http://www.hawaii.edu/etravel/

Click here to login to eTravel.

University of Hawai'i eTravel

NEWS & ANNOUNCEMENTS

- New Release / Mod List (Last updated 12-15-2005)
- Per BAC 2006-01, Federal Allowable High/Low Rates were amended so effective January 1, 2006, **taxability and reportability no longer apply to Non-BU07 employees traveling Out-of-State (U.S./CONUS).** eTravel has been updated to reflect this so IRS Rate column is no longer required for CONUS travel. See Powerpoint for summary info. (Updated 01-30-2006)
- The matrix for Collective Bargaining Unit Rates have been revised. See the Allowable Rates page. (Updated 01-27-2006)

RESOURCES

- About eTravel
- Allowable Rates, Memos, BAC's, Territories (Last updated 01-27-2006)
- APM A8.851 Out-of-State and Intra-State Travel
- Currency Converter
- eTravel EZ Reference (Last updated 12-15-2005)
- FAQs
- Forms & Form Instructions
- Training Schedule (Last updated 01-24-2006)

CONTACT

- etravel-help@hawaii.edu (for travel procedures and related inquiries)
- etravel-tech@hawaii.edu (for technical problems with this website)

Site last updated: 01-30-2006

eTravel LOGIN

Username: [ ]
Password: [ ]
[Login]

Click image to go to the login page.

UNABLE TO LOGIN?

- You must have a UH Username. Go to the Info Tech page for more info.
- You have a General Profile in the new Profiler system. Go to Profiler, login and create a General Profile for yourself.

Click here to create a general profile

LOGIN PAGE INACCESSIBLE?

- One of the required components may be down. Click here for current status and alerts.
- The site is down between 3:00 - 4:00 AM daily for database backups.
- Other scheduled downtimes:

Click here to check for eTravel system downtimes

Click here to view the eTravel EZ Reference/ Getting Started User Guide

Note:

- Before you are able to login and utilize eTravel, you must create a general profile in the profiler system (see page 2).

- To create a general profile in Profiler, travelers must have an employee record on the UH Office of Human Resources Peoplesoft System. Etravel cannot currently accommodate SCOPIS and RCUH employees.

1

http://www.hawaii.edu/profiler/

Click icon below to log into Profiler.

UNIVERSITY OF HAWAI'I
Profiler

What is Profiler?
A new application developed by Information Technology Services (ITS) for the purpose of centralizing user profile information for various web applications in one place.

The primary benefit for users is that they input and control information about themselves in one place. As new systems are developed, information can be retrieved from Profiler vs. each user repeatedly registering themselves in individual applications.

How does Profiler work?
Within Profiler, each user has a "General" profile which contains user-editable personal information, like their name and contact information. All users that have a UH Username/Password may login and create/update that profile, which can then be used by multiple web applications.

There is also a "Travel" profile used specifically by the new eTravel application. This is where users designate "Travel Preparers" and a default "Business Office Group" for eTravel documents.

What applications are currently using Profiler?
eTravel is the first application to utilize Profiler. ITS has several new applications under development that will use Profiler (Unit Budgeting, Leave Accounting).

At this time, no decision has been made regarding modifying older applications (ePurchasing, SECE, eInventory) to take advantage of Profiler.

What is the difference between the UH Portal and Profiler?
The portal is where users go to access applications and information about the world at large. It's a central point of entry for various applications and services.

Profiler is where users go to store and update information about themselves, and where administrators store and manage information about what kinds of access users should have to applications.

Profiler LOGIN
Username:
Password:
Login

Login page inaccessible?

• One of the required components may be down. Click here for current status and alerts.

• The site is down between 3:00 - 4:00am for database backups.

• Other downtimes:

Travelers must use their assigned UH username and password to log in.

UNIVERSITY OF HAWAI'I
Profiler

<< Return to Home Page

Profile Manager Login

UH Username:

Password:

Login

After travelers log into Profiler, travelers will be required to create a general profile and a travel profile.

Traveler's name will appear here.

UNIVERSITY OF HAWAI'I
Profiler

Logged in as _____

Logout

**Click here to create a general profile.
(See page 4 for detailed instructions.)**

Main Menu

Click here for additional help.

Help

User Profiles
• General profile
• Travel profile

**Click here to create a travel profile.
(See page 5 for detailed instructions.)**

Copyright © 2004 University of Hawai'i

<u>Note</u>:

- After a traveler's profile is set up, the traveler can return here to edit his/her profile at any time.

3

Taken from eTravel EZ Reference:

OVERVIEW OF PROFILER

What is Profiler?
A separate application to centralize user information in one place. Currently, users must input and keep their contact information up-to-date in multiple places (SECE, ePurchasing, etc). Profiler is a long term solution to eliminate that problem. Profiler is also where users may designate "Preparers" and a default "Business Office Group" for eTravel documents. Go to Profiler.

How does Profiler work with eTravel?
eTravel uses information in Profiler so <u>Steps 1 and 2 below are required before you can login to eTravel</u>. Steps 3 and 4 are optional depending on your role.

Creating a General Profile

1 **Login to Profiler**
Anyone with a UH username/password can login.

2 **Create a General Profile**
Required for <u>all</u> eTravel users. You must create a General Profile to login to eTravel. Note: You only need to do this once. Subsequently it is not necessary to login to Profiler to use eTravel.

