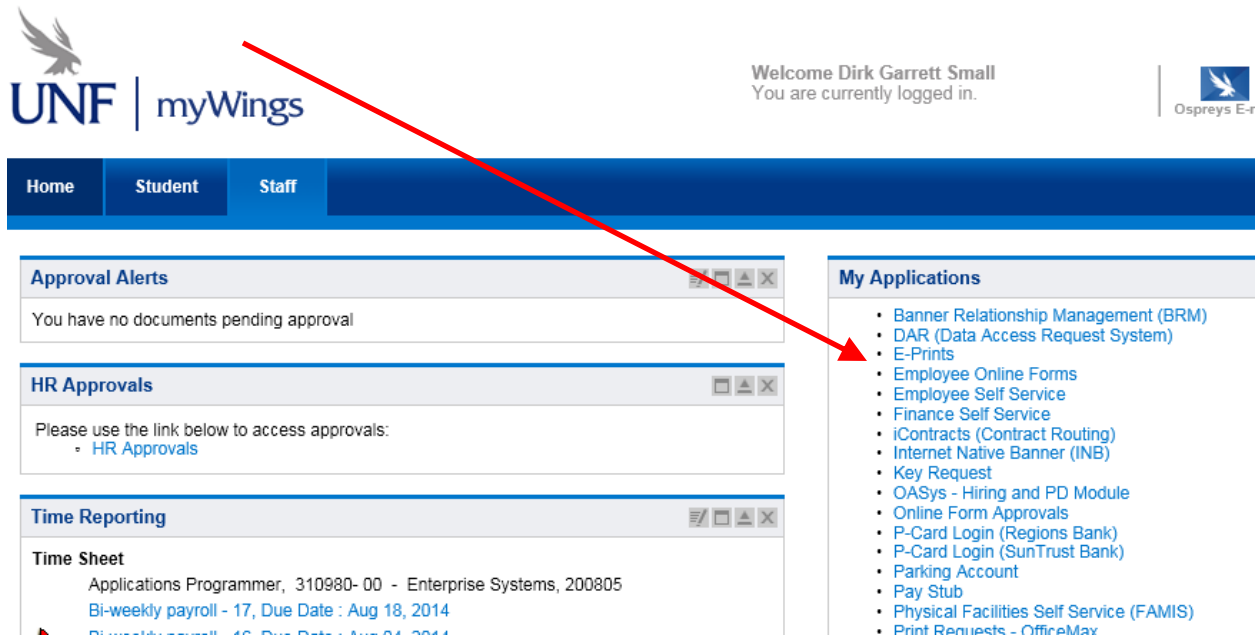


Employees that can accept Credit Card Payments

- 1) Click on the [Employee On-Line Forms](#) link located in “myWings” under that **Staff** tab in the **My Applications** channel.



The screenshot shows the UNF myWings portal interface. At the top, there is a navigation bar with tabs for Home, Student, and Staff. The Staff tab is selected. Below the navigation bar, there are several panels: Approval Alerts (no pending approvals), HR Approvals (link to HR Approvals), and Time Reporting (Time Sheet for Applications Programmer). On the right side, there is a 'My Applications' menu with a list of links. A red arrow points from the 'Employee On-Line Forms' link in this menu to the 'Staff' tab in the navigation bar.

UNF | myWings

Welcome Dirk Garrett Small
You are currently logged in.

Ospreys E-F

Home Student **Staff**

Approval Alerts
You have no documents pending approval

HR Approvals
Please use the link below to access approvals:
• [HR Approvals](#)

Time Reporting
Time Sheet
Applications Programmer, 310980- 00 - Enterprise Systems, 200805
Bi-weekly payroll - 17, Due Date : Aug 18, 2014
Bi-weekly payroll - 18, Due Date : Aug 24, 2014

