

FY 2006 DHR Approval Screen

What is the DHR Approval Function?

In Fiscal Year 2006, there will be some items that will require authorization from the Division of Human Resources (DHR), before the item can be approved by the ROC. Qualifying T.O. transactions will be:

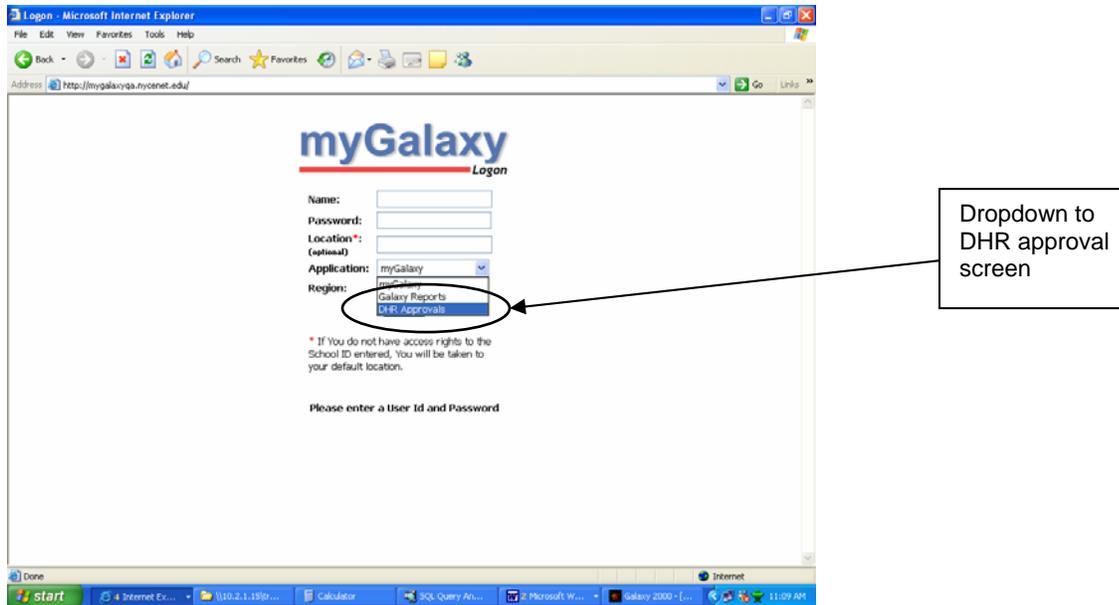
- Hold Harmless items where the removal reason is 'Excess – Involuntary' and the person is not the least senior.
- Hold Harmless items where the removal reason is Pending Reassignment where the person is Not on the Pending Reassignment file.

Who will have access to the DHR approval screen?

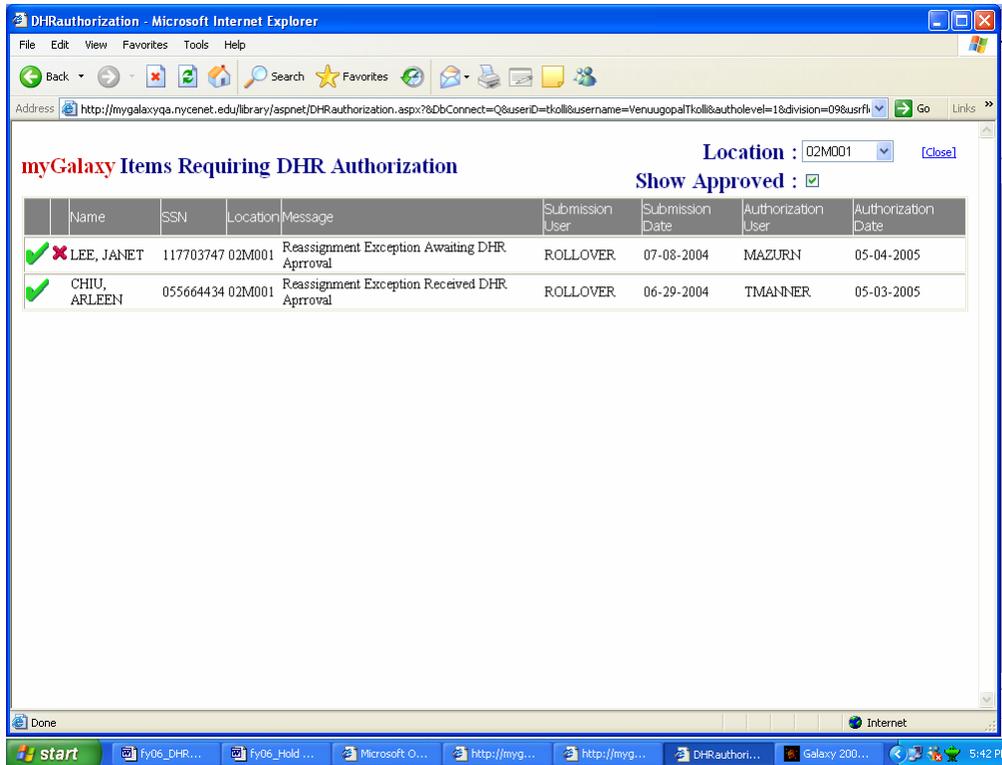
- Authorized DHR users will have access to the DHR Authorization Screen.
- ROC Directors but not ROC users at large.

