

# ESHARP Training Guide-Employee

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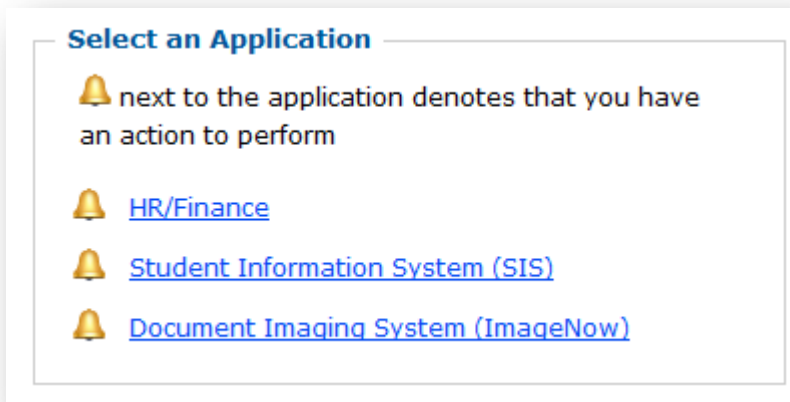
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## Select an Application

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1. Select an application to request responsibilities in ESHARP.
  - Bell next to application indicates action item waiting for you in that application.



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## Home Screen

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2. Once you log into ESHARP the Home Screen Displays.
  - Gray box on right shows profile data known by ESHARP. If information is not correct, do not create requests until it is corrected in the Integrated System

HR/Finance (HR/Fin) and appears correctly in the ESHARP gray box. Contact your Supervisor to update your information.

- Electronic Access Agreement (EAA): “EAA signature needed” warning – you can sign the agreement electronically by clicking on the EAA link in the warning or clicking on the Electronic Access Agreement link at the bottom of the Home page.
- “Employee Action Needed” reminder displays under the Action link for required Employee Responsibility Request Acceptance.
- You can switch applications while in ESHARP using the link in top right corner. If creating a request, the request will be saved but not submitted if you change applications mid-request.
- FAQ link is in top right corner.



Welcome: Jennifer Charback  
[FAQ](#) [Switch Applications](#) [Home](#) [Logout](#)

 [Request Access](#)  
Submit a New Request and or submit saved request.

 [Actions \(8\)](#)  
View responsibility requests that require you to take action.

**EMPLOYEES:** You will receive an "Action needed" email for each request that moves through the approval process for you. After the email is sent the Actions icon above will display the number of requests, in parentheses, that need your review/approval. You MUST click on the **Actions** icon, then for each request, click on the **Approve** icon and complete the Employee Acknowledgment action before the responsibility can be granted.

 [View Pending and Historical Requests for Access](#)  
View the work flow process of a submitted responsibility.

Name:	Jennifer Charback (jlc3wn)
EAA:	4/18/2013
Ferpa:	4/18/2013
Organization:	20030 HR-Human Resources
Supervisor:	Patricia Marbury (pam5w)

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## Request Add/Remove Access

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3. Click on Request Add/Remove Access



### [Request Add/Remove Access](#)

Submit a New Request and or submit saved request.

4. Click on New Request

- Requests That Have Not Been Submitted box always appears. It is empty if there are no saved or unsubmitted requests.
- Plus sign (+) on right displays information about saved request.
- Pencil icon in Actions column goes to Summary page for submission.
- Red X icon in Actions column deletes the saved request.



### [New Request](#)

Click on New Request to start a new request for access.

#### Requests That Have Not Been Submitted

	Application Name	Employee Full Name	Employee Type	Actions
	HR/Finance	Jennifer Charback (jlc3wn)		
	HR/Finance	Jennifer Charback (jlc3wn)		

5. Select the Supervisor and Organization.

- If employee has multiple assignments and supervisors they default to value on far left.

- If employee only has one assignment and supervisor, then this information defaults.
6. Click the **Continue** button.

**Request Information**

Employee Name Jennifer Charback (jlc3wn)

Supervisor  Patricia Marbury (pam5w)

Organization  20030 HR-Human Resources

Request comment  
(This Comment pertains to all of the responsibilities included in the request. It is optional.)

7. In the Select a Responsibility section use the + signs and expand the module (e.g., Accounts Payable, Student Records) and click on the responsibility (e.g., UVA AP Administrator, UV SR User Schools). You may add additional responsibilities at the end of the process.
- Information about responsibilities is now listed in the blue box on the right: Links to Responsibility Descriptions/Training. These links open a new web page for appropriate Toolkit. You can close the web page to return to ESHARP.

