

User Manual

WhoKey Administration



The University of Iowa

Accounting and Financial Reporting
(AFR)

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Section 1: General Info & Access

What is the WhoKey Administration application used for?

This application is used by University departments to:

- ✓ Assign/update ownership of Account Owners & Account Reviewers for open and closed WhoKeys. These roles are defined in the [Monthly Review of Transactions & Accounts Policy](#).
- ✓ Assign/update Account purpose
- ✓ Quickly search for Accounts that need attention (E.g. Unassigned Roles and Purpose)
- ✓ Facilitate clean up of existing Accounts

NOTE: The terms “**WhoKey**” and “**Account**” are interchangeable terms and consist of the Chartfields of: Fund, Org Unit, Department/Subdepartment, Grant/Program, Function and Budget Reference Field. The WhoKey is a key component of the Master File Key (MFK). Refer to the [Accounting Code Manual \(ACM\)](#), Introduction and the Master File Key (MFK) and WhoKey links for more information.

How do I get access to WhoKey Administration?

Access is automatically granted based on having a Financial Role in the Financial Security Model – see the [Financial Systems Tools \(FST\) user manual](#) for details. Financial Roles include:

- ✓ Institutional Roles: Business Officer, Department Administrator, Subdepartment Administrator and their Delegates
- ✓ WhoKey Roles: All WhoKey Roles (E.g. Owner/PI, Reviewers, all Grant Research Admin roles)
- ✓ AFR Transactional application roles (E.g. WebCV, GLJE, PayCV, etc)
- ✓ Financial Reporting (AFR) application role

Your role determines what you can access and do in the application.

How to Get into the Application, Logging Out & Application Support

Link is available through: Self Service → Business & Financial Systems → Financial Systems & Forms → WhoKey Administration

Also linked in the EFR Portal, under the *Account Maintenance* tab, as well as when you’re in a TDR.

NOTE: If you do not have a Financial Role that allows you access to WhoKey Administration, an error is thrown when attempting to access the application.

For security purposes, always log out of the application to close it by clicking the down arrow under your name that appears logged in to the application in the top right page header. Do NOT just close the browser or X out of it without logging out of the application.

Send issues and questions to as-efr@uiowa.edu, which is also listed in the application footer.

Section 2: Roles, Assignments & WhoKey Status

Non-Fund 500/510 Roles & How Assigned

**Fund 900 role assignments are not managed by campus. Reviewer is automatically assigned to Capital Asset Management staff.*

Institutional Role – Business Officers	Required?	How is Role Assigned?	WhoKey Admin functionality	Can reconcile TDR?
Business Officer (Org)	Yes	Primary role: Assigned by Accounting & Financial Reporting initially & can replace if requested or if vacated.	<ul style="list-style-type: none"> Assign Owner and all Reviewers Assign/Edit Purpose Request Close & Inactivation View “My Org/Dept/Subdept WhoKeys” 	No
Delegate(s) for Business Officer	No	Admin Delegate role: Assigned by Business Officer & can also replace/remove.		
Dept Admin	Yes	Primary role: Assigned upon Department setup from CF/WK application request. Business Officer & Delegate(s) can replace if needed; Accounting & Financial Reporting can replace if vacated.	<ul style="list-style-type: none"> Assign Owner and all Reviewers Assign/Edit Purpose Request Close & Inactivation View “My Org/Dept/Subdept WhoKeys” 	No
Delegate(s) for Dept Admin	No	Admin Delegate role: Assigned by Business Officer, Delegate(s) & Dept Admin; can also replace/remove.		
Subdept Admin & Delegate(s)	No	Primary role: Assigned upon Subdept setup from CF/WK application request; or Business Officer, Dept Admin & Delegate(s) can assign & replace/remove. Admin Delegate role: Assigned by Business Officer, Dept Admin, Delegate(s) & Subdept Admin; can also replace/remove.	<ul style="list-style-type: none"> Assign Owner & all Reviewers Assign/Edit Purpose Request Close & Inactivation View “My Org/Dept/Subdept WhoKeys” 	No
WhoKey Role	Required?	How is Role Assigned?	WhoKey Admin functionality	Can reconcile TDR?
Owner	Yes	<ul style="list-style-type: none"> Assigned upon WhoKey setup from CF/WK application request or Manually added for WhoKeys <u>not</u> setup through CF/WK application or updated in WhoKey Admin application ‘Edit’ functionality by: <ul style="list-style-type: none"> All Business Officer roles 	<ul style="list-style-type: none"> Assign all Reviewers Assign/Edit Purpose Request Close & Inactivation View “My Assigned WhoKeys” 	Yes
Reviewer	Yes	<ul style="list-style-type: none"> Assigned upon WhoKey setup from CF/WK application request or Manually added for WhoKeys <u>not</u> setup through CF/WK application or updated in WhoKey Admin application ‘Edit’ functionality by: <ul style="list-style-type: none"> All Business Officer roles and Owner 	<ul style="list-style-type: none"> Assign Secondary Reviewers Request Close & Inactivation View “My Assigned WhoKeys” 	Yes
Secondary Reviewer (4)	No	<ul style="list-style-type: none"> Assigned upon WhoKey setup from CF/WK application request or Manually added for WhoKeys <u>not</u> setup through CF/WK application or updated in WhoKey Admin application ‘Edit’ functionality by: <ul style="list-style-type: none"> All Business Officer roles, Owner and Reviewer 	<ul style="list-style-type: none"> Request Close & Inactivation View “My Assigned WhoKeys” 	Yes