How do I access the DHR approval screen?

The DHR user will use the myGalaxy logon screen and go to a Application Dropdown Box, selecting DHR Approval



The new DHR Authorization screen will display. The screen can be used to view item details and the icons are used to either approve or disapprove a submission. The list will be sorted by non-approved items first then approved items. The user can filter the list by school or show all submissions across locations.



Clicking the check mark will bring the user to the DHR approval pop-up window. Enter an approval reason and select 'Save'. Galaxy will automatically update the data on the Line item Approvals Screen allowing the ROC will see in Galaxy 2000 that the record was approved by DHR.

DHR Approval

SSN: 155407609 Name: LONG, ADRIANNE

Exception: HH Without New Vacancy Awaiting DHR Authorization

DHR Override:

Reason: Approving item.

User: ROLLOVER Date: 7/12/2004 2:57:00 PM

Buttons: Save, Cancel

Clicking the 'X' mark will bring the user to the DHR Disapprove pop-up window. Once a disapproved reason is given and saved, the item will be removed from the DHR Authorization list and the Line Item Approval Screen.

The screenshot shows a web browser window titled "DHRframe - Approval -- Web Page Dialog". The main content area is titled "DHR Disapprove" and contains the following fields and controls:

- SSN: 053401844
- Name: FOOTE, ELLEN
- Exception: HH Without New Vacancy Awaiting DHR Authorization
- DHR Override:
- Reason: Unauthorized Removal (dropdown menu)
- User: ROLLOVER
- Date: 6/11/2004 9:27:00 PM
- Buttons: Save, Cancel

The browser's address bar shows the URL: <http://mygalaxyqa.nyccenet.edu/library/aspnet/DHRframe.aspx?&currjr=2005&>

Please note: When a ROC Director Approves or Disapproves an item in the DHR Authorization screen, the DHR Override flag will be checked.

Please note: When an item is DHR approved you cannot go back and disapprove the item. It will now be up to the ROC to either reject or disapprove the item.

Please note: When items are disapproved, the T.O. will return to the state it was before the item was created/removed. For example: There is a status 1 (Green) item in Removals that is awaiting DHR approval. Once disapproved, the 'Disapproved by District' pop up will appear on the T.O. prompting the user to place the item back in status 5 (Black).

I am a ROC user, how do I process a line item when it requires DHR approval?

Enhancements to myGalaxy and Galaxy 2000 will make it easy to track line items that require authorizations. DHR and ROC users will interactively use these systems to efficiently process line items.

