Faculty Supplemental Payment Requests Approvers Guide

Sinai Central

Produced by the Information Technology Development Center

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Introduction

The intent of the faculty supplemental payment requests are to act as guides for all involved parties and to show the status of each physician in the FPA as it pertains to faculty practice compensation.

What am I being asked to approve?

Faculty Supplement Payment Request (Annual Form):

Annual Forms are being used for the following:

- Physicians guaranteed supplements based on a contractual agreement.
- Non-guaranteed supplements. This is an estimate based on a positive Residual Balance.

One- Time Faculty Supplement Payment Request

Some physicians are given a supplement for other work within the FPA (i.e, Doctor Snow White from Anesthesiology is working for Cardiology on Saturdays for the next 12 weeks). In these cases, the one-time payment request is appropriate.

When did this become available?

Online submission and approval has become available to everyone on **November 16th, 2009**. Administrators have been requested to use this as a method of submission for the upcoming fiscal year.

What do I need to start approving the online Faculty Supplement Payment Requests?

- **To activate your Sinai Central user account.** You may already be using Sinai Central for purchase orders, human resource transactions, or general ledgers. If you've never used Sinai Central, review http://sinaiknowledge.mssm.edu/activate for more information.
- **Your notifications preferences should be set to active.** Currently, you need your notification preference set to active to receive a message from Sinai Central that a transaction is awaiting your approval. See Appendix A for more information.
- **Some of your time.**

In this document – the dialog boxes – what do the icons mean?

A note. The information found in this dialog box can further your understanding with key background information about the instruction given.

A critical condition. The critical condition needs to be understood to complete your business in Sinai Central.

A caution condition. The information in this dialog needs to be met or you will not be able to complete your business in Sinai Central and the system will seem like it is misbehaving.

How to login to Sinai Central

A. Launch a browser and go to http://sinaicentral.mssm.edu.

B. Click on the link **Sinai Central Home**. A new window will open.

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*At this point, if you know your username and password for the system enter them into the fields provided and click on the **Login** button. If you do not know your system credentials, please continue to follow the instructions below.*

C. To obtain account details or unlock an account on Sinai Central, click the link for **Login or Password Help.** A self-service page appears with several choices.

D. Select **I want to login to Sinai Central now** (if you are on campus – see dialog box below) and follow the instructions on the form that appears.

E. During the process, you will get to choose your username and password. If you want to use the same one for Sinai Central as you do for your other systems, you can do that.

F. Take note of your Sinai Central username and password. If you forget them, you can repeat this process to recover them.

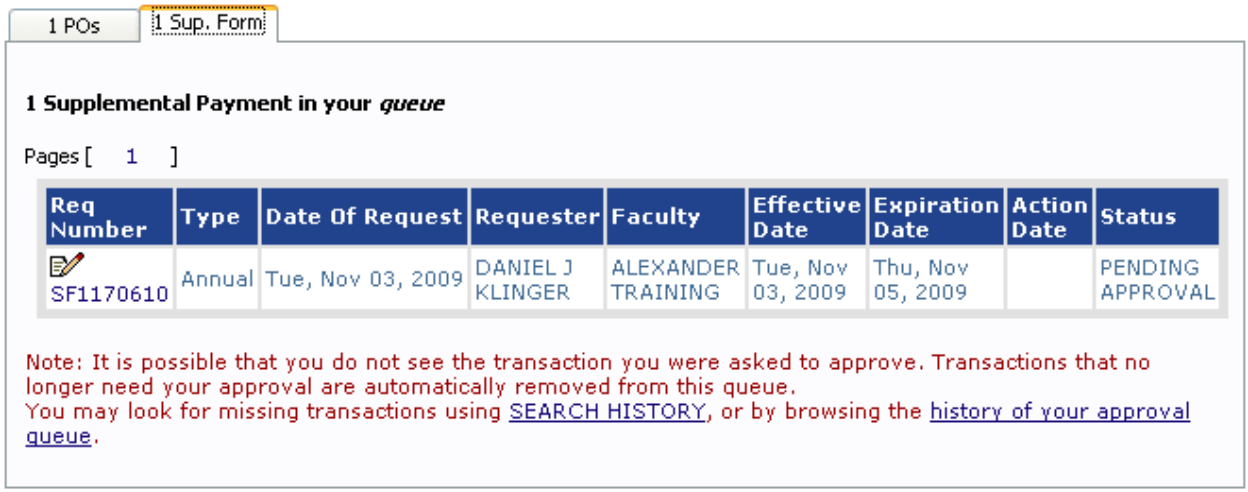
What if I am not on campus?

