

What is a FOAPAL?

The FOAPAL stands for **F**und, **O**rganization, **A**ccount, **P**rogram, **A**ctivity, and **L**ocation. Each element tells a specific piece of information about the transaction.

To access the Fund and Organizations that you have access to:

1. Log into the [Self-Service Banner](#).
2. Select the **Employee** tab.
3. Select the **Employee Dashboard** link.

The screenshot shows the Rowan University Self-Service Banner interface. At the top, there is a yellow header with the Rowan University logo and name. Below this is a navigation bar with tabs for Main, Personal Information, Student, Financial Aid, Faculty & Advisors, Employee (highlighted), Finance, Proxy Access, and Bursar. A search bar is located below the navigation bar. The main content area is titled "Employee" and contains a list of links. The "Employee Dashboard" link is highlighted with a red box. Below the list of links, there is a footer with the copyright information: © 2024 Ellucian Company L.P. and its affiliates.

Rowan University

Main Personal Information Student Financial Aid Faculty & Advisors **Employee** Finance Proxy Access Bursar

Search

RETURN TO ME

Employee

Employee Dashboard
SSB services: Web Time Entry; Leave Balances; Payroll and Deduction History; Effort Reporting

Professional Development

Search Rowan Announcer Submissions
Search through Rowan Announcer archives.

Rowan Announcer Submission
Submit a Rowan Announcer message; Employees only

Rowan Announcer - Your Submissions
Remove any of your current, unsent submissions

Recommendation Form for Rowan Global Admissions
Use this form to submit a recommendation for a student application to Global Learning & Partnerships.

Banner Properties & Standards
Request form for changes and enhancements to the Banner system and code tables.

IERP Banner Request Approvals (IERP Admin Only)
Displays a listing of Banner Change Requests for approvals.

Starfish Admin
University Retention Systems

Display Your FUND/ORGN Access

RELEASE: 8.9.1.5

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4. Select My Profile.

The screenshot shows the Rowan University Employee Dashboard. At the top, there is a yellow header with the Rowan University logo and a settings gear icon. Below the header, the text "Employee Dashboard" is displayed. On the left side, there is a profile picture of a woman and a button labeled "My Profile" which is highlighted with a red rectangular box. To the right of the profile picture, there are two blurred icons. Below the profile picture, there is a section titled "Pay Information" with a dropdown arrow. On the right side of the dashboard, there is a "My Activities" section with a list of links: "Enter Time", "Electronic Personnel Action Forms (EPAF)", "Faculty Load and Compensation", "Effort Certification", "Campus Directory", "Employee Menu", "Rowan Identity Management System (RIMS)", "Submit Electronic Forms", and "Manager Employee Menu".

5. Select My Fund/Orgn access.

The screenshot shows the Rowan University Employee Profile page. At the top, there is a yellow header with the Rowan University logo and a settings gear icon. Below the header, the text "Employee Dashboard" and "Employee Profile" are displayed. The main heading is "Profile". On the left side, there is a profile picture of a woman and a list of personal information: "Pierce, Sheena A.", "ID: 916022188", "Status: Active", "Hired: 03/14/2016", "Birthday: 06/21", "More Personal Information", "Rowan Identity Management System (RIMS)", and "My Fund/Orgn Access". The "My Fund/Orgn Access" link is highlighted with a red rectangular box. To the right of the profile picture, there are sections titled "Personal Information" and "Addresses", both of which are blurred.

6. Your Fund/Org access will be displayed.

Display Your Fund/Org Access

Employee Details

Banner ID #: [REDACTED]
Employee Name: [REDACTED]
Chart Of Accounts (COA): R
Master Fund Access: You have Query Only Master Fund Access
Master Org Access: You have Query Only Master Orgn Access

Fund Access

Show 50 entries

Copy CSV Excel Print Search:

COA	Fund Code	Fund Title	Permission
R	10110	Unrestricted General Fund	Both Query and Posting

Showing 1 to 1 of 1 entries

Previous 1 Next

Org Access

Show 50 entries

Copy CSV Excel Print Search:

COA	Orgn Code	Orgn Title	Permission
R	22026	Training & Instructional Support	Both Query and Posting
R	60073	FY23newprostaff - Pierce, S	Both Query and Posting
R	60103	23pdg - Pierce, S	Both Query and Posting
R	60171	24PDG - Pierce, Sheena	Both Query and Posting

Showing 1 to 4 of 4 entries