

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.

Wage Type	Amount	Start Date	End Date	WBS	Cost Center	ST	SC	Approved Programs	App
4001 FELLOWSHIP - NONCOMP	2500.00	06/01/2015	10/01/2015	2033555		63	43		

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.

All Values: Approved Programs key

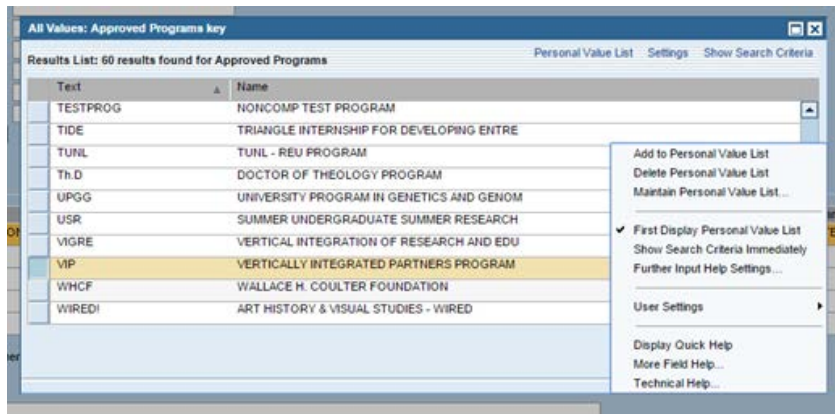
Results List: 60 results found for Approved Programs

Personal Value List Settings Show Search Criteria

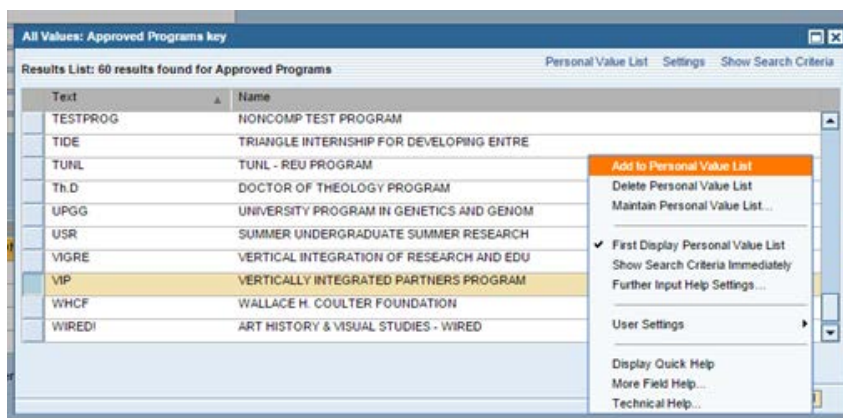
Text	Name
TESTPROG	NONCOMP TEST PROGRAM
TIDE	TRIANGLE INTERNSHIP FOR DEVELOPING ENTRE
TUNL	TUNL - REU PROGRAM
Th.D	DOCTOR OF THEOLOGY PROGRAM
UPGG	UNIVERSITY PROGRAM IN GENETICS AND GENOM
USR	SUMMER UNDERGRADUATE SUMMER RESEARCH
VIGRE	VERTICAL INTEGRATION OF RESEARCH AND EBU
VIP	VERTICALLY INTEGRATED PARTNERS PROGRAM
WHCF	WALLACE H. COULTER FOUNDATION
WIRED!	ART HISTORY & VISUAL STUDIES - WIRED

OK Cancel

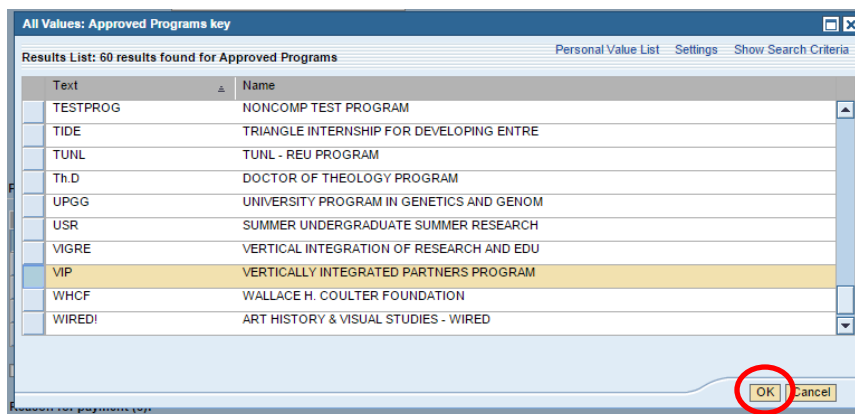
- Once the link is highlighted, move the mouse anywhere to the right of the “square” column, but remaining on the highlighted line and click the right side of the mouse. A pop-up box will display.



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



- The pop-up box will disappear, select “OK”.



- The program selected will populate in the Approved Program column.