You can send an email to ITDC@mssm.edu or your department administrator – they can have our servers send you a temporary password to log into the system. For users that have never logged into the system, your username begins as your life number.

Approvals

Users will receive notifications about Supplemental Payment Requests that are available for their approval. These requests are approved using the ***Approval Queue***. Once the user logs into Sinai Central, they are able to see a notification (as shown above) on all splash pages - showing that they have transactions that need their signature.

A Selecting the text in the **Attention Required** box will bring the user to the Approval Queue.



B Select the requisition number. The transaction will appear.

C Towards the bottom of the form, the approver can select the **Approve** or **Deny** button. Selecting an action will pass along the supplemental payment request to the next approver or back to the requester.

When I deny a request, nothing happens.

When you deny the request, you **must** add a comment on why you are denying it. Enter that comment in the comment field shown directly above the Approve and Deny buttons.

Appendix A. Updating Your Personal Profile

Information provided in your personal profile will be used on your requisitions and allow you to proceed forward with placing orders. Completing your **contact info** and making sure that your **addresses** are accurate *is required before* using Sinai Central for transactions. Changing your **notification** preferences will allow you to block or receive emails from the system (in most cases).

Contact Info

Details like your box number, e-mail address, and phone number(s) are stored in this section of the Personal Profile.

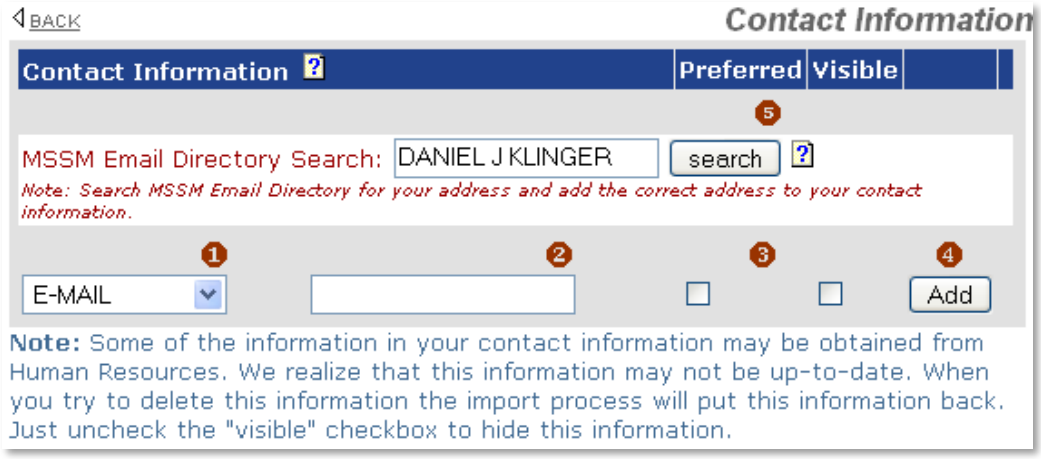
Navigation

Navigate the left-hand menu (you may need to select *Home* from the link in the top right hand corner):

