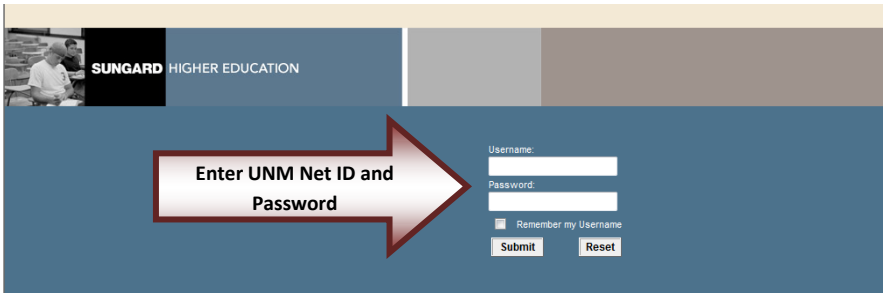
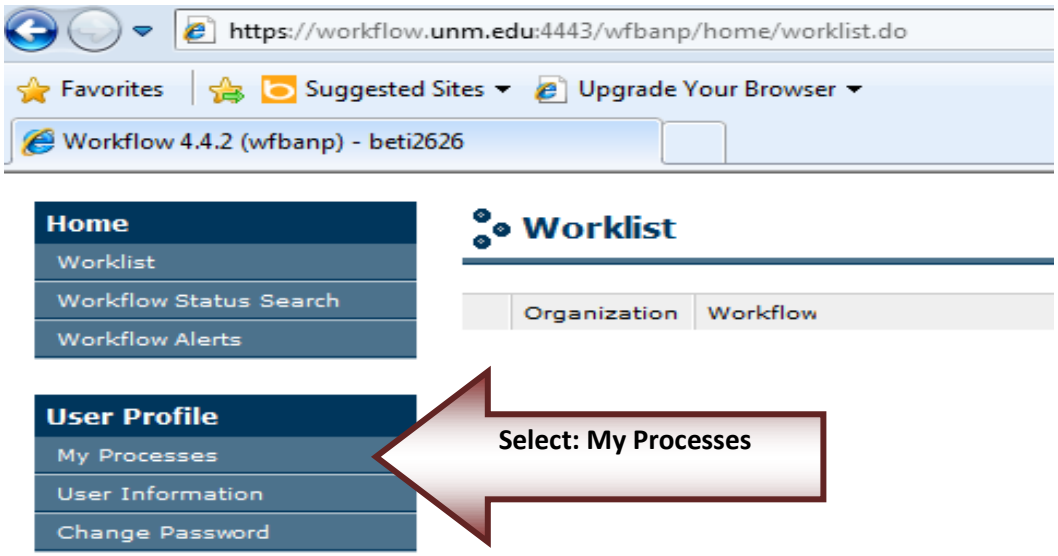
Workflow: For Award Processing

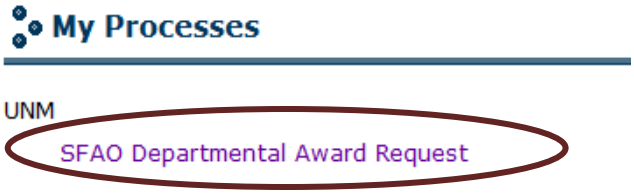
1. Complete and save the Workflow Departmental Award Form (use the Workflow International Departmental Award Form for International Students) through MS Excel.
2. Go to https://workflow.unm.edu:4443/wfbanp/logon.jsp
3. Login using your UNM NetID and Password