#### Instructions

**Select a Responsibility:** Using the + signs below, expand the module (e.g., Accounts Payable, Student Records) and click on the responsibility (e.g., UVA AP Administrator, UV SR User Schools). You may add additional responsibilities at the end of the process.

**To view responsibility descriptions and training requirements/recommendations,** use the drop-down arrows for the appropriate module in the table to the right, click a responsibility name to access its toolkit in a separate browser window, view descriptions, and enroll in training.

#### Select a Responsibility

- Production
  - Accounts Payable (AP)
  - Accounts Receivable (AR)
  - Budget (BU)
  - Cash Management (CM)
  - Fixed Assets (FA)
  - General (GEN)
  - General Ledger (GL)
  - Grants Accounting (GA)
  - Human Resources (HR)
  - Labor Distribution (LD)
  - Oracle Learning Management (OLM)
  - Payroll (PAY)
  - Purchasing (PO)
  - Self Service Web Applications

#### Links to Responsibility Descriptions/Training


- Accounts Payable (AP) ▾
- Accounts Receivable (AR) ▾
- Budget (BU) ▲
  - UVA Budget Developer
  - UVA UBO Budget Developer
- Cash Management (CM) ▾
- Fixed Assets (FA) ▾
- General (GEN) ▾
- General Ledger (GL) ▾
- Grants Accounting (GA) ▾
- Human Resources (HR) ▾
- Labor Distribution (LD) ▾
- Oracle Learning Management (OLM) ▾
- Payroll (PAY) ▾
- Purchasing (PO) ▾
- Self Service Web Applications

#### 8. Enter required Data for the Responsibility and click **Continue**.


- Error messages are at the top in red; field with error is marked with red asterisk on left side.
- Required Data
  - Dropdown value list is available, rather than entering information, where applicable.
  - Can pick multiple values from dropdown value list, where applicable.
  - Required information is provided in text boxes to the right of the question rather than in a Responsibility Comment box. If noted as required, you must enter a value, though values are not edited or validated.

**Responsibility Details**

Description UVA PO Purchaser

Effective Date 10/2/2013 


Action  Add  Remove

Requisition Limit 

Approver First and Last Name

Approver Position Number

Employee Position Number

Comment (Optional) 

9. Add/Remove Additional Responsibilities.

- To add Additional Responsibilities click on:  and follow steps 7-8.

10. Review Summary Page

- Icons in Action Column
  - Pencil icon– Edit
  - Red X icon– Delete
- Icons in Submit Options
  - Save Request for Later Submission
  - Submit Request for Review (green light)
  - Delete Request (red x)

**Request Information**


Application: Student Information System (SIS)      Supervisor: Patricia Marbury (pam5w)

Employee: Jennifer Charback (jlc3wn)      Org: 20030 HR-Human Resources


Submitted By: Jennifer Charback (jlc3wn)

[Edit Request](#)


**Submit Options**



Save Request  
for Later  
Submission







Submit  
Request For  
Review




Delete  
Request

**Requested Responsibilities**


Add Additional Responsibility					
Effective Date	Instance	Module	Description	Action	Actions
08/30/2013	Production	Financial Aid (FA)	UV FA Work Study Reporting UGRD College of Arts & Sciences	Add	 
10/02/2013	Production	Admissions (AD)	UV AD Alumni Assoc Reporting	Add	 

