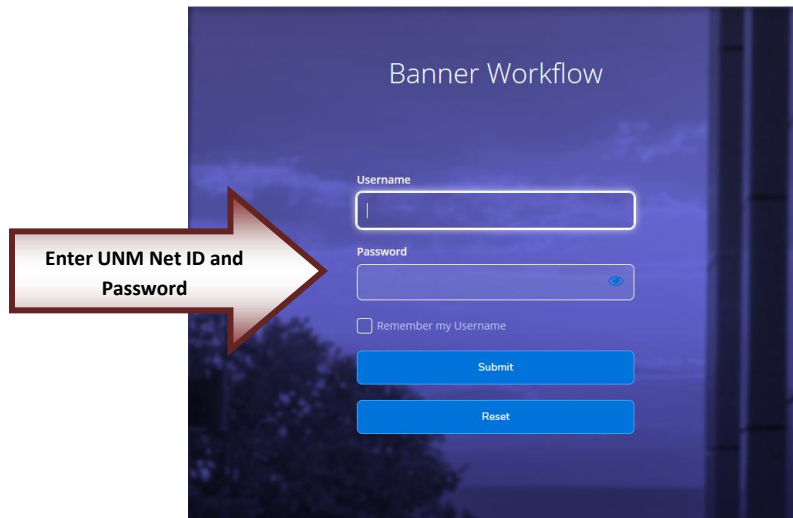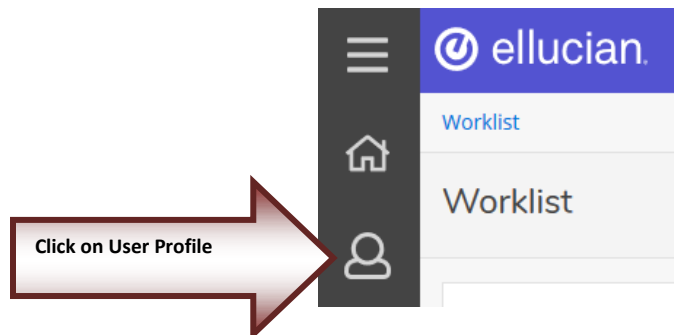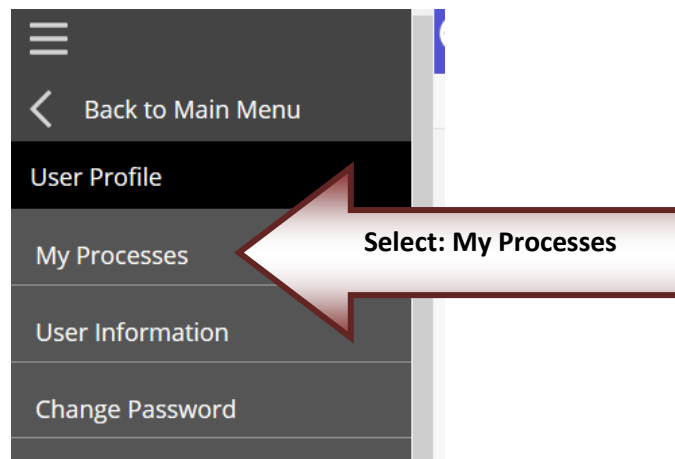# Workflow: For Award Processing

1. Complete and save the Workflow Departmental Award Form (use the Workflow International Departmental Award Form for International Students) through MS Excel.
2. Go to https://www7.unm.edu/workflow/logon.jsp
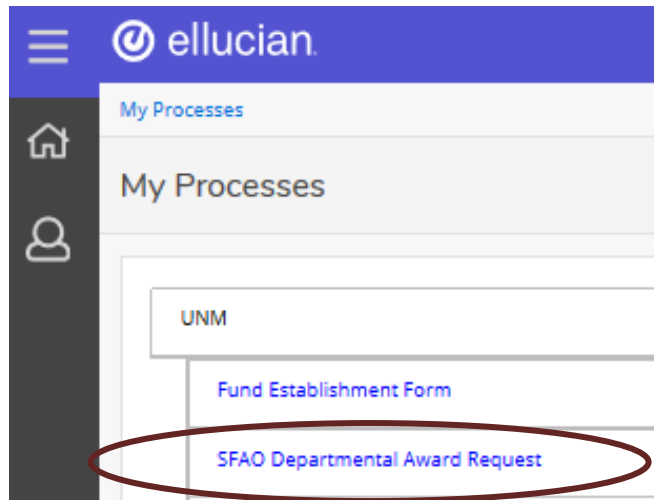3. Login using your UNM NetID and Password

