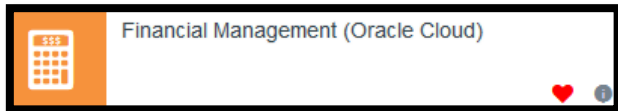


## Non Cost Labor Adjustment Approvals

The creation of the non-cost labor adjustments procedure has not changed, the procedure for the approving has changed.

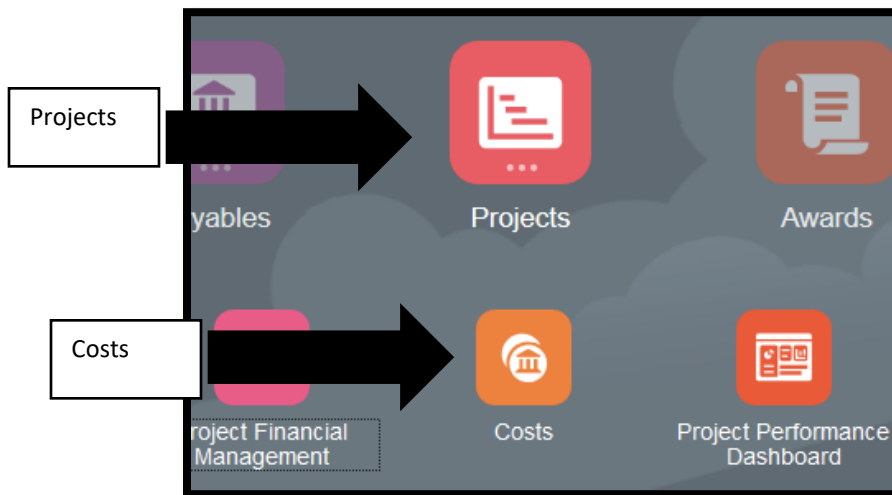
Approvers- you should have your preparer contact you whenever they are processing these transfers so you are aware of that the entry is ready for approval.

<https://my.rutgers.edu>

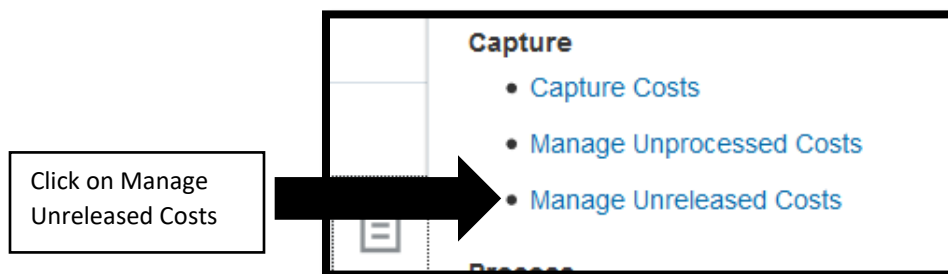


Click on:

Click on Projects and then Costs:



Click on the task icon to open up the menu:



This will open "Manage Unreleased Costs" screen:

Manage Unreleased Costs

Save Save and Close Cancel

Advanced Manage Watchlist Saved Search Unreleased Costs

\*\* At least one is required

Search

\*\* Batch Name

\*\* Status

\*\* Business Unit

Batch Ending Date m/d/yy

\*\* Document

Imported By

Search Reset Save...

In "Business Unit" select "Rutgers BU"

\*\* Business Unit

\*\* Document

Search Results

Rutgers BU

Rutgers GCA BU

Search...

In "Imported By" click on the "down arrow" and click on "search"

Enter the net id or the person's name who prepared (imported) the non-cost labor adjustment

Search and Select: Imported By

Search Advanced

User Name

Person Name

Search Reset

| User Name          | Person Name |
|--------------------|-------------|
| No rows to display |             |

OK Cancel

Select your preparer and then click on "Search"

Search

Advanced Manage Watchlist Saved Search Unreleased Costs

\*\* At least one is required

\*\* Batch Name

\*\* Status

\*\* Business Unit Rutgers BU

Batch Ending Date m/d/yy

\*\* Document

Imported By AERO

Search Reset Save...

This will bring up open items to "release"

## Manage Unreleased Costs

► Search

◄ Search Results



Create in Excel ▼

Save and Release

Release

Save and Reject

Save and Submit

| Batch Name | Business Unit | Document                  | Batch Ending Date | Status    | Accrual Item | Errors | Import Date | Imported By |
|------------|---------------|---------------------------|-------------------|-----------|--------------|--------|-------------|-------------|
| [REDACTED] | Rutgers BU    | Miscellaneous Expenditure | 12/9/18           | Submitted | No           | No     | 12/5/18     | [REDACTED]  |
| [REDACTED] | Rutgers BU    | Miscellaneous Expenditure | 12/9/18           | Submitted | No           | No     | 12/5/18     | [REDACTED]  |

You will be allowed to “release” (approve) the transaction or “reject” the transaction from here. Once you process that, the non-cost labor adjustment will post.