11. Submit Request For Review.


**Submit Options**



Save Request  
for Later  
Submission



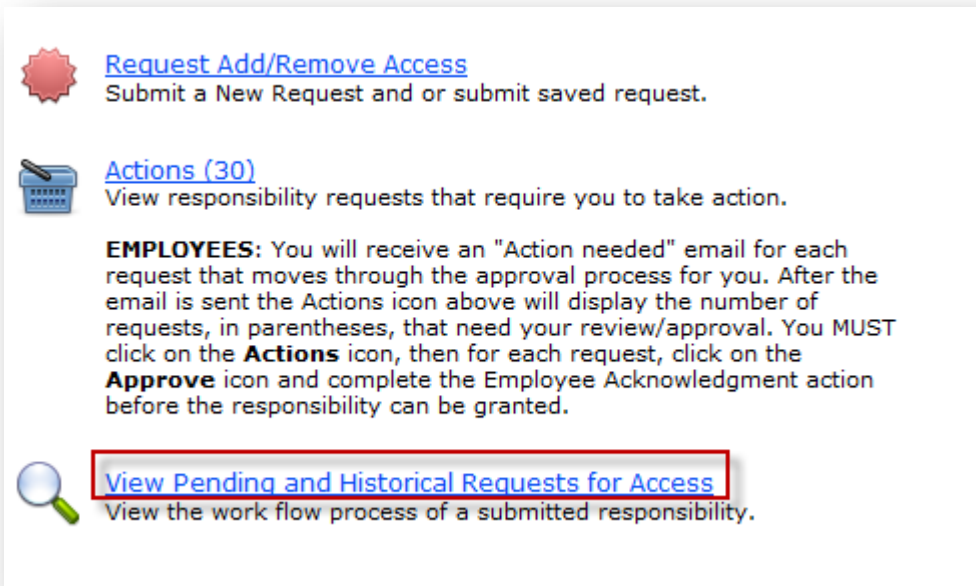
Submit  
Request For  
Review





Delete Request

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# View Pending and Historical Requests for Access



 [Request Add/Remove Access](#)  
Submit a New Request and or submit saved request.

 [Actions \(30\)](#)  
View responsibility requests that require you to take action.

**EMPLOYEES:** You will receive an "Action needed" email for each request that moves through the approval process for you. After the email is sent the Actions icon above will display the number of requests, in parentheses, that need your review/approval. You **MUST** click on the **Actions** icon, then for each request, click on the **Approve** icon and complete the Employee Acknowledgment action before the responsibility can be granted.

 [View Pending and Historical Requests for Access](#)  
View the work flow process of a submitted responsibility.

1. **Click View Requests for Access – Current** to view all requests that are active in the approval workflow.

**OR**

**Click View Requests for Access – Historical** to view all requests that are **Completed** or **Denied**.

- Most common selection criteria choices provided.
- Click “Show Advanced Search Options” to use more criteria to narrow search.

Home > Search > Current Responsibilities

**Search Options** [Show Advanced Search Options](#)

WorkflowRole: Employee (dropdown)  
Employee (Computing Id or Last Name): [text input]  
Responsibility: [dropdown]

Current Action Items Only

Effective Date	Submitted Date	Instance	Module	Responsibility	Action	Status	Employee	Roles	Comment
No records to display.									

1 | Displaying items 0 - 0 of 0



2. Click on **plus** sign on left of responsibility request to see additional Approval Data values, if applicable.
3. Click on **Status** to view the progress of the request.

Search Options [Show Advanced Search Options](#)

WorkflowRole: Employee (dropdown) Employee (Computing Id or Last Name): [input] Responsibility: [input]





Current Action Items Only [Submit] [Clear]





Effective Date	Submitted Date	Instance	Module	Responsibility	Action	Status	Employee	Roles	Comment	
08/21/2012	09/17/2013	Production	Student Records (SR)	UV_IN_SR_LINKING	Add	Submitted	[redacted]	Training	<a href="#">View</a>	<a href="#">Status</a>
11/08/2012	11/08/2012	Production	Financial Aid (FA)	UV FA User Dept GRAD Graduate School of Arts and Sciences	Add	Submitted	[redacted]	Training	<a href="#">View</a>	<a href="#">Status</a>
11/09/2012	11/09/2012	Production	Student Records (SR)	UV SR User Enrollment	Add	Submitted	[redacted]	Training	<a href="#">View</a>	<a href="#">Status</a>








**Approval Data**

Form Text	Approval Data Value
What actions will you be performing with this SIS responsibility?	Student Milestones

4. View the Status of the Request.

- Approved , Denied , Current  (indicates this is the workflow level currently under review), Pending  (indicates workflow levels yet to be reviewed).