4. Click on the "User Profile" icon
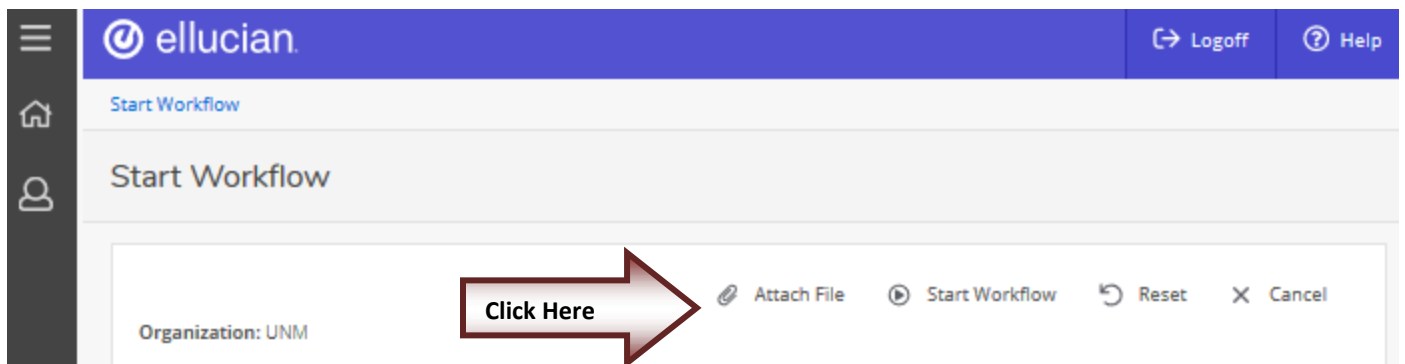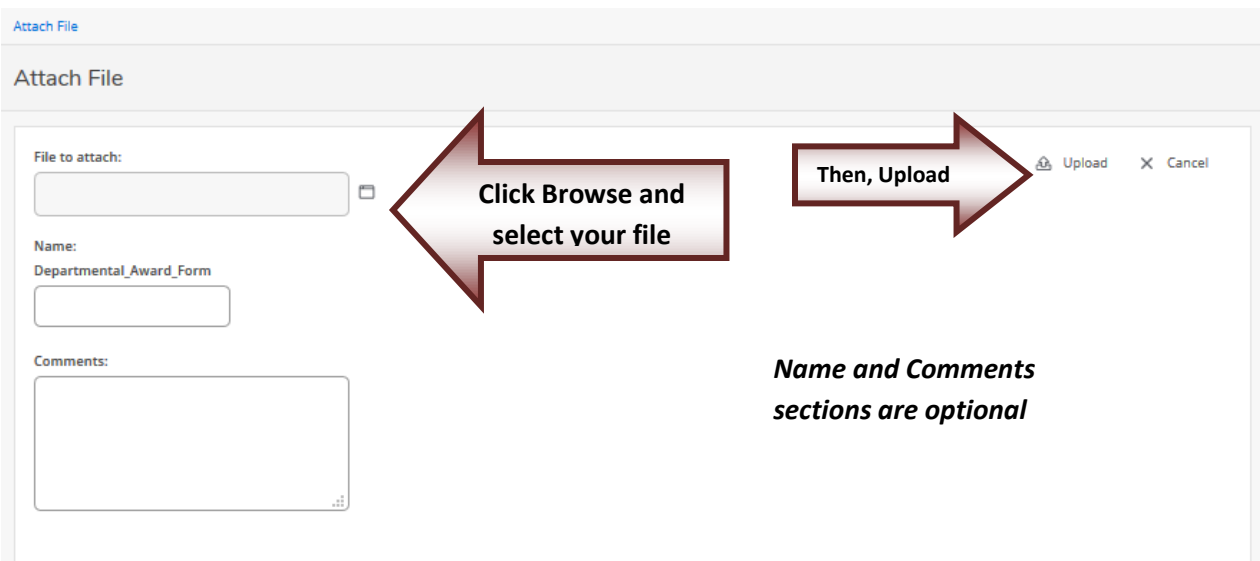

5. Click on "My Processes"

6. Click on "SFAO Dept. Award Request"

7. Click on "Attach File"……(this is to be done once the departmental award form has been completed)

8. Click on the "Browse" icon and locate the Departmental Award form you completed in Step 1.

9. You are directed back to the original page. Enter the information in the "Required Parameters" section

Required Parameters

*Dept_Chair_Netid:

[   ]

*Index_Code:

[   ]

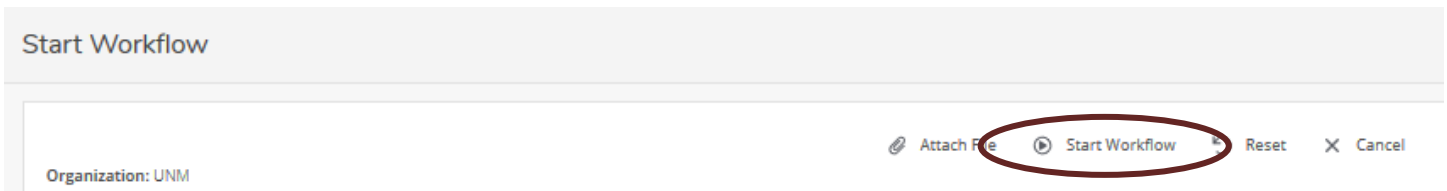***Org_Code:**

[   ]

Description:
1. Enter the required fields above.
2. Click Attach File below, browse to find your completed form, under name select Departmental_Award_Form, and click Attach.
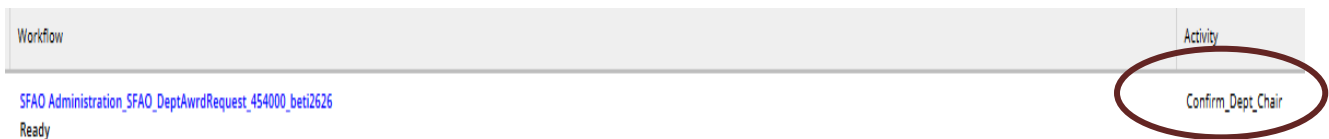3. Click Start Workflow.