Fund 500/510 Roles & How Assigned

Institutional Role – Research Administrators	Required?	How is Role Assigned?	Additional Comments	WhoKey Admin functionality	Can reconcile TDR?
Division (Org) Research Admin	No	Assigned by Grant Accounting	Role assignment is not required as not all units have sponsored project funding. However, if the role is not assigned & Fund 500/510 WhoKeys exist, the WhoKey Research Admin roles will be blank.	• View/Search WhoKeys	No
Delegate(s) for Division (Org) Research Admin	No	Assigned by Division (Org) Research Admin	N/A	• View/Search WhoKeys	No
Departmental Research Admin	No	Assigned by Division (Org) Research Admin	If role is not assigned, Division (Org) Research Admin role is used for WhoKey Admin roles.	• View/Search WhoKeys	No
Subdept Research Admin	No	Assigned by Division (Org) Research Admin or Dept Research Admin	If role is not assigned, Departmental Research Admin role is used for WhoKey Admin roles.	• View/Search WhoKeys	No

WhoKey Role	Required?	How is Role Assigned?	Additional Comments	WhoKey Admin functionality	Automatic Access to EFR Grant Reports?	Can reconcile TDR?
Owner/PI (Principal Investigator)	Yes	Assigned automatically to the individual identified by the Sponsor to lead the externally funded project (as identified in the UI Proposal Routing form).	Any changes in PI must be approved by the Sponsor through Sponsored Programs using this procedure: https://dsp.research.uiowa.edu/change-project-director-internal-procedure	• Assign all Reviewers • View “My Assigned WhoKeys”	Yes	Yes
Reviewer	Yes	<ul style="list-style-type: none"> Manually assigned in WhoKey Admin application for any new BR# 01 WhoKey by: PI (Owner), all Business Officer & Research Admin roles. Automatically carried forward for Grant/Program# starting with 1, 2, or 3 when a new BR# is established for an existing WhoKey. 	N/A	<ul style="list-style-type: none"> Assign Secondary Reviewers View “My Assigned WhoKeys” 	Yes	Yes
Secondary Reviewers (4)	No	Same as Reviewer	N/A	• View “My Assigned WhoKeys”	Yes	Yes
PI Dept Research Admin	Yes	Assigned automatically based on the Org/Dept/Subdept of the WhoKey with the first assigned Research Admin role: Subdept Research Admin, Dept Research Admin, Division (Org) Research Admin. If none of the roles are assigned, default is blank.	Any changes in PI Dept Research Admin must be made in the Institutional Roles application.	• Assign all Reviewers View “My Assigned WhoKeys”	Yes	Yes

WhoKey Role	Required?	How is Role Assigned?	Additional Comments	WhoKey Admin functionality	Automatic Access to EFR Grant Reports?	Can reconcile TDR?
Co-Investigator	No	Assigned manually by Grant Accounting. If a subcomponent is established for a Co-I, the Department/PI may request that Grant Accounting assign a Co-I, which is manually assigned in ePost.	Any changes to the Co-Investigator must be initiated by the PI/PI Dept Research Admin by sending a request to the Grant Accounting contact: https://gao.fo.uiowa.edu/contact-us	<ul style="list-style-type: none"> Assign all Reviewers View "My Assigned WhoKeys" 	Yes	Yes
Co-Investigator Dept Research Admin	Yes	Assigned automatically anytime a sub-component is established based on the Org/Dept/Subdept of the WhoKey with the first assigned Research Admin role: Subdept Research Admin, Dept Research Admin, Division (Org) Research Admin. If none of the roles are assigned, default is blank.	Any changes in Co-I Dept Research Admin must be made in the Institutional Roles application	<ul style="list-style-type: none"> Assign all Reviewers View "My Assigned WhoKeys" 	Yes	Yes
Alternate Research Admin	No	Assigned manually by Grant Accounting at the request of PI/PI Dept Research Admin.	N/A	<ul style="list-style-type: none"> Assign all Reviewers View "My Assigned WhoKeys" 	Yes	Yes

Questions on non-Fund 500/510 role assignments can be directed to as-efr@uiowa.edu.

