

OFFICE OF RESEARCH INFORMATION SERVICES  
UNIVERSITY *of* WASHINGTON



# WORKDAY & SAGE

APPROVAL GRAPH  
TROUBLESHOOTING JOB AID

# GETTING STARTED

## WHAT IS AN EGC1

An eGC1 is the electronic Grants and Contracts form or proposal researchers and their teams use to route a grant proposal through UW's internal compliance process.

## WHAT IS A PI

A PI is a Principal Investigator who may hold a grant and be the lead researcher for a project.

## WHAT IS AN APPROVAL GRAPH

The SAGE approval graph determines who needs to review and approve an eGC1. The graph is created based on the following pieces of information:

- The organization code receiving funding
- Any cost sharing organization codes
- Any additional organization codes listed on the PI, Personnel, & Organizations page (new location!)
- Any facilities or centers identified in the compliance section of the eGC1
- The primary position's organization code for the PI and each personnel listed on the eGC1
- The selected position's organization code (if different than their primary) for PI and personnel listed on the eGC1

## WHY USE THIS GUIDE

By following this guide we will help you understand:

- How an Approval Graph is generated
- What you can do to modify how it's generated
- Who to contact with questions about your unit setup (academic, cost center, supervisory organization, etc).

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## CHANGES: PERSONNEL & ORGANIZATION CODES

Item:	Pre-Workday Release (BEFORE):	Post-Workday Release (AFTER):
<b>Personnel</b>	<p>Personnel had a defined home department.</p> <p>Home department was added to approval graph.</p>	<p>No home department in Workday.</p> <ul style="list-style-type: none"> <li>Replaced by the "Primary" Position's Organization Code (Cost Center), based on where the majority of salary is drawn from.</li> </ul> <p>Reviewers for this Organization Code are added to the approval graph.</p>
<b>Organization Codes (Cost Center)</b>	<p>Academic Appointments were associated to Organization Codes.</p> <p>Selected Academic Appointment's Organization Code was added to approval graph.</p>	<p>Academic Appointments have no direct association to Organization Codes (Cost Center). Will be derived from either:</p> <ul style="list-style-type: none"> <li>the associated Position's Organization Code (if a linked Position exists), or</li> <li>the Supervisory Organization Code for the Academic Unit</li> </ul> <p>Reviewers for this Organization Code are added to the approval graph.</p>

### APPROVAL GRAPH NOTE:

**ORGANIZATION CODES:** In light of the above changes, you may at times see Organization Codes appearing on the approval graph that are different than in the past. We **recommend** you carefully monitor the approval graph during this initial Workday transition

## PERSONNEL PAGE & SELECTION CHANGES

On the “PI, Personnel, & Organizations” page, we’ve made the following updates to provide clarity and assist in making changes to the Personnel listed on the Approval Graph.

### VISUAL AIDS FOR SELECTING PERSONNEL

- 1. Position:** When you select personnel for your eGC1, the Position you select will determine the organization that goes onto the approval graph. Notice the indicator of which Position is considered the “Primary” Position.
- 2. Academic Appointment:** To assist you in making the correct selection, there is now a more helpful title, with Academic Appointment Type listed if applicable,

**TIP:** Pay close attention to the Organizational Unit associated with the row you select helps avoid surprises on the approval workflow.

Choose Personnel by Name or NetID/EmployeeID

To search for personnel who are not UW employees, select UW NetID and enter their UW NetID.

Search for:  by Name (Last, First) Search Cancel

**Worker Position Search Results**

Employee Name	EID	Title (Academic Appt. Type)	Unit
<a href="#">Jc</a>	86	Acting Dean (Administrative)	SPH IMMED OFFC OF DEAN : (3) (Primary Position)
<a href="#">Jc</a>	86	Professor (Joint)	
<a href="#">Jc</a>	86	Professor (Primary)	
<a href="#">Jc</a>	86	Professor (Joint)	

## VISIBILITY TO BOTH PRIMARY & SELECTED ORGANIZATION CODES

Once you have selected personnel for the eGC1, you will see both:

3. **Selected Unit:** Organizational Unit/Code for the Position selected
4. **Primary Position Unit:** "Primary" Position Organization Code

**TIP:** Both organizations will be represented on the approval graph.

**Personnel** ?

Identify all UW personnel who will be participating in the research, and select an appropriate Role Type. Indicate each person's Invest

Name	Selected Unit	Primary Position Unit	Role Type	Investig
J [redacted] (8) [redacted] j [redacted]@u.washington.edu	3 [redacted] EPIDEMIOLOGY	3 [redacted] SPH IMMED OFFC OF DEAN	Principal Investigator	Yes

