Creating a Personal Value List for Non-Comp Programs

The non-comp iForm tool allows initiators to create a personal value list (PVL) from the larger approved non-comp programs lists. This functionality makes it easier to complete a Set-up New Award and Non-comp Change iForms and reduces the potential for a payment to be associated with the incorrect approved program.

To Add One Program:

1. From the Payment Information Section, select the drop-down box that appears when the Approved Payment box is highlighted.

2. A list of all approved programs will display in a pop-up box that appears on the screen. Find the program that you would like to add to your PVL and highlight the link by selecting the “square” in the first column of the chart.
3. Once the link is highlighted, move the mouse anywhere to the right of the “square” column, but remaining on the highlighted line and click the right side of the mouse. A pop-up box will display.

4. Go to the top of the pop-up box that displays and select “Add to Personal Value List”.

5. The pop-up box will disappear, select “OK”.
6. The program selected will populate in the Approved Program column.

<table>
<thead>
<tr>
<th>Wage Type</th>
<th>Amount</th>
<th>Start Date</th>
<th>End Date</th>
<th>WBS</th>
<th>Cost Center</th>
<th>ST</th>
<th>SC</th>
<th>Approved Programs</th>
<th>Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>4001 FELLOWSHIP - NONCOMP</td>
<td>25000.00</td>
<td>06/01/2015</td>
<td>10/01/2015</td>
<td>2033555</td>
<td>63</td>
<td>43</td>
<td>VIP</td>
<td>VERTICALLY INTEGRATED PARTNERS PROGRAM</td>
<td></td>
</tr>
</tbody>
</table>

7. When you select the drop down box associated with Approved Programs, the view will now default to your PVL. If you want to see all values again, select the “All Values” link at the top of the page. To add more values to your selection, go to “Maintenance of Personal Value List”. Select “OK” to save anything that is added or “Cancel” to close the screen.

To Add Multiple Programs:

1. From the Payment Information Section, select the drop-down box that appears when the Approved Payment box is highlighted.

2. Select “Personal Value List”.

![Image of Payment Information Section]

![Image of Personal Value List: Approved Programs]

![Image of Results List: 60 results found for Approved Programs]
3. Select “Maintenance of Personal Value List”.

4. Highlight by selecting the “square” in the column of the programs that should be included in your PVL. Use Shift on the keyboard to select a consecutive list of programs and Control to select multiple programs that aren’t listed consecutively. Select the arrow to move the programs to your list.

5. When you have successfully moved the programs, select “OK”.
6. These programs are now part of your PVL and will display when you select the drop down menu in the Approved Programs column.

Deleting a Program from the Personal Value List:

1. From the Payment Information Section, select the drop-down box that appears when the Approved Payment box is highlighted.

2. The PVL list will display in a pop-up box that appears on the screen. Find the program that you would like to delete and highlight the link by selecting the “square” in the first column of the chart.

3. Once the link is highlighted, move the mouse to the anywhere to the right of the “square” column, but remaining on the highlighted line and click the right side of the mouse. A pop-up box will display.
4. Select “Delete Entry” to delete the highlighted program from your PVL. If you would like to delete the whole list, select “Delete Personal Value List”.

5. The pop-up box and the deleted program will disappear. Select “OK”.

![Image of the Personal Value List: Approved Programs interface with the 'Delete Entry' and 'Delete Personal Value List' options highlighted. The list shows 'APSI GRA' and 'C-SURF'.]