



From: Milagros Concepcion [<mailto:mxlcto@rit.edu>]
Sent: Monday, July 11, 2016 9:42 AM
To: RIT Managers
Subject: Approval Workflow for HR and Financial Transactions - Approval Management Engine (AME)

To: RIT Managers:

Human Resources and the Controller's Office have collaborated on a new online approval routing process in the Oracle system for HR and financial transactions that is in compliance with the University's signatory authority policy. The Human Resources transactions have been successfully using the Approval Management Engine Workflow since Monday, May 20. **The financial transactions will begin using AME Monday, July 25.**

The new approval process has been designed based on feedback from system users across campus; it is flexible, transparent and easier to maintain since the approval hierarchy follows the supervisory hierarchy within an organization. Highlights of the new process include the ability:

- for departments to identify employees as "first approvers" for HR Supplemental Pay transactions (adjunct, summer salary, overload, etc.) and financial transactions (expense reimbursements, purchase requisitions, invoice payment forms, etc.);
- for departments to designate employees as "reviewers" of transactions to ensure accuracy prior to routing for approval; and
- for budget heads to delegate online approval authority signatory limit amounts within their organizations.

Over the past three months, representatives from HR and the Controller's Office met with financial contacts for all divisions and all colleges within Academic Affairs to review the structure, signatory approval amounts, and supporting data related to actual supplemental payments as well as expense and procurement transactions. Based on this data and review, financial contacts had the opportunity to consult with managers and department heads to confirm or make the necessary changes to delegation and approval limit amounts. We have received back the delegation and approval limit amount values for all areas and have loaded them into the system prior to the July 25 "Go-Live" date.

To learn more about the Approval Management Engine, please visit:
<https://www.rit.edu/fa/controller/AMEFinTrans>

In the meantime, if you have any questions, please e-mail oracleapprovals@rit.edu. This e-mail account is monitored by Finance and HR staff and they will respond to your question via e-mail or contact you directly.

Thank you,

Milagros Concepcion, Assistant Controller
Controller's Office
Rochester Institute of Technology
Eastman Hall (Bldg # 01) Room 6026
7 Lomb Memorial Drive
Rochester, NY 14623
mxlcto@rit.edu
phone (585) 475-5428