## RELOCATION OF ADDITIONAL ORGANIZATIONAL UNIT REVIEWERS

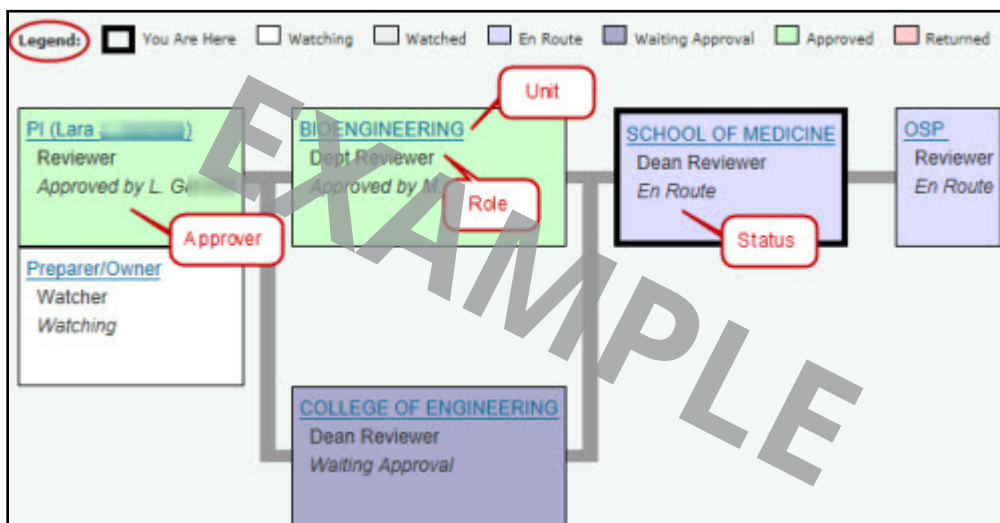
If a department is not represented as expected when selecting personnel, you can now easily add that department via the “Additional Organizational Unit Reviewers” section at bottom of the personnel page.

**TIP:** This section located on the compliance page as question FG-9.

## VIEW DRAFT APPROVAL GRAPH

Once you have added personnel, check the approval graph to review all of the departments that will either be watching or approving the eGC1.

**TIP:** For convenience, a link has been added to the bottom right of the newly named “PI, Personnel, & Organizations” page. The approval graph will open in a separate window. The link will display once both the PI and the Organization Code Receiving Funding have been added.



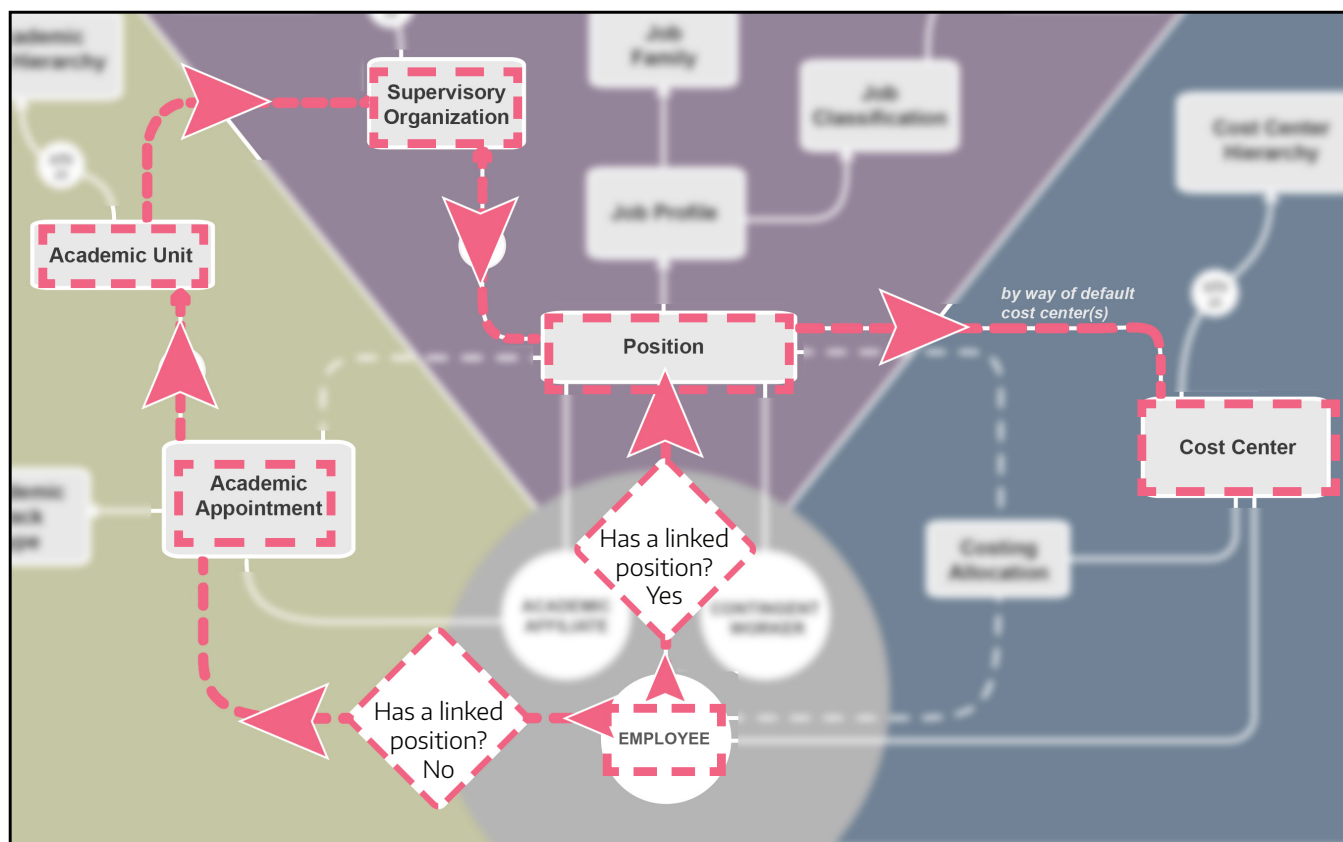
## HOW TO CHANGE DATA IN THE APPROVAL GRAPH

