**The AAP Page**

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| Step | Action |
| Navigation: Main Menu > Workforce Administration > UW External HR Systems > Compensation Admin Tool > AAP Page. | |
| 1 | To **search for an existing funding department**, select the **Find an Existing Value** tab. Select the desired search criteria, and select **Search** to return results. |
| 2 | To **add a new funding department**, select the **Add a New Value** tab. Enter **Fiscal Year**, **Business Unit**, and **Funding Department**. Select **Add** to create a new Funding Department. |
| 3 | To add information to the **Vacant Positions** section, click the **“+” button** on the right side of the section to add a new row. Note that if a vacant position is split funded, it will require one row for each funding string. |
| 4 | Enter **Adj. Type, Position Number** (if desired), **Job Code, Pay Basis** (if desired), **FTE, Fund, Prog, Project** (if desired), and **Budgeted Amount**. |
| 5 | After entering the budgeted amount, the **Full-Time Base** is automatically calculated based on the entered **FTE**. |
| 6 | Enter desired **Description** for the vacant position. |
| 7 | As necessary, use the **"-" button** to delete a vacant position row and the **"+" button** to add one. |
| 8 | Click **Save** to save your changes. |
| 9 | Too add information to the **Other Budget Adjustments** section, click the **“+” button** on the right side of the Other Budget Adjustments section. |
| 10 | Enter **Adj. Type, Fund, Prog, Project** (if desired), and **Budgeted Amount**. |
| 11 | Enter desired **FTE**. Note that a negative value may be entered. The FTE field defaults to zero and is not editable for **Adj. Types** of Student Help or LTE. Note that after entering the budgeted amount, the **Full-Time Base** is automatically calculated based on the entered **FTE**. |
| 12 | Enter desired **Description** for the vacant position. |
| 13 | As necessary, use the **"-" button** to delete an Other Budget Adjustment row and the **"+" button** to add one. |
| 14 | Click **Save** to save your changes. |
| 15 | Take note of any **SFS Edit Error** pop-up message(s), as these records will not be saved until a valid funding string combination is used for the given adjustment row. |