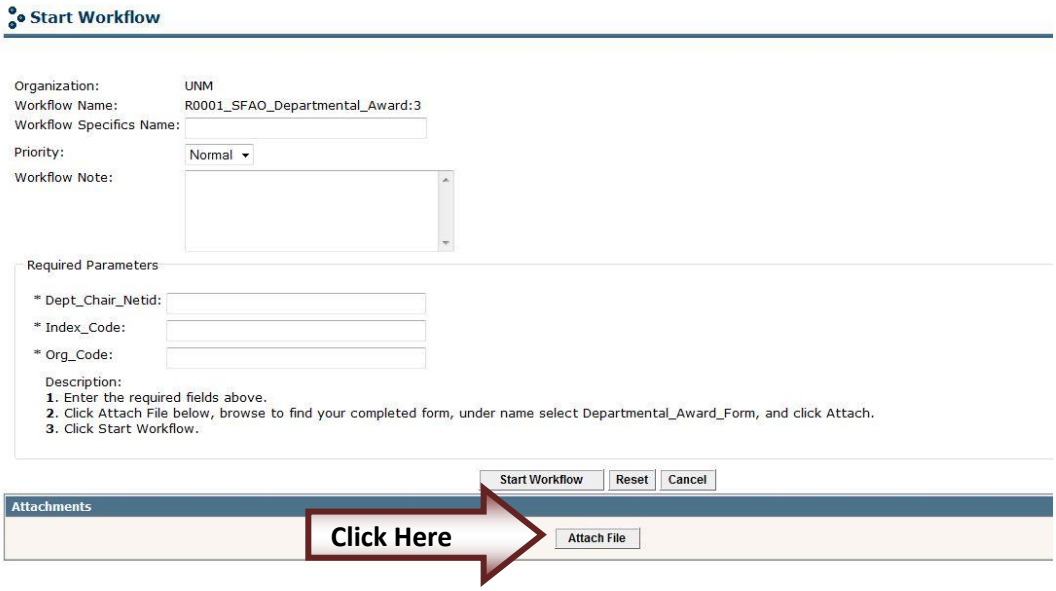
4. Click on "My Processes"



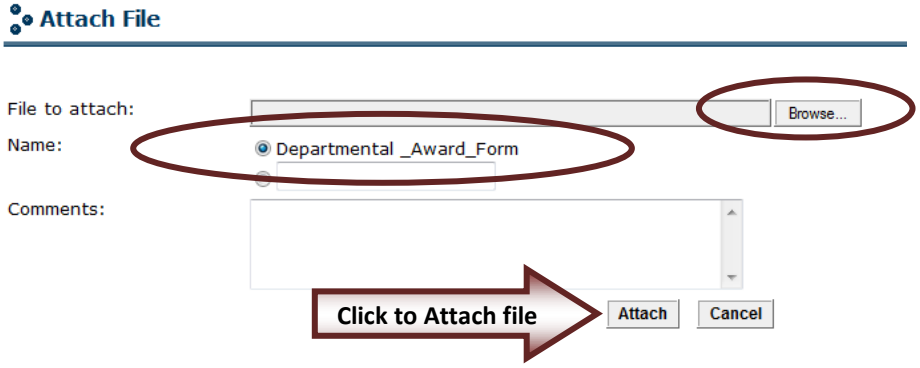
5. Click on "SFAO Dept. Award Request"



