

ALTERNATIVE WAY TO ACCESS SALARY ENTRY FORMS

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The general method to access Salary Entry form, which most users was shown, is to go through the main log in menu:

BUDGET FY 2015



Alternatively, the left hand side list can also be utilised for direct access, particularly to look up a staff in Single Employee.

The screenshot shows the IBM Cognos TM1 Web interface. The left-hand side menu is expanded, showing a list of applications under the 'Salary' folder. The list includes: '01. Detailed Report by College', '03. New Employee Input', '04. Casual Employees Input', '90. Summary', 'HR Assumptions', 'New Employee Input', 'Salary Summary', and 'Single Employee Input'. A red box highlights this list. The main content area displays the 'BUDGET FY 2015' header and a list of menu items: 'Expenses', 'Expenses Summary', and 'Financial Management Report'. A red arrow points to the 'Single Employee Input' item in the left-hand side menu.