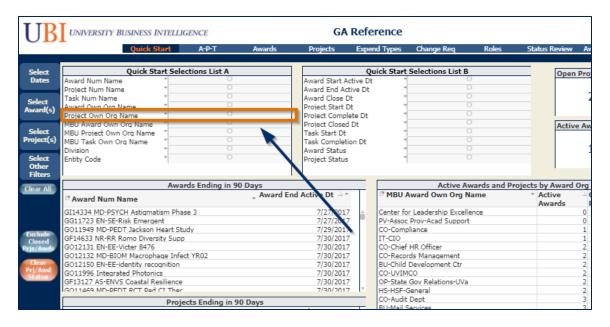
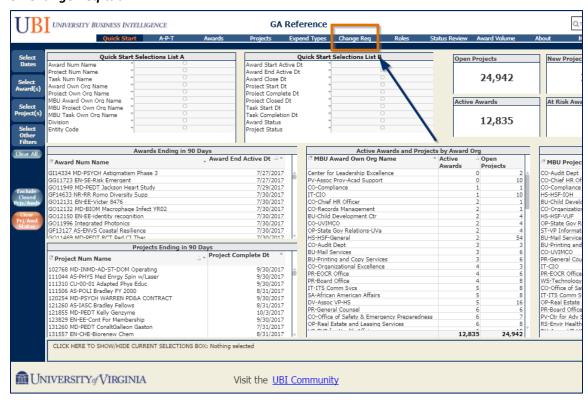
Key Member Change Instructions

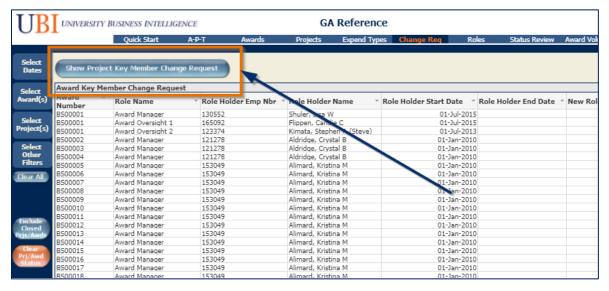
- 1. Create spreadsheet(s) of roles and key members to be changed
 - Run GA Reference Module in UBI
 - Select your Project Own Org Name in the Quick Start Menu (or Award Own Org if changing Award Key Members)



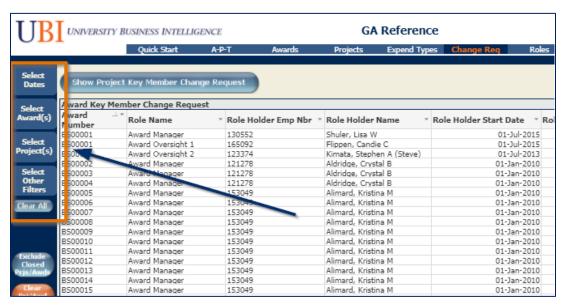
Click on Change Reg tab



- Award Key Member Change Request is the default table.
- Press the Show Project Key Member Change Request button to switch to Projects



Use Selection Panes along the left the margin to narrow results to the awards, projects, and roles you
want change such as role name, current key member, etc.



^{*}This table will only show active/open awards and projects.

Export to Excel (Right click in the table and click on Export) – You will need to adjust the width of some
of the columns.



Add replacement names to Spreadsheet(s)*

- You will need the Employee Name (exactly as it is stored in the Integrated System) and the Employee
 Number that will be added to a role.
 - This information can be found in the Eligible Key Member Report table, the table to the right of the Award/Project Key member change request table in the *Change Req* tab of the GA Reference Module.



Click in the column name and type to filter by Employee Name or Employee Org.



- Delete any projects/awards (rows) that have any status other than open.
- Copy Employee Number/Employee Name and paste into spreadsheet columns, New Role Holder Name/New Role Holder Emp Nbr
- You can use different replacements for different rows
- o If desired, change the New Role Holder Start Date column to reflect the date you want the replacements to be effective (it defaults to the date you ran the report)
- If just end-dating a role without a replacement, put "NONE" in New Role Holder Name column (certain roles MUST have a replacement)
- Delete any rows you do not want changed
- Do not change column headings
- o Do not change data in any columns other than Start Date

3. Send Spreadsheet to a Role Manager

- Send an e-mail with the spreadsheet attached to the Role Maintainer email address for your area
 - List of Role Managers

4. If 50 or more changes, Role Manager send spreadsheet to Enterprise Applications

- Send an e-mail to ea-garequests@virginia.edu
- o Include:
 - Spreadsheet(s) with replacements
 - Name of Responsibility used by Role Managers
- IS will confirm Role Manager's Responsibility and will make the changes using that responsibility (thereby adhering to Role manager's limitations)