Work Assist

• Select the button for the action required
• Banner ID: Enter Banner ID of person to pay  **Shortcut:** You can enter just the numbers following the zeros

• Job: Select job for this employee
• Position: Select the position number to pay employee
  The job type and the position type must match—in this example (UH) and (UH)
• Term: Select enrolled term. Eligible work dates are shown

• Activity: No longer used.
Authority Override: Leave blank to allow account authority to approve form. To override the account authority, enter the e-mail address of substitute approver.

Assigned Department: Defaults to home department of person creating form. Select from the menu to group this action with a subunit for reporting purposes only.
Hit **Submit**! if pay action correct.

Hit **Edit**: *(Not the back button on tool bar)* if changes are needed to this form

Caution. If you hit “New Form” at this point, this pay action will not be entered in the system. New Form will take to back to start but this pay action will disappear.
• **OPEN** the form to review needed approvals!!!

• Creator may delete the form if no one has approved it.

**Form creator responsible for form until fully approved.**