Questions on Fund 500/510 role assignments and electronic grant report distribution can be directed to gao-efr@uiowa.edu.

Open/Closed/Inactive – Status of a WhoKey & What it Means:

WhoKey Status	Will journal entries post?	Are there journal entry posting exceptions?	Can you VIEW in WhoKey Administration application?	Can you EDIT information in the WhoKey Administration application?
Open	Yes	N/A	Yes	Yes
Closed	No	Yes – Bypass Entries ^[1]	Yes	Yes
Inactive ^[2]	No	No	Yes	No

[1] Use of Bypass Entries is limited to:

- ✓ VPFO central Accounting staff and Healthcare Finance staff in order to make final adjustments to balances before making a WhoKey inactive or closing the WhoKey to new entries while analysis/cleanup of balances is performed.
- ✓ Limited central feeder systems' entries with approval from Accounting and Financial Reporting (E.g. Accounts Payable and Payroll)

[2] Inactivating a WhoKey is the final step in the closure process. Inactive WhoKeys should have zero life-to-date balances in all balance sheet Institutional Accounts and all TDRs are reconciled.

Section 3: Business Rules

Included/Excluded from application:

- ✓ Open, closed and inactive WhoKeys are included and can be searched.
- ✓ Inactive WhoKeys are viewable in the application but are not editable by campus.
- ✓ Fund 900 WhoKeys are included for Business Officers, Department Administrators and their delegates to assist units with management of these WhoKeys as well as for closures & inactivations. Reviewer is automatically assigned to Capital Asset Management staff. Owner, Secondary Reviewer & Purpose cannot be assigned or modified.

WhoKey Role Assignments:

- ✓ **Owner:** Required for open & closed accounts:
 - Can be the same as the Reviewer but not the same as the Secondary Reviewer.
 - Cannot be removed from an account once assigned, can only be replaced with another eligible individual.
 - **Non-Fund 500/510 Accounts:** Must be an active employee, excluding students.
 - **Fund 500/510 Accounts:** Can be an active or inactive employee, excluding students.
 - Inactive employees will remain in the role, until official notification of a change in PI is received from the Sponsoring Agency.
 - Any change in PI must be approved by the sponsor through Sponsored Programs using this procedure: <https://dsp.research.uiowa.edu/change-project-director-internal-procedure>
 - **Fund 900 Accounts:** Not required and cannot be assigned or modified.
- ✓ **Reviewer:**
 - Can be the same as the Owner but not the same as the Secondary Reviewer.
 - Individual must be an active employee, including students.
 - **Non-Fund 500/510 Accounts:** Required for open & closed accounts:
 - Cannot be removed from an account once assigned, can only be replaced with another eligible individual.
 - **Fund 500/510 Accounts:** Optional for open & closed accounts, as long as PI Department Research Administrator role is populated:
 - Can be populated, removed or updated in the WhoKey Administration application.
 - **Fund 900 Accounts:** Automatically assigned to Capital Asset Management staff and cannot be modified.
 - Per [UI policy](#) and from an application perspective, there is no distinction in the responsibility or hierarchy of Reviewers (i.e. Account Reviewer & all Secondary Reviewers have the same level of responsibility).
- ✓ **Secondary Reviewers:** Optional for all account types:
 - Cannot be the same as the Owner or Reviewer.
 - Can be removed from an account after assigned.
 - Individual must be an active employee, including students.

- Individual can only be assigned to one Secondary Reviewer role per account.
- Fund 900 Accounts: Cannot be assigned or modified.
- Per [UI policy](#) and within the application, there is no difference in the responsibility of the Reviewer or Secondary Reviewer roles. Displayed alphabetically by Last Name, First Name.

WhoKey Purpose:

- ✓ **Non-Fund 500/510:** Required for open & closed accounts; cannot be removed after assigned.
- ✓ **Fund 500/510:** Not required for open & closed accounts, because field is not maintained through the WhoKey Administration application. The WhoKey purpose is pulled from the eDSP Long Title field.
- ✓ **Fund 900:** Not required and cannot be added or modified.

