



Approval Management Engine (AME) Functionality Approval Workflow

1. Background Information

The current workflow for HR supplemental pay, iExpenses, AP Invoices, Online IPFs, Requisitions and Invoice Loaders uses the Oracle Purchasing Approval Group assignments and requisition hierarchy to route transactions for approval. The documentation for financial approval delegation, limits and hierarchy are maintained in the Signatory Authority (SA) database and is based on paper certifications. This process involves significant time and effort by the PSO and Accounting Operations and does not provide the option for departments to designate transaction reviewers and delegate different approval limit amounts to approvers for HR and financial transactions.

	Current Process		New AME Process	
	Approval Limits	Workflow	Approval Limits	Workflow
HR Online Payment Transactions	Pur. Approval Group Assignments	Pur. Approval Group Assignments	HR Approval Limit on Emp. Record	HR 1 st Approver on Dept. DFF, followed by Supervisory Hierarchy
Online Financial Transactions	Pur. Approval Group Assignments	Pur. Approval Group Assignments	Fin Approval Limit on Emp. Record	Fin 1 st Approver on Dept. DFF, followed by Supervisory Hierarchy
Requisitions	Pur. Approval Group Assignments	Requisition Hierarchy	Fin Approval Limit on Emp. Record	Fin 1 st Approver on Dept. DFF, followed by Supervisory Hierarchy

2. Executive Summary

The primary objective of the AME project is to design and implement an efficient paperless process to route HR and financial transactions through the appropriate signatories in compliance with the University's Signature Authority Policy (SAP) (<https://www.rit.edu/fa/svp/content/signatory-authority>). The new process is consistent for HR and financial transactions while allowing the actual approval limit amounts to differ, recognizing that the transaction values can differ significantly (i.e. financial transactions can be very large while the highest supplemental payments have significantly lower values). AME also provides the option for departments to designate a different reviewer and approver for HR and financial transactions. It's much more flexible, configurable, transparent and easier to maintain. This functionality provides benefits to stakeholders campus-wide in

addition to robust systemic internal controls in signature delegation and the transaction approval process.

3. Timeframe

The AME project is scheduled to go live in two phases, HR transactions in May and finance transactions in July.

4. Approval Limit Amounts (ALA)

The Approval Limit Amount for University officers is established by the SAP and will be maintained by Human Resources on the respective employee record. These values determine the starting point for approval limit amount delegation.

Two new values will be assigned to the employee records: Fin Approval Limit Amount and HR Non-base Salary Approval Limit Amount. Supervisors can enter approval limit amounts on the employee's record using the Manager Self-Serve responsibility, not to exceed his/her ALA. A direct supervisor's delegation must be approved by the next supervisor in the supervisor hierarchy.

5. Reviewer and First Approver Set Up

Four new Descriptive Flexfields, (DFF), will be assigned to the G/L department number. The 1st approver value is required.

- Fin Reviewer and Fin 1st Approver (Department responsible: CTO)
- HR Reviewer and HR 1st Approver (Department responsible: HR)

7. Workflow

Transactions route first to the employee in the Reviewer field for a department. Once the Reviewer has approved the transaction, or if the "Reviewer" field is blank (i.e. one was not designated by the department), the approval request routes to the employee in the 1st Approver field. If the transaction amount is higher than the 1st Approver's ALA, it routes to the 1st Approver's supervisor and up the HR supervisory hierarchy until someone with a sufficient ALA can approve it in full.

For PI departments, if the transaction is charged to a grant/contract project, in order to comply with regulatory requirements, the PI AME rule will ensure the transaction is routed to the PI for approval.

The transactions will always route to the 1st Approver unless the creator/payee is higher in the supervisory hierarchy or a previous approver in the supervisory hierarchy had sufficient ALA to approve the transaction. In addition, the preparer/creator of any transaction cannot be the final approver.

8. Communication and Training Plan

A communication, which provided a high-level overview of the project, was sent to Vice Presidents and Deans on February 17th. Controller's Office and HR staff have met with the appropriate financial/HR contacts for all divisions and all nine colleges to review functionality and specific transaction data and current and potential values for the

departments. The presentation used during the meetings is available at:
<https://www.rit.edu/fa/controller/AMEFinTrans>

If you have questions or need additional information, please contact Julie Hawk (HR) x 5-2427 or Milagros Concepcion x 5-5428 (FIN).