Payment Information										
Wage Type	Amount	Start Date	End Date	WBS	Cost Center	ST	SC	Approved Programs	Approved F	
4001 FELLOWSHIP - NONCOMP	2500.00	06/01/2015	10/01/2015	2033555		63	43	VIP	VERTICALL	
						63				

- 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:

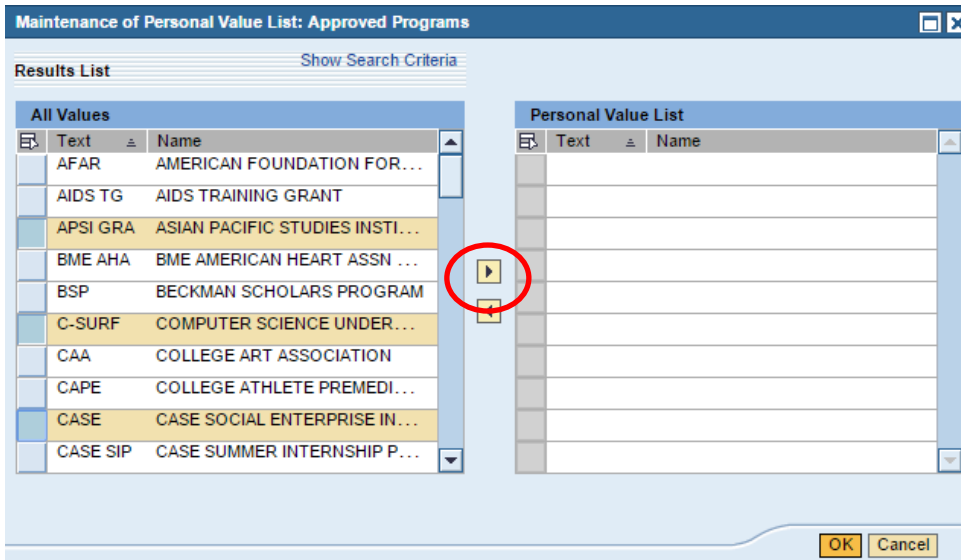
- From the Payment Information Section, select the drop-down box that appears when the Approved Payment box is highlighted.

- Select “Personal Value List”.

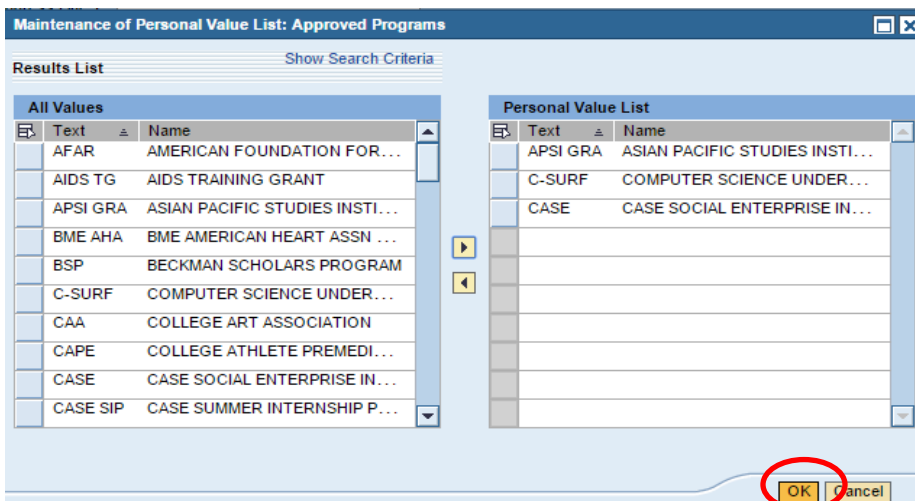
3. Select "Maintenance of Personal Value List".



4. Highlight by selecting the "square" in the column of the programs that should be included in your PVL. Use Shift on the key board 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".



- These programs are now part of your PVL and will display when you select the drop down menu in the Approved Programs column.

Text	Name
APSI GRA	ASIAN PACIFIC STUDIES INSTITUTE GRAD SUM
C-SURF	COMPUTER SCIENCE UNDERGRADUATE FELLOWS R
CASE	CASE SOCIAL ENTERPRISE INTERNSHIP PROGRA

Deleting a Program from the Personal Value List:

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

Wage Type	Amount	Start Date	End Date	WBS	Cost Center	ST	SC	Approved Programs
4001 FELLOWSHIP - NONCOMP	2500.00	06/01/2015	10/01/2015	2033555		63	43	

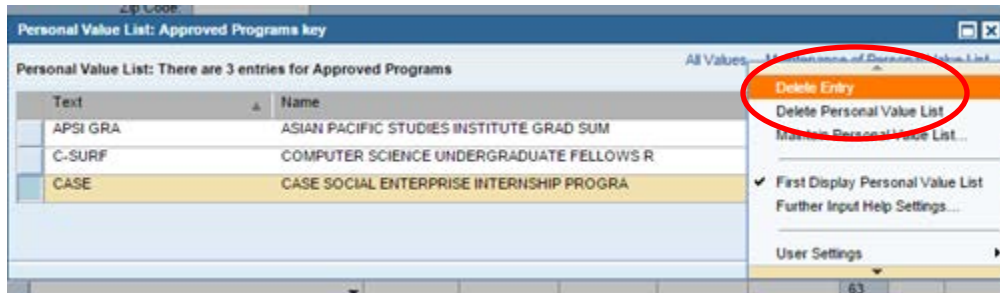
- The PVL list will display in a pop-up box that appears on the screen. Find the program that you would like to delete and highlight the link by selecting the “square” in the first column of the chart.

Text	Name
APSI GRA	ASIAN PACIFIC STUDIES INSTITUTE GRAD SUM
C-SURF	COMPUTER SCIENCE UNDERGRADUATE FELLOWS R
CASE	CASE SOCIAL ENTERPRISE INTERNSHIP PROGRA

- 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.

Text	Name
APSI GRA	ASIAN PACIFIC STUDIES INSTITUTE GRAD
C-SURF	COMPUTER SCIENCE UNDERGRADUATE F
CASE	CASE SOCIAL ENTERPRISE INTERNSHIP P

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”.