Section 4: Dashboard

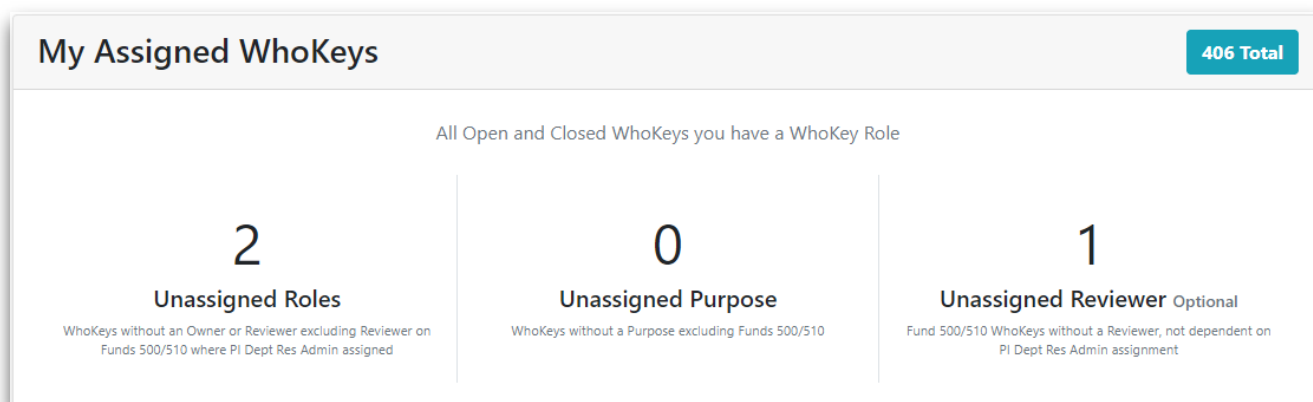
What is the purpose of the WhoKey Administration dashboard?

The WhoKey Administration application dashboard is intended to display accounts that you have an assigned role for, as well as to display records needing immediate attention to meet University compliance policies.

If you don't have any WhoKey role and/or Business Officer Institutional role, a message appears that indicates you don't have any roles for that metric.

My Assigned WhoKeys:

Users assigned a WhoKey role will have results for this metric. **Excludes Fund 900.*



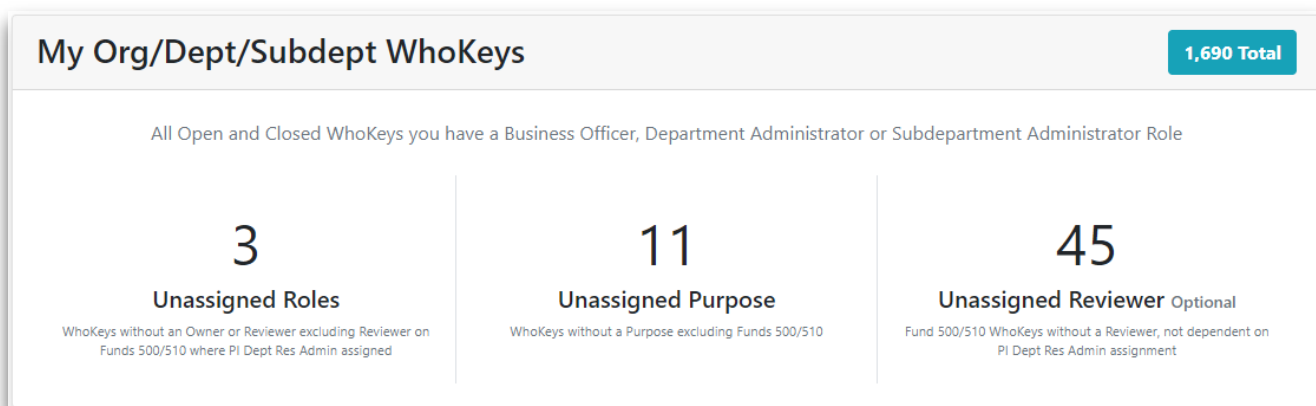
- ✓ **# Total:** Total open and closed WhoKeys you have a WhoKey role for.
- ✓ **Unassigned Roles:** Total open and closed WhoKeys you have a WhoKey role for, that are missing an Owner and/or Reviewer (*excludes Fund 500 & 510 where PI Dept Research Admin is assigned*).

- ✓ **Unassigned Purpose:** Total open and closed WhoKeys you have a WhoKey role for, that are missing a purpose (*excludes Fund 500 & 510*).
- ✓ **Unassigned Reviewer:** *Optional.* Total open and closed Fund 500/510 WhoKeys you have a WhoKey role for that are missing a Reviewer. This role is optional due to the usage of the PI Dept Research Admin role. The metric is intended for those units that want to assign an individual to these Reviewer roles, regardless of whether the PI Dept Research Admin role is populated.