Home > Utilities | Personal Profile > View/Edit | Contact Info

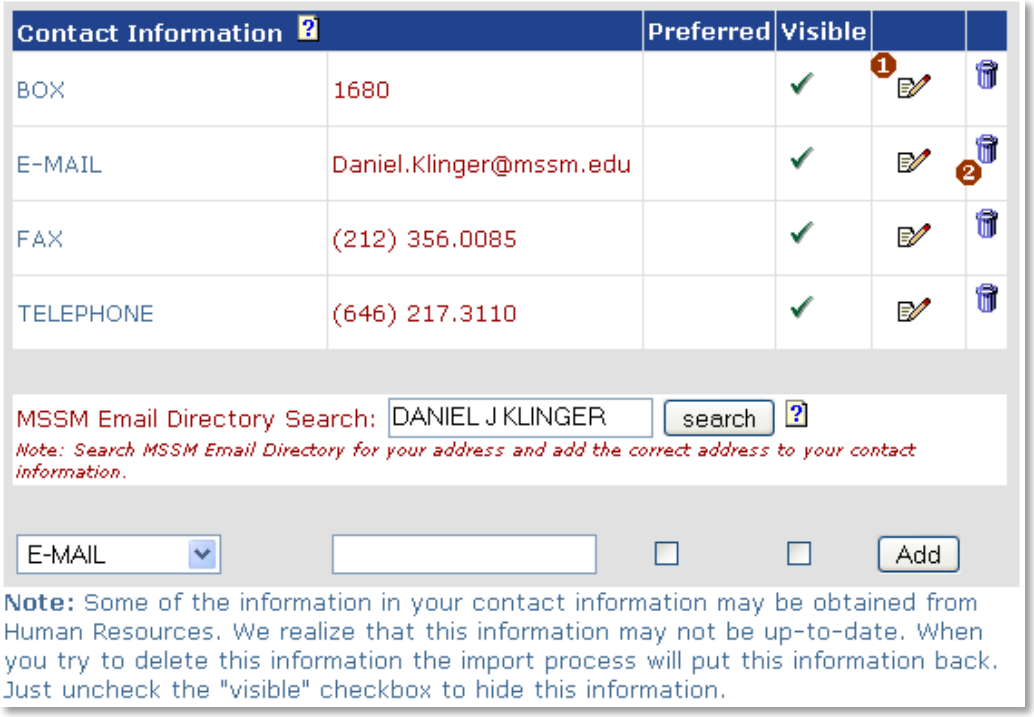
The Personal Profile is available from the bottom of the left-hand menu, under the **Utilities** section when you first log in to Sinai Central. Once here, select **Contact Info.**

Entering Your Contact Information



1. Choose a contact detail from the drop-down menu.
2. Enter the detail in the field provided.
3. If you have a multiple of the same contact detail (for example, two contact phone numbers), you can select one of the numbers to be **Preferred** by selecting the check box. Preferred contact information is used in transactions when applicable. Select the **Visible** check box to publish the detail in the Sinai Central Directory.
4. Click on the Add button to add it to the Contact Information Table.
5. You can also do a search for your email address by using the search field provided. You may need to remove a middle initial for the directory search to work.

Editing and deleting a detail



1. Selecting the edit icon will bring the detail into the bottom portion of the where you added details. You will then be able to edit it.
2. Selecting the trash can icon will remove a detail from your contact information.

> ***We need an email address.***
> Sinai Central will need at least one email address for you to receive notifications from the system.

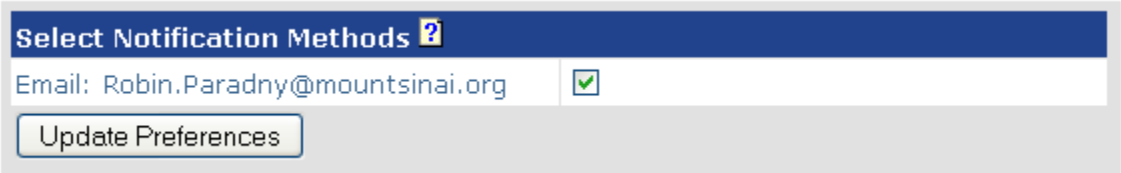
Notifications

Visit this preference to make sure that you are receiving notifications about your business in Sinai Central at critical status changes. Your emails addresses are entered into Sinai Central via the **Contact Info** section of the personal profile.

Navigation

Navigate the left-hand menu (you may need to select Home from the link in the top right-hand corner):

Home > Utilities | Personal Profile > Preferences | Notifications



To have Sinai Central send you notifications, you need to select the checkbox next to the desired email address.

Once checked, click the **Update Preferences** button.

> ***Listing Two Email Addresses***
> Currently Sinai Central only detects and sends email to the **first email address** displayed.