Significant planning and preparation went into ensuring that Personnel and Academic Appointment data migrated to Workday successfully. However, some updates in Workday may still be needed to ensure that the Organization Codes associated with Personnel and Academic Appointments continue to support the approval flow in SAGE.

Unpaid Academic Appointments are most likely to affect SAGE approvals in unexpected ways, and continued monitoring and troubleshooting is needed.

### ACADEMIC APPOINTMENT ORGANIZATION CODES

Below is a representation of how the Organization Code for an Academic Appointment is derived.



## TROUBLESHOOTING INCORRECT ORGANIZATION CODES

If you see an incorrect organization code flow through to SAGE for an Academic Appointment, the following should be reviewed by your Department Administrator/HR Partner, to better understand the problem's source.

If..... (Circumstance)	Then..... (Actions)
<p><b>IF</b> Academic Appointment is linked to a Position</p>	<p><b>THEN</b> the organization code associated with that linked position is flowing through to SAGE.</p> <ul style="list-style-type: none"> <li>• If in error, ask your Department Administrator/HR Partner to:                             <ul style="list-style-type: none"> <li>• Verify and/or update the cost center and organization code associated with the position</li> </ul> </li> </ul>
<p><b>IF</b> Academic Appointment <u>does not</u> have a linked Position</p>	<p><b>THEN</b> the organization code associated with the Academic Unit's Supervisory Organization is flowing through to SAGE.</p> <ul style="list-style-type: none"> <li>• If in error, ask your Department Administrator/HR Partner to review the following, as there may be a change needed in any number of areas:                             <ul style="list-style-type: none"> <li>• Review the Default Cost Center for Supervisory Organization</li> <li>• Review the Supervisory Organization linked to Academic Unit</li> <li>• Review the Academic Unit for Academic Appointment</li> </ul> </li> </ul>



# RESOURCES

## VIDEOS & JOB AIDS

For more information on how Workday affects the Person Chooser in other SAGE applications or the SAGE Approval Graph, please view the companion videos available at [sage.washington.edu](http://sage.washington.edu) under “videos” and “job aids”:

- Workday & SAGE: Changes to the Person Chooser
- Workday & SAGE: Changes to the Approval Graph
- Workday & SAGE: SAGE Budget Job Aid

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**SAGE** System to Administer Grants Electronically

[Sign In](#)  
[Training Site](#)

**Featured News**

**February 2017 SAGE Subawards Release 3**  
This final release for the SAGE Subawards Project includes priority items requested by preparers as well as some updates that will allow OSP to manage subrecipient profile data more effectively. Managed Access To make it easier for subaward preparers to cover absences and to allow for broader department review and access to subawards, you can [...]

**November 2016 SAGE Maintenance Release**  
General Updates Grant Runner: Detailed and Subaward Budget Form Version Update Grants.Gov will be releasing new versions of select forms by end of October, primarily due to some forms reaching their expiration dates. Two Grant Runner forms will be updated as a result: RR Detailed Budget and RR Subaward Budget. The RR Detailed Budget will [...]

**September 2016 SAGE Subawards Release 2**  
This SAGE update introduces to you easier collaboration with the Office of Sponsored Programs (OSP), more subaward status transparency and a refreshed user interface. Collaboration if you are a Subaward Preparer, you are able to: Withdraw a subaward request with "In OSP" status Cancel a subaward request either "In OSP" or "Withdrawn" status. OSP can [...]

**SAGE Essentials**

1. NIH Deadlines
2. Accessing SAGE
3. Grant Award Status Checker
4. Proposal Preparation
5. Financial Interest Disclosure System (FIDS)

**Getting Started**

1. Welcome to SAGE
2. SAGE Overview
3. GIMs, Policies and Guidance

**Classes & Online Learning**

1. SAGE User Guides
2. Job Aids
3. Videos
4. In-Person Classes

# OTHER QUESTIONS

## SAGE USERGUIDES

[washington.edu/research/tools/sage/support](http://washington.edu/research/tools/sage/support)

## SAGE CUSTOMER SUPPORT:

[sagehelp@uw.edu](mailto:sagehelp@uw.edu)

(206) 685.8335

## INTEGRATED SERVICE CENTER (ISC)

[isc.uw.edu](http://isc.uw.edu)

Questions:

[sagehelp@uw.edu](mailto:sagehelp@uw.edu) | 685.8335

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