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

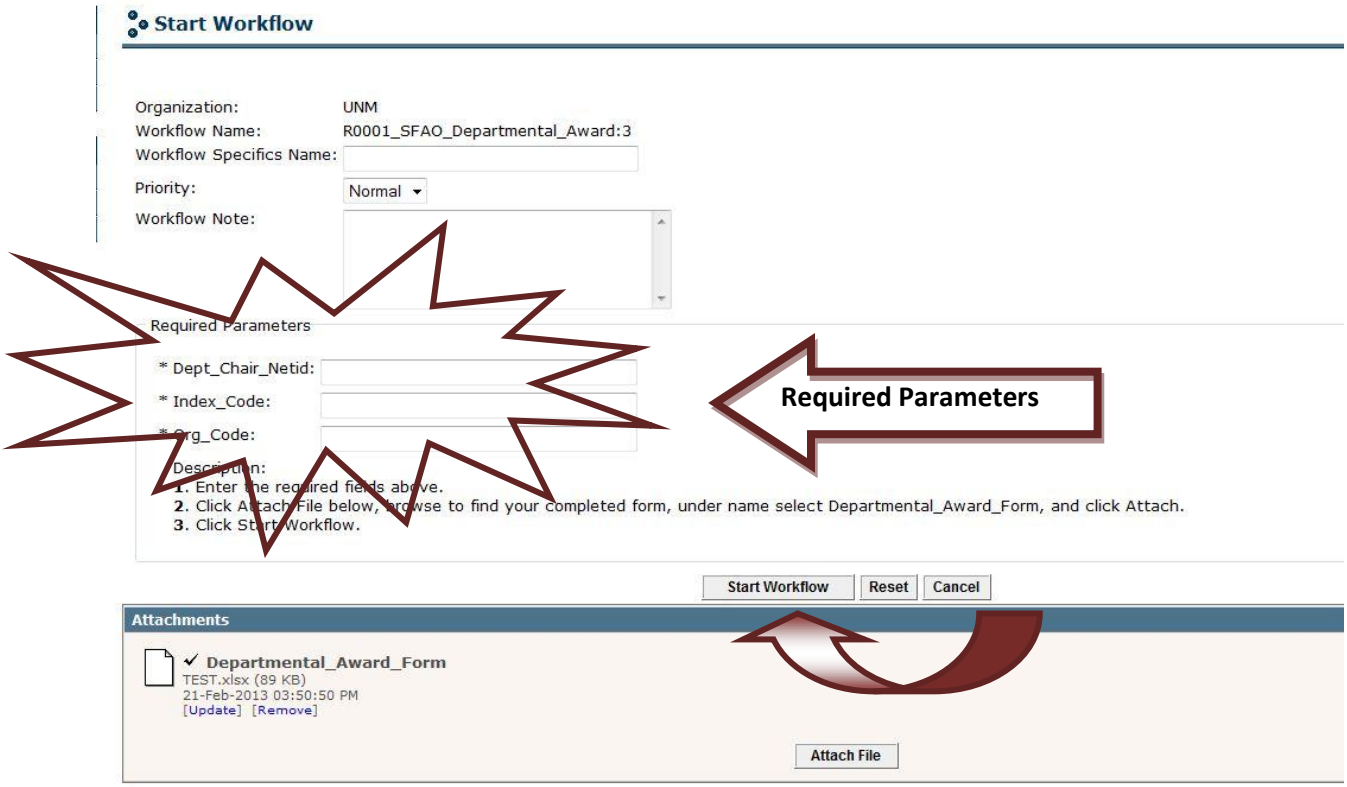


7. Click on “Browse” and locate the Departmental Award form you completed in Step 1.
8. Check “Dept. Award Form”
9. Then Click: “Attach”