Clicking on any of the numbers opens the WhoKeys page with the appropriate filters applied to display the applicable list of WhoKeys.

My Org/Dept/Subdept WhoKeys:

Users assigned an Institutional role in the Business Officer category (Org level Business Officer, Department Administrator, Subdepartment Administrator and all Delegates) will have results for this metric. **Excludes Fund 900.*



- ✓ **# Total:** Total open and closed WhoKeys you have an Institutional Role for.
- ✓ **Unassigned Roles:** Total open and closed WhoKeys you have an Institutional role for, that are missing an Owner and/or Reviewer (*excludes Fund 500 & 510 where PI Dept Research Admin is assigned*).
- ✓ **Unassigned Purpose:** Total open and closed WhoKeys you have an Institutional role for, that are missing a purpose (*excludes Fund 500 & 510*).
- ✓ **Unassigned Reviewer:** *Optional.* Total open and closed Fund 500/510 WhoKeys you have an Institutional role for, that are missing a Reviewer. This role is optional due to the usage of the PI Dept Research Admin role. The metric is intended for those units that want to assign an individual to these Reviewer roles, regardless of whether the PI Dept Research Admin role is populated.

Clicking on any of the numbers opens a WhoKeys page with the appropriate filters applied to display the applicable list of WhoKeys.

Section 5: WhoKeys

Search/Filtering options:

When first opening the WhoKeys page by clicking on the “WhoKeys” tab at the top of the application (i.e. not getting to it from the “Dashboard” tab), the default search is set to “All WhoKeys” for the Quick View section, for open and closed WhoKeys.

Quick View

Up to three options are available in the drop down, depending on your role(s). Selecting one of the Quick View filters can expand or narrow your results:

- ✓ **All WhoKeys:** All open and closed WhoKeys for the University of Iowa, regardless of any financial reporting role(s) you may have.
- ✓ **My Assigned WhoKeys:** All open and closed WhoKeys you are assigned a WhoKey role.
- ✓ **My Org/Dept/Subdept WhoKeys:** All open and closed WhoKeys you are assigned a Business Officer Institutional role.

All filters applied to your search criteria are displayed in blue links under the Quick View section. To clear an individual filter, click on the “X” displayed within each applied filter value.

Any additional filters you select are applied in conjunction with whatever Quick View option you have selected.

More Filters

A link is located on the center of the gray bar immediately above the list of WhoKeys, which you may use to expand additional filtering options.

- ✓ **Individual WhoKey Chartfield elements:** Search on any individual Chartfield element value or a combination of Chartfield element values that make up a WhoKey. For each individual Chartfield you have the option to choose: Equals, Starts With, Ends With or Between
- ✓ **WhoKey Description:** Search on the WhoKey description using these options: Contains, Equals, Starts With or Ends With
- ✓ **WhoKey Status:** Options include open, closed and/or inactive check boxes, with any combination can be selected
- ✓ **Unassigned:** Options for check boxes include, with any combination can be selected:
 - Unassigned Owner/PI
 - Unassigned Reviewer - Excludes Reviewer on Fund 500 & 510 where PI Dept Research Admin assigned
 - Unassigned Purpose (*excludes Fund 500 & 510*)
 - Unassigned Reviewer - All Funds (no exclusions for Fund 500/510)
 - User - Search for a person who is still an active employee or left the University less than 22 months ago, for a WhoKey role he/she is assigned to. Options to search are HawkID,

University ID, Employee ID or by entering at least the beginning of the Last Name. An error message is thrown of “No people match the search” if a user is not found.

- In conjunction with this field, the WhoKey role(s) assigned for this person must also be included. Once the user is returned that you searched for, the default is all WhoKey roles are selected in the check boxes. Then select “Apply Filters” to retrieve the desired WhoKeys. Uncheck any roles you are not concerned with.
- ✓ **Fund 900:** Option only available to Business Officers, Department Administrators, and their delegates.
 - **NOTE:** *If any of the “Unassigned” options are selected, the Fund 900 option will be disabled as campus does not manage role assignments. Reviewer is automatically assigned to Capital Asset Management staff.*

Refresh

A link is located on the center of the gray bar immediately above the list of WhoKeys, which you may use to refresh/return the defaulted data displayed based on the search criteria entered.