10. Click on "Start Workflow". Once you start the process, Workflow will try to locate the "Department Chair" for second approval. An email is sent to originator.

Start Workflow

                                                                        ⊘ Attach File   ⊙ Start Workflow   ↺ Reset   ✕ Cancel

Organization: UNM

11. Click "Worklist" under the "Home" menu to refresh (Originator will receive an email when process to identify "Dept. Chair" is complete. You can click "Worklist" or just wait for the email)

≡

< Back to Main Menu

Home

Worklist

Workflow Status Search

Workflow Alerts
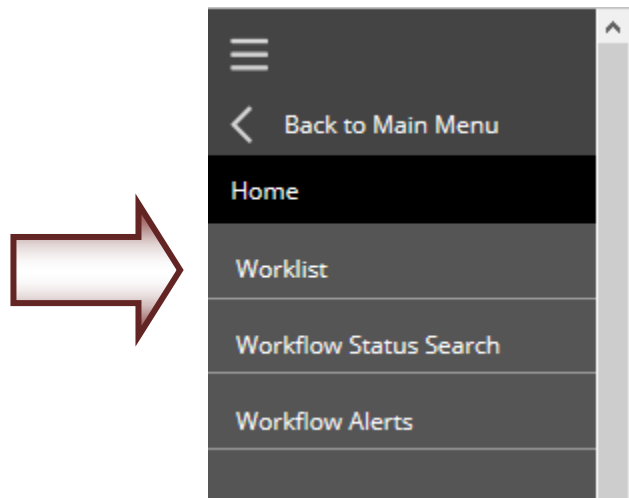
12. If Activity says "Confirm Dept Chair", skip to step 16. If Activity says "Assign a Dept. Chair", continue to step 13.

Workflow	Activity
SFAO Administration_SFAO_DeptAwrdRequest_454000_beti2626	Confirm_Dept_Chair
Ready	

13. Click on Workflow link

Workflow

SFAO Administration_SFAO_DeptAwrdRequest_454111_beti2626

Ready

14. Enter UNM NetID of person who will provide second level approval and click "Complete".
15. Click: "Worklist" to refresh. Activity should now say "Confirm Dept Chair".

Activity

Confirm_Dept_Chair
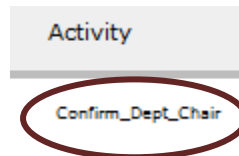
16. Click on Workflow link
17. Verify the information provided is correct. If it is Select "Yes" and click complete. If it is not, Select "No", click "Complete", and repeat Steps 13 through 16.
18. After confirmation is complete, second level approver will receive an email indicating pending process in Workflow.

Second Level Approver Process

1. Click on the link that is provided in the email you received.

2. Login using your UNM NetID and Password
3. Click on Workflow link

4. Open the attachment and verify the information. If it is correct, select "Approved" and Click "Complete". If it is not correct, select "Denied" and provide "Reason for Denial". If necessary insert comments for denial. Click "Complete"

SFAO Departmental Award Request for the Department Chair

Greetings Elizabeth Jacquez Amador

Click on the attachment below to review the SFAO Departmental Award Request.

Submitted: 03-Jun-2019 10:14:34 AM
Workflow ID: 82811956
By: Elizabeth Jacquez Amador
Email: beti2626@unm.edu
Phone: 277-6936
Department: SFAO Administration
Comments(if any):

Important Information: The attachment must not be updated or removed.
If the form requires adjustments, deny the request and enter comments.
An email will be sent to Elizabeth Jacquez Amador in SFAO Administration with this information.

* Action

- ○ Approved
- ○ Denied

If 'Approved' was selected above,
Use the 'Comments' box below to enter optional information.
Click on the 'Complete' button at the bottom of the page.
This request will be forwarded to General Accounting (Taxation).
If 'Denied' was selected above,
Select the reason denied from the dropdown list below
Include a required explanation in the 'Comments' box below.
Click on the 'Complete' button at the bottom of the page.
The originator will be notified by email with your comments.
Reason for Denial:

None ⌄

If you deny, provide reason

Comments are required if the request was denied.
Comments are optional if the request was approved.
Comments:

Attachments

WF testing.docx
WF testing.docx (11 KB)
03-Jun-2019 10:14:51 AM
Comments: test
[Update] [Remove]

Open and verify info

5. If it is approved, process will go to General Accounting, appropriate Accounting Office, Funds Management, and finally Scholarships Office.
6. If it is denied, process will stop and originator will be notified via email about denial.
7. An email with the progress and status of the award request will be sent after the process is complete.