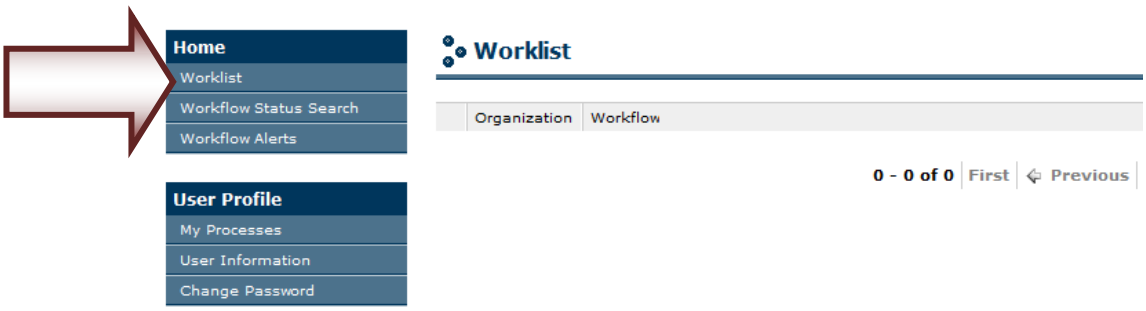


10. Enter the Required Parameters: Dept_Chair_Netid, Index_Code, Org_Code.

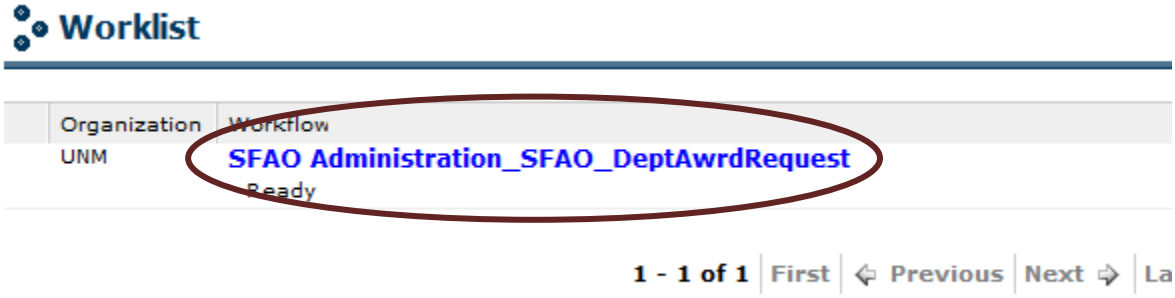
11. Click on “Start Workflow”. Once you start the process, Workflow will ask originator to verify Department Chair contact information. An email is sent to originator.



12. Click “Worklist” 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)



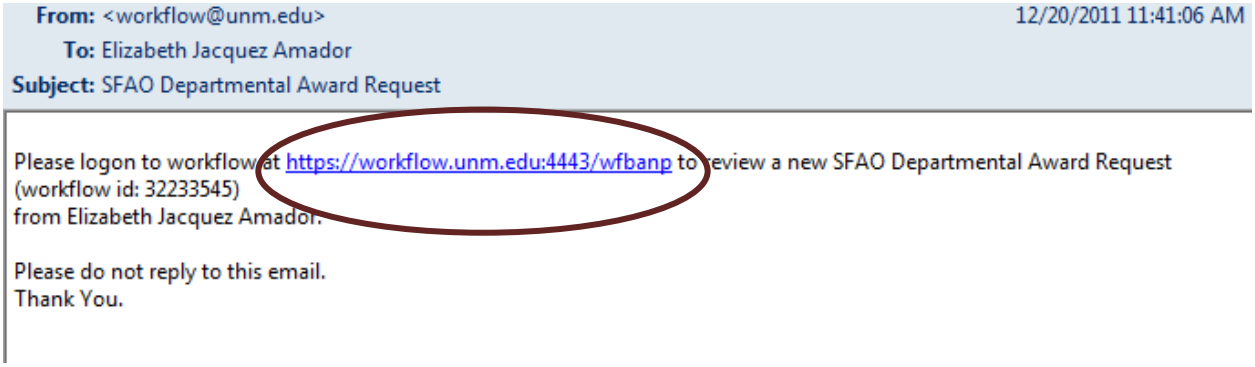
13. Click on Workflow link



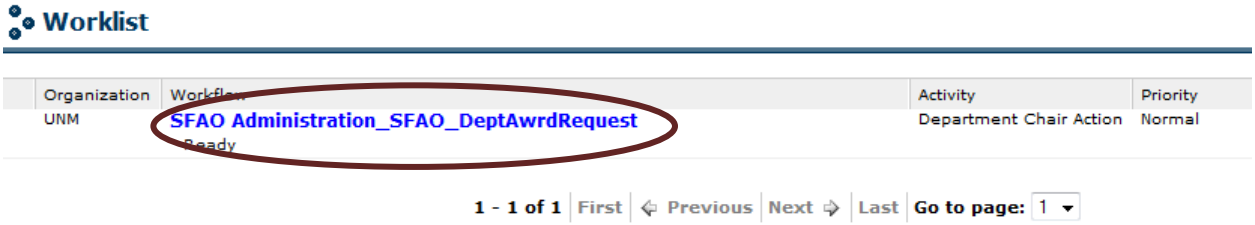
14. Verify the information provided is correct. If it is Select “Yes” and click complete. If it is not, Select “No”, click “Complete”. Workflow will be returned to originator, asking him/her to assign a department chair.
15. After confirmation is complete, second level approver will receive an email indicating there is a process pending review in Workflow.