General Profile Tab

| General | Travel |

Editing General Profile for Traveler One (fields marked with * are required)

UH username:	trvlr1
UH number:	99999945
*First name:	Traveler
Middle name:	
*Last name:	One

The travelers UH username and UH number is automatically inputted into the general profile.

Traveler must input all pertinent information in the General Profiler. All fields marked with a "*" are required.

Contact Information

Business		Other:	(none)
*Address line 1:	2445 Campus Rd.	Address line 1:	
Address line 2:		Address line 2:	
Address line 3:		Address line 3:	
Address line 4:		Address line 4:	
Address line 5:		Address line 5:	
*City:	Honolulu	City:	
*State:	HI	State:	
*Zip code:	96822	Zip code:	
Country code:		Country code:	
*Phone:	956-0000	Phone:	
*Email:	trvlr1@hawaii.edu	Email:	

Save Cancel

After all information is inputted, click here to save the information.

4

Creating a Travel Profile

3 Create a Travel Profile

Required for <u>all</u> Travelers. This is where you select a default Business Office Group which determines who has access to your eTravel documents. This is also where you input travel preferences to assist your Preparers in making your travel arrangements.

Travel Profile Tab

| General | **Travel** |

Editing Travel Profile for Traveler One

Vendor code: `v1111111111`

Disbursing office will create a vendor code for all travelers (unless one already exists). Traveler does not have to input the vendor code.

Business Office

Default group: `ITS (Info Tech Services) (00066)`

Travelers must select a default business office group. Please confirm your default group number with your fiscal officer.

Travel Preparers

UH Username
1: `trvprep1`
2:
3:
4:
Add more preparers

Travelers may indicate all travel preparers authorized to prepare travel documents on his/her behalf (optional).

Preparers assigned UH usernames must be used. Preparers can be any individual with a UH username.

Travel Preferences

Dietary preference: `low sodium`
Seating preference: `window`
Smoking preference: `non-smoking`

Travelers may indicate their travel preferences (optional).

Frequent Traveler Accounts

	Account name	Account number
Account 1:	United	1111-11-1111
Account 2:	Hawaiian	0101-01-0101
Account 3:		

| Save | Cancel |

Travelers may indicate their frequent flier accounts (optional).

After all information is inputted, click here to save the information.

This is for Fiscal Officer Use Only

4 **Manage a Business Office Group**
This option is only for Fiscal Officers. A "Business Office Group" enables the "Lead Fiscal Officer" of a department to grant FO-like authority to other users in their department, i.e. other FOs, Secretaries, Administrative Assistants, etc. Disbursing is responsible for establishing the Business Office Group for a specific FO Code. Subsequently, the Lead FO may add members to his/her group by FO Code or UH Username (as shown below).

Manage Group Membership

Lead FO:	One, FO	Lead Fiscal Officer associated with the group's FO code.
Group FO Code:	00301	FO Code of the Lead Fiscal Officer.
Group Type:	Business Office	
Group Name:	College of ITS	Description displayed on group-selection list.
Members (by FO Code):	00302 Two, FO	
[Add more lines]	00303 Three, FO	
	00304 Four, FO	**The lead FO can identify all members in his/her Group by FO code.**
	00305 Five, FO	
	00306 Six, FO	
	00307 Seven, FO	
	00308 Eight, FO	
	[ ]	
Members (by UH Username):	[ ]	
[Add more lines]	[ ]	
	[ ]	**Members are all people in the Business Office that can approve travel aside from the lead FO or any other FO listed above.**
	[ ]	
	[ ]	

[Save] [Lookup member names]

After all information is inputted, click here to save the information.

6

After your profile is set up, you may now create travel documents on eTravel. Click on the eTravel login on the eTravel homepage. (See page 1).

You must use your assigned UH username and password to log in.

University of Hawai'i
eTravel

<< RETURN TO HOME PAGE

Login to eTravel   ? Help

UH Username :   [   ]

UH Password :   [   ]

[Login   ]

Unauthorized access is prohibited by law in accordance with Chapter 708, Hawaii Revised Statutes; all use is subject to University of Hawaii Executive Policy E2.210.

After a traveler is logged into eTravel, the main menu screen below will appear.

Traveler's Name will appear here.

University of Hawai'i eTravel

logout

If you know your document number, you may enter it here and click "find".

Click here for additional help.

Click here to create a new travel request.

Click here to show all existing documents.

Welcome Traveler One (trvlr1)

Main Menu

Create
- New Travel Request
- New Travel Completion

Existing Documents
- T [   ] Find
- Search All

Help
- Section Overview & Consolidated Help Links
- Tutorials & User Guides

	InProcess	Submitted	Approved	Vouchered	Outstanding
Requests	2	1	16		
Req+Advance	7	0	4	45	
Completions	11	11	29	2	50

Other
- Reports
- System Status

Click here to create a new travel completion.

If you are unsure of a document number, you may look up the document by clicking any of the numbers in this table depending on the document type.

For example to see all "Completions", "In Process", click "11". A listing of all of the 11 documents will be provided.

Note:

- Travelers can only view their own travel documents.

- Preparers can view their own travel documents and travel documents for travelers that have identified them as preparers.

- Fiscal Officers can view all travel documents within their FO Groups.