Editing a WhoKey:

Depending on your Institutional and/or WhoKey role (refer to [Section 2: Roles, Assignments & WhoKey Status](#)) determines if the *Edit* button for a WhoKey is displayed. For any WhoKey that the *Edit* button is not displayed, the information is view-only.

When selecting the *Edit* button, a separate window opens that displays the data populated for each role and purpose. Depending on your role(s) and the rules for the WhoKey type (refer to [Section 3: Business Rules](#)) determines what roles and purpose are editable.

- ✓ Each required role that is populated displays the information for that person, if populated, and the blue *Edit User* button can be used to update the role to another person. If a required role is not assigned, a search box is displayed, and text appears that states the role is required.
- ✓ Each optional role that is populated displays the information for that person, if populated, and the red *Delete User* button can be used to delete the assigned person from that role.
- ✓ Up to four Secondary Reviewers can be added by selecting the *Add another Secondary Reviewer* button and adding the desired person(s) to that role(s).
- ✓ WhoKey Description is an informational field only, not editable.
- ✓ Purpose for non-Fund 500/510 WhoKeys is required and editable.

For any required fields (roles or purpose) that are not populated, you cannot save any changes while in the editing WhoKey window, until you populate the required fields and then the *Save* button will work.

NOTE: *Fund 900 WhoKeys cannot be edited by campus. Reviewer is automatically assigned to Capital Asset Management staff.*

WhoKey Closure & Inactivation Requests:

For non-grant WhoKeys that departmental management decides are no longer needed for financial management purposes, best practice is that the department should request for those WhoKeys to be closed. Closing a WhoKey prevents further journal entries from posting to it, unless a BYPASS entry is posted by an authorized central accounting unit or by an AFR-approved central feeder system (refer to [Section 2: Roles,](#)

[Assignments & WhoKey Status – Open/Closed/Inactive – Status of a WhoKey & What it Means](#)). Standard operating procedure for a full closure request includes the unit with ownership of that WhoKey must ensure there is a zero balance at the Institutional Account level for the balance sheet, as well as completing all Transaction Detail Report (TDR) reconciliations. Refer to the [Account \(WhoKey\) Closure Guidance](#) for further details on this process.

Standard procedure by the central unit handling the closure request is to both close & inactivate the WhoKey at the same time, after verifying balances are zero and TDR reconciliations are complete. If balances remain or TDR's are not reconciled, the WhoKey will be closed but remain active until the department completes those tasks. Once those tasks are complete and the department has communicated that information to the central unit handling the request, then the WhoKey will be inactivated, which finalizes the closure process.

To facilitate the closure & inactivation process, separate *Close* and *Inactivate* buttons are displayed for users who have the appropriate role (E.g. Business Officer Institutional role, WhoKey Owner or any of the Reviewer roles).

- ✓ *Close* button appears for all non-grant open accounts.
- ✓ *Inactivate* button appears for all non-grant accounts that are already closed but remain active.
- ✓ **NOTES:**
 - If the *Close* or *Inactivate* button is a lighter shade of red/non-selectable this means that a request has been sent and it is currently being worked.
 - Inactive accounts do not have any button displayed since they are already fully closed and inactivated.
 - Closure and inactivation of grant accounts are managed by the Grant Accounting Office, so there will not be close or inactivate buttons available for any grant accounts. Closeout information for grants & contracts is available here: <https://gao.fo.uiowa.edu/managing-grants-contracts/closeout>.

A new WhoKey window opens after either the *Close* or *Inactivate* button is selected. Both windows include the same basic information and the process is similar to request either a closure or inactivation. An automated email is generated and sent to the appropriate central accounting staff to review and handle the request, after you click on either the "*Send Close Request*" or "*Send Inactivate Request*".

Fields displayed in the close or inactivate request windows:

- ✓ **To:** Who the email is sent to, automated based on WhoKey type. Not editable.
- ✓ **From:** Your email address. Not editable.
- ✓ **Subject:** Identifies request type, the WhoKey and WhoKey description. Not editable.
- ✓ **Close Date:** Defaults to current date. Editable to allow future close date. Only displayed and available for open accounts that a closure request is made for. Closed accounts are already closed so a close date does not apply for an inactivation request.
- ✓ **Comments:** Optional; you can add any comments that you believe may be helpful to the central unit processing the request.

Once a closure/inactivation request is submitted through the WhoKey Administration application on a non-grant/cost share, the requester and request date will be displayed at the far right of the WhoKey line. If a

request was sent prior to the one being sent now, the information will update to the most recent request information. If a closure/inactivation is handled outside of requesting it through the WhoKey Administration application, the requester and request date will be blank.