Second Level Approver Process

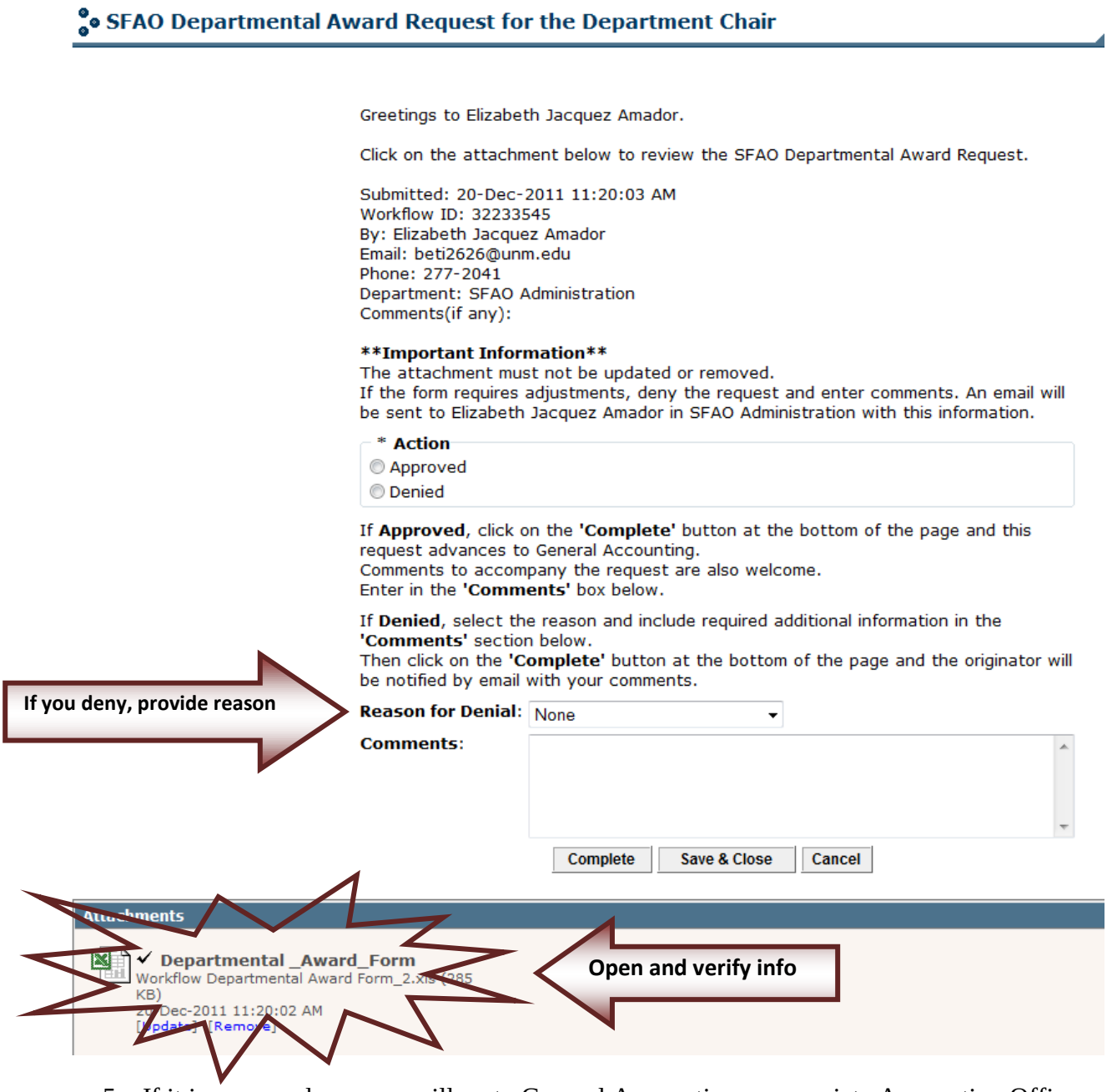
1. Click on the link that is provided in the email you received.



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”



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 to the originator after the process is complete.