1. **SCOPE:**

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

* 1. This work instruction communicates the process used to modify or view authorizations within the personnel database in the SAP system for Saint Louis Public Schools.

1. **RESPONSIBILITY:** 
   1. Budget Analyst
2. **APPROVAL AUTHORITY:**

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Signature Date

* 1. Executive Budget Director

1. **DEFINITIONS:**
   1. SLPS – Saint Louis Public Schools
   2. SAP – Information system used by SLPS
2. **WORK INSTRUCTION:**
   1. Sign on to SAP
   2. Double click on “ZFM\_BUD\_AUTH”.
   3. Enter specific parameters.
   4. Click Clock with Check Mark to execute.
   5. Insert an “X” by the line being modified.
   6. Choose one of the following options: COPY, DELETE, INSERT, CHANGE or EXIT.
   7. Choosing COPY allows the user to make changes to the fund, fund center, commitment item, job code, position code, salary, the beginning and ending dates, and the authorization.
   8. Choosing CHANGE allows the user to make adjustments to the salary and the authorization fields only.
   9. Choosing DELETE allows the complete deletion of an authorization.
   10. After the information is input click the SAVE icon and the EXIT option.
   11. Verify the change to the authorization on the original screen.
   12. Exit.
3. **ASSOCIATED DOCUMENTS:**
   1. System-wide this program is used daily to make adjustments as needed for new position codes and other changes established by Human Resources. All changes are real time and have an effect on ZBUD\_AUTH, ZHR\_POSITION\_AUTH, ZAUTH, and the ZSPACES\_FACES reports.
4. **RECORD RETENTION TABLE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification** | **Storage** | **Retention** | **Disposition** | **Protection** |
| SAP Program | On-line | No retention | No discard required | Secured office |
|  |  |  |  |  |

1. **REVISION HISTORY:**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Rev.** | **Description of Revision:** |
| 05/07/09 | A | 1st Revision |
| 06/13/12 | B | 2nd Revision |
|  |  |  |

**\*\*\*End of procedure\*\*\***