Section 6: Mass Change *(available only to Business Officers)*

What is Mass Change Used For?

Mass change is available to Org-level Business Officers and their Admin Delegates to allow them to replace a person, assign or remove roles efficiently when specific criteria is known to perform one of these actions for multiple records. It is a powerful tool that the results cannot be easily corrected if you make a mistake after finalizing any updates through this process.

If you do not have one of these roles and need a mass change completed, please work with your Business Officer or you will have to update records individually.

Basic Rules/Guidelines:

Depending on your Institutional and/or WhoKey role (refer to [Section 2: Roles, Assignments & WhoKey Status](#)) determines what WhoKeys you have the right to complete a mass change for. **Excludes Fund 900. Reviewer role is assigned automatically to Capital Asset Management staff.*

If the request breaks any of the business rules for WhoKey assignments, then either those changes are not applied, or roles may be automatically updated that are not intended to be. **Examples:**

- ✓ If you try to assign a person as a Secondary Reviewer when they are already an Owner and/or Reviewer on these WhoKey(s), then the current assignment is retained, and he/she is not assigned to the Secondary Reviewer role.
- ✓ If you try to assign a person as an Owner or Reviewer who is already a Secondary Reviewer, then the person is moved to the higher-level role (Owner or Reviewer) and removed from the lower-level role of Secondary Reviewer.

Replace a Person:

This functionality allows you to replace a specific person with another person, for the Owner, Reviewer and/or Secondary Reviewer roles for any open and closed WhoKeys that the original person is assigned to. You can also choose to limit the records to update by filtering on various Chartfield values.

Step 1: Select a person to replace – *Only individuals who are assigned a WhoKey role are found in the search results.*

Step 2: Select Replacement(s) – *Select one or multiple roles to manage; the replacement person must be an active employee. For each role, you may choose the same replacement person or different individuals.*

- ✓ Replacement Owner
- ✓ Replacement Reviewer
- ✓ Replacement Secondary Reviewer – **NOTE:** *If check box selected but no person is entered as a replacement, then the person's assignment is removed upon completion of the process.*

TIP: If you try to replace the person for a role he/she does not have any assignment for, an error is thrown that indicates there are no WhoKeys that match the criteria.

Step 3: Filter WhoKeys – *Optional, if needed to limit to specific WhoKeys for the update.*

- ✓ When this page is first displayed, the count of eligible WhoKeys for each WhoKey role you are impacting is listed at the top.
- ✓ Applying Chartfield filters allows you to limit the updates to specific WhoKeys. If filters are added, select the *Apply Filters* button to see the change in count below, under *Filtered WhoKeys*, for each of the WhoKey roles impacted.

TIP: Download the list of WhoKeys that will be impacted by your applied filters by selecting the “Export to Excel” button. If you change your filters, then you may download again for the updated results.

Step 4: Review – Provides details of your selections for final review before committing the update. Once satisfied select *Finish*. A green “Success” message is displayed at the top of the page, after successfully finishing the update. If part of the request cannot be completed due to breaking any application business rules, an error is displayed. Send the details of the request and the error received, to the as-efr@uiowa.edu email if you need assistance.

TIP: At any time until the *Finish* button is selected, you can use the *Previous Step* button or select another tab in the application's header to stop the finalization of the replacement steps you were in-process of making. Once the *Finish* button has been selected, you cannot undo the updates. You would need to identify the records updated and determine how to update those records again, if needed.

Assign an Owner, Reviewer or Secondary Reviewer:

This functionality allows you to assign a specific person to a specific role, along with having the ability to limit the selection further by entering any Chartfield criteria. Any open and closed WhoKeys you have the rights to make changes for, which is driven by your Institutional and WhoKey role(s), are available to update. The mass assignment of the Owner, Reviewer and Secondary Reviewer roles can only be completed one role at a time. The person selected will replace anyone currently assigned or will populate the records that have no current assignments.

Step 1: Select a Person (after selecting the role you want to impact) – *Only active employees are found in the search results.*

Step 2: Filter WhoKeys - *Optional, if needed to limit to specific WhoKeys for the update.*

- ✓ When this page is first displayed, the count of eligible WhoKeys for the role being assigned is listed at the top.
- ✓ Applying Chartfield filters allows you to limit the updates to specific WhoKeys. If filters are added, select the *Apply Filters* button to see the change in count below, under *Filtered WhoKeys*.

TIP: Download the list of WhoKeys that will be impacted by your applied filters by selecting the “Export to Excel” button. If you change your filters, then you may download again for the updated results.