Status Key: Approved  Denied  Current  Pending 

Level	Action Full Name	Workflow Role	Backup Notified	Submit By Admin	Action Date	Workflow Role Comment	Status
1		Supervisor			09/23/2013	<a href="#">View</a>	
2		Data Access Approver			09/24/2013	<a href="#">View</a>	
3		Deputy Data Steward Student Records			09/24/2013	<a href="#">View</a>	
4		<a href="#">Training</a>				<a href="#">View</a>	
5		<a href="#">Employee Acknowledge - Accept</a>				<a href="#">View</a>	
6		<a href="#">Data Security Administrator</a>				<a href="#">View</a>	
7		<a href="#">Student Records Row Level</a>				<a href="#">View</a>	

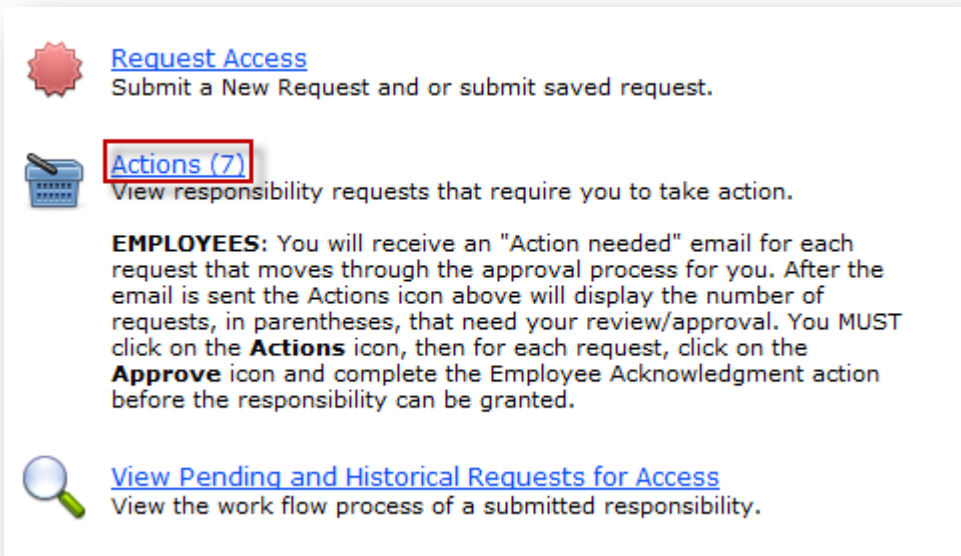
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## Actions: Employee Acknowledgement/Acceptance

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You will receive an email from [esharp@virginia.edu](mailto:esharp@virginia.edu) telling you to **Approve/Deny** the request in ESHARP, once the request has goes through the workflow process,

1. Click on the Actions link.



The screenshot shows a user interface with three main sections. The first section is titled 'Request Access' with a red gear icon and the text 'Submit a New Request and or submit saved request.' The second section is titled 'Actions (7)' with a blue folder icon and the text 'View responsibility requests that require you to take action.' This section contains a detailed instruction for employees: 'EMPLOYEES: You will receive an "Action needed" email for each request that moves through the approval process for you. After the email is sent the Actions icon above will display the number of requests, in parentheses, that need your review/approval. You MUST click on the **Actions** icon, then for each request, click on the **Approve** icon and complete the Employee Acknowledgment action before the responsibility can be granted.' The third section is titled 'View Pending and Historical Requests for Access' with a magnifying glass icon and the text 'View the work flow process of a submitted responsibility.'

2. Approve or Deny the responsibilities in your Actions basket. Note: If you have multiple workflow (ie. Supervisor and DAA) roles you will have to approve multiple times for one request.
  - To approve (accept) - Click on Stamp icon in Actions column; brings up separate page to enter optional comment and Approve.
  - To deny (decline) –Click on Stop sign with hand in Actions column; brings up separate page to enter mandatory comment and Deny.

Instance	Module	Responsibility	Action	Employee	Effective Date	Submitted Date	Role	Email		Actions
Production	Student Records (SR)	UV SR User Enrollment	Add	Michael Watson (maw4fp)	11/09/2012	11/09/2012	Training	FYI	<a href="#">Details</a>	 
Production	Student Finance (SF)	UV SF Departmental Reporting GRAD Graduate School of Arts & Sciences	Add	Margaret Vanekeren (mvp3q)	02/06/2013	02/06/2013	Training	FYI	<a href="#">Details</a>	 
Production	Student Records (SR)	UV SR Acad User Reporting	Add	Adam Brooks (ajb8t)	09/06/2013	09/06/2013	Training	FYI	<a href="#">Details</a>	 
Production	Student Records (SR)	UV SR Acad User Reporting	Add	Kristina Bethea (kkb3c)	09/06/2013	09/06/2013	Training	FYI	<a href="#">Details</a>	 

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