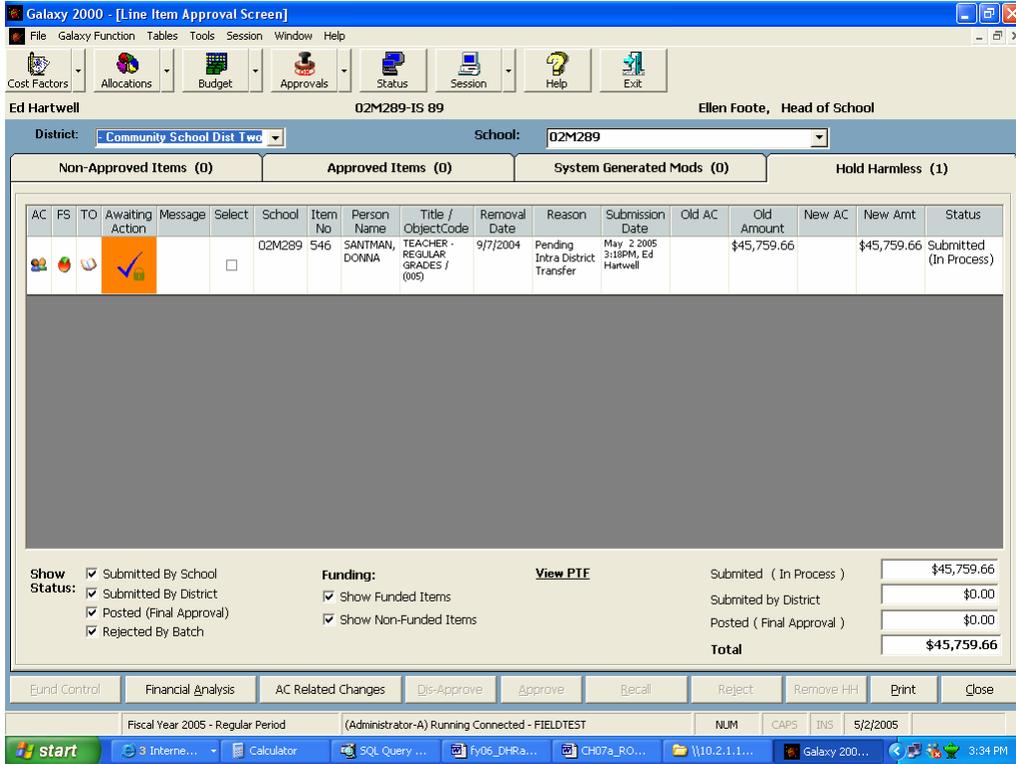
The ROC user will be able to see that this items that require DHR approval in the Line Item Approvals Screen in Galaxy 2000. The new column named 'Awaiting Action' will show that an item is awaiting DHR approval when the column is highlighted in Orange.

AC	FS	TO	Awaiting Action	Message	Select	School	Item No	Person Name	Title / ObjectCode	Removal Date	Reason	Submission Date	Old AC	Old Amount	New AC	New Amt	Status
			✓		<input type="checkbox"/>	01M063	518	LONG, ADRIANNE	TEACHER - SPECIAL ED (LINE 310) / (005)	9/30/2004	Pending Inter-District Transfer	Apr 29 2005 4:31PM, Mike Manner		\$0.00		\$51,059.83	Submitted (In Process)
					<input type="checkbox"/>	01M064	511	CRUZ, MARIA	SCHOOLAIDE -HR / (031)	9/13/2004	Excess - Involuntary	Aug 6 2004 5:48PM, Evy Acero-De Guzman		\$12,515.00		\$12,515.00	Posted (Final Approval)
					<input type="checkbox"/>	01M064	524	GRANTHE, MARIE	TEACHER - REGULAR GRADES / (005)	9/7/2004	Excess - Involuntary	Dec 9 2004 6:35AM, Dsorpcny		\$17,889.50		\$17,889.50	Posted (Final Approval)
					<input type="checkbox"/>	01M064	526	JIMENEZ, DORCA	DC PARAPROFESSE - ANNUAL (5 1/2 HRS) /	9/8/2004	Excess - Involuntary	Dec 1 2004 7:52AM, Dsorpcny		\$4,920.29		\$4,920.29	Posted (Final Approval)
					<input type="checkbox"/>	01M064	539	RUIZ, ESTHER	DC PARAPROFESSE - ANNUAL (5 1/2 HRS) /	9/8/2004	Excess - Involuntary	Sep 2 2004 7:14AM, rose bolognese		\$19,863.00		\$19,863.00	Posted (Final Approval)
					<input type="checkbox"/>	01M064	557	MANGANEL DONNA	TEACHER - REGULAR GRADES / (005)	9/1/2004	Pending Title Change	Aug 6 2004 5:01PM, Evy Acero-De Guzman		\$60,234.00		\$60,234.00	Posted (Final Approval)
					<input type="checkbox"/>	01M134	507	CAVETANO GERMAN	ED PARA - ANNUAL (NON-TEP) /	9/7/2004	Excess - Involuntary	Oct 7 2004 9:40AM, Dsorpcny		\$2,028.24		\$2,028.24	Posted (Final Approval)

Show Status: Submitted By School Submitted By District Posted (Final Approval) Rejected By Batch
Funding: Show Funded Items Show Non-Funded Items
View PTE: Submitted (In Process) \$151,295.87
 Submitted by District \$0.00
 Posted (Final Approval) \$544,003.90
Total \$695,299.77

Please note: If the item requires both DHR and ROC approval, the "Awaiting Action" action box will be highlighted in Yellow.

Once the DHR user approves the item the icon will appear like this:



The lock indicates that DHR has approved the item. An approved item will have a reason identified by DHR. The ROC user will be able to fund this item with ASA funds.

If DHR disapproves the item, it will be removed from the Line Item Approvals Screen and the Disapproval pop-up will appear on the school's T.O.



Please note: Review the manual entitled Hold Harmless Enhancements for more information on this new function.