Step 3: Review – Provides details of your selections for final review before committing the update. Once satisfied select *Finish*. A green “Success” message is displayed at the top of the page, after successfully finishing the update. If part of the request cannot be completed due to breaking any application business rules, an error is displayed.

Remove a Secondary Reviewer:

This functionality allows you to remove a person assigned a Secondary Reviewer role for any open and closed WhoKeys you have the rights to make changes for, which is driven by your Institutional and WhoKey role(s). You can also choose to limit the records to update by filtering on various Chartfield values.

Step 1: Select a Person - *Only individuals who are assigned a WhoKey role are found in the search results*

TIP: If you select a person who either does not have any Secondary Reviewer assignment or you do not have the rights to make the change for the criteria entered an error is thrown that indicates there are no WhoKeys that match the criteria.

Step 2: Filter WhoKeys - *Optional, if needed to limit to specific WhoKeys for the update.*

- ✓ When this page is first displayed, the count of eligible WhoKeys where the selected person has a Secondary Reviewer role is listed at the top.
- ✓ Applying Chartfield filters allows you to limit the updates to specific WhoKeys. If filters are added, select the *Apply Filters* button to see the change in count below, under *Filtered WhoKeys*.

TIP: Download the list of WhoKeys that will be impacted by your applied filters by selecting the “Export to Excel” button. If you change your filters, then you may download again for the updated results.

Step 3: Review – Provides details of your selections for final review before committing the update. Once satisfied select *Finish*. A green “Success” message is displayed at the top of the page, after successfully finishing the update. If part of the request cannot be completed due to breaking any application business rules, an error is displayed.

Section 7: Termination/Transfer

Termination/Transfer Jobs

The termination/transfer jobs will run daily around 3:00 AM.

Termination: Person no longer has any active, primary appointment. The person's assigned WhoKey roles will be removed.

Transfer: There are four different scenarios when a person retains an active, primary appointment and transfers within the University:

- ✓ **Transfer1:** Position # and Org Unit did not change – Roles retained; notification sent to Old & New appointment Dept Admins & Delegates.
- ✓ **Transfer2:** Position # did not change and Org Unit did change – Roles retained; notification(s) sent to Old & New appointment Dept Admins & Delegates.
- ✓ **Transfer3:** Position # did change and Org Unit did not change – Roles retained; notification sent to Old & New appointment Dept Admins & Delegates.
- ✓ **Transfer4:** Position # and Org Unit did change – Roles removed; notification(s) sent to Old & New appointment Dept Admins & Delegates.

Scenario	Position # Changed?	Org Unit Changed? [1]	Action [2]	Notification Sent To? [3]
Termination	n/a	n/a	Roles removed	Dept Admin & Delegates
Transfer1	N	N	Roles retained	Old & New Appt Dept Admin & Delegates for all Active WhoKeys the person has a role for
Transfer2	N	Y	Roles retained	<ul style="list-style-type: none"> ✓ Old Appt Dept Admin & Delegates for all Active WhoKeys where the Org DOES NOT EQUAL the New Appt Org that the person has a role for ✓ New Appt Dept Admin & Delegates for all Active WhoKeys where the Org EQUALS the New Appt Org that the person has a role for
Transfer3	Y	N	Roles retained	Old & New Appt Dept Admin & Delegates for all Active WhoKeys the person has a role for
Transfer4	Y	Y	Roles removed	<ul style="list-style-type: none"> ✓ Old Appt Dept Admin & Delegates for all Active WhoKeys where the Org DOES NOT EQUAL the New Appt Org that the person has a role for ✓ New Appt Dept Admin & Delegates for all Active WhoKeys where the Org EQUALS the New Appt Org that the person has a role for

[1] – Org Unit # related to the HR Dept of ownership

[2] – Only roles impacted: Owner (excludes Fund 500/510) and any Reviewers

[3] – Notification exceptions include:

- ✓ If no one assigned as a Dept Admin, notifications sent to the Business Officer & Delegates
- ✓ Healthcare (Orgs 03, 21, 65, 70, 80, 85, 87, 89, 93 & 94 – *excludes 17*) notifications sent to Healthcare Financial Reporting & Control

Notifications

Notifications contain the following information:

- ✓ Employee Name & Employee ID
- ✓ Identifies if the person terminated or transferred
- ✓ Lists the WhoKeys impacted
- ✓ Identifies if roles were retained or removed
- ✓ For transfers (not all apply to each transfer scenario):
 - Old Org and New Org
 - Old Position # and New Position #
 - Old Dept and New Dept
- ✓ Provides instruction to the Dept Admin & Delegates – Review roles on WhoKeys listed to determine who should be assigned due to the transfer