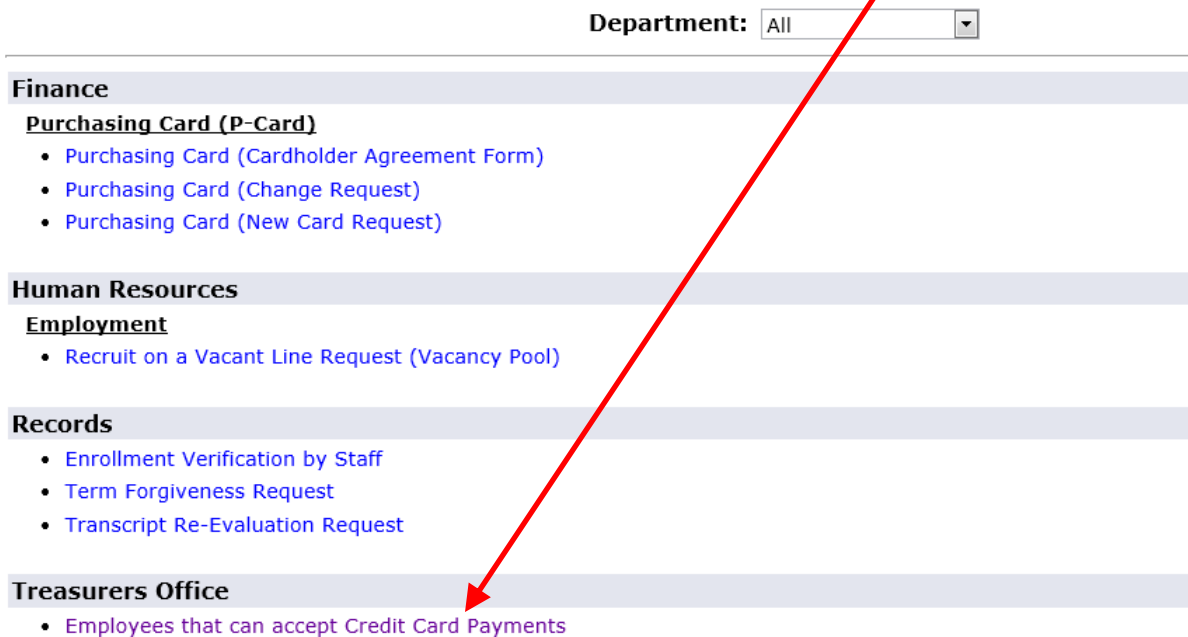
My Applications

- Banner Relationship Management (BRM)
- DAR (Data Access Request System)
- E-Prints
- **Employee Online Forms**
- Employee Self Service
- Finance Self Service
- iContracts (Contract Routing)
- Internet Native Banner (INB)
- Key Request
- OASys - Hiring and PD Module
- Online Form Approvals
- P-Card Login (Regions Bank)
- P-Card Login (SunTrust Bank)
- Parking Account
- Pay Stub
- Physical Facilities Self Service (FAMIS)
- Print Requests - OfficeMax

- 2) Click on the [Employees that can accept Credit Card Payments](#) link under **Treasury Office**.

Employee Online Forms

Employee Online Forms is a menu to select and submit a new request.
To make a decision or update a form / request that has already been submitted you will need to go to [Online Form Approvals](#).



The screenshot shows the 'Employee Online Forms' menu. At the top, there is a 'Department:' dropdown menu set to 'All'. Below this, there are several sections: Finance (Purchasing Card (P-Card) with links for Cardholder Agreement Form, Change Request, and New Card Request), Human Resources (Employment with link for Vacant Line Request), Records (links for Enrollment Verification by Staff, Term Forgiveness Request, and Transcript Re-Evaluation Request), and Treasurers Office (link for Employees that can accept Credit Card Payments). A red arrow points from the 'Employees that can accept Credit Card Payments' link in the Treasurers Office section to the 'Department:' dropdown menu.

Department: All

Finance

Purchasing Card (P-Card)

- [Purchasing Card \(Cardholder Agreement Form\)](#)
- [Purchasing Card \(Change Request\)](#)
- [Purchasing Card \(New Card Request\)](#)

Human Resources

Employment

- [Recruit on a Vacant Line Request \(Vacancy Pool\)](#)

Records


- [Enrollment Verification by Staff](#)
- [Term Forgiveness Request](#)
- [Transcript Re-Evaluation Request](#)

Treasurers Office

- [Employees that can accept Credit Card Payments](#)

- 3) Select the Department and click the **Next** button.

Employees that can accept Credit Card Payments

 **Michelle Godoy,**
This form is used by Supervisors/Managers to provide a list of employees that are allowed to accept credit card payments.


Department Information

You will need to submit one for each department you are the manager for every six months.

Select Department: *


- 4) Indicate if your department still accepts credit card payments and click next.
*NOTE: If “No” go to step 9.

Employees that can accept Credit Card Payments

 **Michelle Godoy,**
This form is used by Supervisors/Managers to provide a list of employees that are allowed to accept credit card payments.

Department Information

You will need to submit one for each department you are the manager for every six months.

Select Department: 


Submitted By: N00174212
Michelle Godoy

Employee Information

Do you still accept credit card payments: *

- 5) Enter the Number of Employees that can accept credit card payments and click the **Next** button.
*NOTE: Include yourself in the count if you are one to the people that can accept credit card payments for the selected department.

Employees that can accept Credit Card Payments

 **Michelle Godoy,**
This form is used by Supervisors/Managers to provide a list of employees that are allowed to accept credit card payments.


Department Information

You will need to submit one for each department you are the manager for every six months.

Select Department:

Submitted By: N00174212
Michelle Godoy

Employee Information

Do you still accept credit card payments: 


How Many Employees can accept credit card payments:

6) Enter the Employee IDs that can accept credit card payments.

*NOTES:

- You can use the search by click on the (🔍) next to each field if you don't know their N#.
- Enter in all Banner ID's and don't forget your own, if you handle cardholder data.

Employees that can accept Credit Card Payments

 **Michelle Godoy,**

This form is used by Supervisors/Managers to provide a list of employees that are allowed to accept credit card payments.

Department Information

You will need to submit one for each department you are the manager for every six months.


Select Department:

Submitted By: N00174212


Michelle Godoy


Employee Information


Do you still accept credit card payments:


How Many Employees can accept credit card payments: 


Enter Each Employees ID (N#) below: (From top down, leaving the unneeded blank ones at the bottom)

Employee # 1: 

Employee # 2: 

Employee # 3: 

Employee # 4: 

Employee # 5: 

7) Click Submit at the bottom of the form.

Select Action/Reason if requested. Then click the "Submit" Button.

Submit your request.

[[Employee Online Forms for Treasurers Office](#)]


RELEASE: 6.2

8) You will get a confirmation message letting you know that the form was completed.

*NOTE: If you have more than one department make sure to repeat the process for the other departments.

Employees that can accept Credit Card Payments

 Your have completed this from.

 Your request was submitted.

You can find all your request(s) and their status under UNF Administrative Applications in [Online Form Approvals](#).

[[Employee Online Forms for Treasurers Office](#)]

RELEASE: 6.2