Cardholders Guide to Instructor Works Website

Works Set Up:

1. ^ š µ‰ u]o v}Ÿ. Ÿto "immediate" or "daily" so you are aware of pending tasks in a Ÿu olÇ nuœX z}µ v À] Ál µ‰ š šZ v}Ÿ. Ÿ}v• Ç o] l]vP }v šZ in the upper right-hand }Œ v Œ v • o š ^À] Á µŒŒ vš ‰Œ}.o X_

2. Please make sure you see the following columns when reviewing your š Πin WORKS:

   If you need to add the columns, follow these steps:
   Click on the "Columns" heading on the upper far right corner of your screen:

   Add the three column headings above. By doing this, you'll be able to see at a glance if your receipt was uploaded, if you have 3 green checkmarks (refer to #6 below regarding obtaining 3 green check marks in the "Comp/Val/Auth" column). U v](Ç}µ[À •]Pv }+ • šZ }µvš Z}Œ in the "Sign K +" column). K v Ç}µŒ ‰‰Œ}À Œ •]Pv WN Z the Sign K + o}oµuvX

dŒ v• Ÿ}v oo} Ÿ}vI Z]‰š-oll%šio} I^]Pv

1. You're only able to allocate µŒ Z •]vP Œ šŒ v• Ÿ}v• š} }•š vš Œ•lt ^ Typing in a cost center # in the GL01 that isn't valid will result in a red X rather than a green checkmark which needs } }Œ Œ š (}Œ šZP vši02šiv}+ Ÿ

5. All fou[garbled] and [garbled]st be populated to sign [garbled]
   GL01 = cost center
   GL02 = account code
   GL03 = WBS
   [garbled]

6. [garbled]
   "Comp/Val/[garbled]
   [garbled]

7. [garbled]
   for payment of item X [garbled]

8. [garbled]
   approver's sign[garbled] if the group approver followed the
   steps in #1 "Works Setup."

9. Correct [garbled] the [garbled]
   approver or Chris [garbled] (‰ © Œ ›] µ ‰ X µ) when you've resolved the error [garbled]
   your transaction is flagged for no receipt or a receipt that is not itemized, please upload the receipt to
   the transaction in Works. Do not email the receipt to Chris Patterson.

10. *All steps above should occur as transact ons post during the cycle.* [garbled]
    [garbled] …