HOW TO GET AWAY WITH U-GOV WEB MISSIONI

U-WEB Mission request

Web Mission Request Insertion

The applicant who has to go on a mission, before leaving for the mission itself, must connect to the University portal to enter the relevant data to the mission to be carried out, so that it can be authorized in advance by the managers involved in the process.

Upon returning from the mission, the applicant must then enter the details of the expenses incurred during the mission, so that the mission office can then proceed, after checking, with the reimbursement of the same.

Entering Mission Request: before departure, the applicant must connect to the University portal and enter the dedicated section to fill in the form relating to the mission request.

After authentication, the applicant, to enter a new Mission Request, must select the 'New Request' function located at the top of left.

Upon entering a new request, the system will present a form in which to indicate the mission destination data. The data to be valorised are the following:

PLACE: Place Required field. It is the place where the mission will take place. If there are several destinations in the mission choice the place of the first destination. To indicate the place, you enter the name directly, or part of it, and the system will list the values in the table based on the string entered.

If the system shows more values, the applicant must select one of those proposed.

The places table contains the main Italian and foreign locations.

FROM: indicate the presumed starting date and time of the mission. It must be entered in the format: dd / mm / yyyy and hh: mi.

TO : indicate the presumed end date and time of the mission. It must be entered in the format: dd / mm / yyyy and hh: mi

SUSPENSION: optional field, the system will present the flag to be set only from the second destination onwards. The flag must be activated when the applicant, within the mission, make a break for a few days for personal purposes, and therefore, such days should not be considered for the purpose of the mission. Once the requested data has been entered, proceed by typing on the **OK** key. The system will present the Mission section to be filled in.

MISSION SECTION

Within the Mission section, the system will show the Destination section, with the data entered in the initial panel.

If you need to enter other destinations, you will have to type on the 'Add' button. In this case, the system will show the panel shown again

We will proceed in the same way, for all the destinations foreseen in the mission.

The list of all the destinations entered will be shown in the destination section.

If you need to change a destination that has already been entered, you have to type on the Edit button which will report in the Destination form to insert the necessary changes.

If a destination that has already been entered is to be deleted, press the Delete key which will allow you to delete the row.

Once the data relating to the destinations have been entered, the other fields in the Mission section must be filled in:

Qualification: Required field. It is pre-filled by the system with the active qualification (active relationship) in the University on the date of insertion of the request. If the subject has multiple active relationships with the University at the same time, one must select one of those proposed by opening the curtain.

Place of Departure: Optional field. Indicates the place from which the subject leaves to start the mission. To indicate the place, enter the name directly, or part of it, and the system will list the values in the table based on the string entered. The system will pre-fill the field with the municipality corresponding to the applicant's place of employment, which can be modified by the applicant.

Request type: Mandatory field. The system proposes the types of authorization requests configured according to the University regulations. The detail of this table depends on the complexity of the University regulations. Depending on the type selected, the fields may change successive to be valorised. For example, if you select a typology that indicates that the mission relies on research funds, the system will also present the Project Manager, Project and Work Unit fields to be highlighted.

Based on the type selected, the system will identify the different types of managers to be involved in the process.

Mandatory Field Manager: will be presented only if the selected request type is related to missions that will weigh on project funds. And the responsible for the project funds on which the mission will bear.

Project: Optional field, it will be presented only if the selected request type relates to missions that will be charged to project funds. It is the Project research . The system shows in the drop-down menu only the active projects of the selected manager, for which the applicant is included among the human resources associated with the project itself.

Work Unit: The field will be presented as mandatory, only if the selected project has associated Work Units. The Work Unit represents a further detail (Workpackage) related to the selected project.

Structure Afference: Required field. The field contains the structure to which the applicant refers. If unique, it will be evaluated by the system.

Structure paying: Required field. Indicates the structure on which the cost of the mission will be borne. If unique, it will be evaluated by the system. The logic of value of this field, vary according to the type of request selected.

Regulation Mandatory field: It is the regulation that you want to apply for the mission. If the University has only one regulation in place, the field will be precompiled by the system.

Justification Mandatory field: Free description, indicating the reason why the mission is to be carried out.

Notes Optional field: Free field in which to indicate further details that refer to the mission.

Mode Reimbursement: Required field. It indicates the type of reimbursement of the expenses that will be incurred, of which you want to use.

Mission without fee: Optional field. The flag must be activated if the mission does not plan to incur any expenses at one's own expense, or at the University's expense

Once the data has been entered, you can move on to the next section.

You will enter the 'Extraordinary Means' section, only if you need to request the use of one, or more extraordinary means for carrying out the mission. EXTRAORDINARY MEANS SECTION

You enter this section only in the case of a request for extraordinary means for carrying out the mission.

By entering the 'Extraordinary Means' section, the system presents the mask.

You must type on the 'Add' button to enter the overtime vehicle.

The system opens the form shown in the figure, the fields of which are detailed below.

The system proposes the list of extraordinary means defined in the University regulations. The applicant must select one of those proposed. Depending on the selected medium, the following fields are different for which the evaluation is requested.

Motivation:required field. Indicate the reason why the selected overtime vehicle is used.

According to the extraordinary means, the reasons established by the regulation are proposed.

RENT - Car rental invoice refund - to be used when taking a rental car

TAXI - Urban taxi - to be used for the routes in the case of:

• missions in Italy,

• missions abroad, for travel in the foreign urban area possible only in the case of reimbursement at the bottom of the list.

TAXEX - Taxi route from / to airport - to be used in the case of missions abroad for the routes:

• round trip to airports, stations and ports in Italy,

• round-trip to airports, stations and ports abroad only in the case of a refund at the bottom of the list.

In the case of a mission abroad, if the reimbursement method chosen is that of the flat-rate allowance and it is necessary, in the cases provided for by the regulation, to use the taxi in Italy to reach the airport, it is necessary to select in the estimated expenses OTHER TRAVEL EXPENSES 'specifying in the note the use of the taxi and the motivation.

AUTPR - own car. If you are using your own car, you must fill in the fields proposed in the form

KM presumed: required field. This field will be presented only if 'Own car' has been selected. The estimated KM distance from the place of departure to the place of mission must be indicated.

Late authorizations cannot enjoy coverage of the insured risks, therefore, in the event of an accident, they will have legal repercussions on both the applicant and the person who authorized.

Please note that for technical-administrative staff, managers and linguistic collaborators, any use of their own means involves insurance coverage, if the request is made at least 48 hours before, but does not give the right to reimbursement of the mileage allowance and motorway toll.

If several people go on a mission using a car they own, only the owner must enter the request for authorization to use the car; the others indicate the "owner's name" in the notes field traveling with the car.

Expected Cost

If your own vehicle is used, the field is automatically filled in by the system. In other cases, the presumed amount must be entered manually.

License plate

Required field. The license plate of the vehicle used in the mission must be indicated.

Accountholder

Required field. The name of the car holder used must be indicated.

Own car information: optional field. In this field, the following additional information relating to the vehicle must be indicated: Category of the vehicle, Model, Power type and engine capacity.

Note: optional field. Free field in which to indicate further details, which refer to the use of the extraordinary vehicle.

Confirm the insertion of the overtime vehicle by clicking the 'OK' button.

The system returns to the form for entering the request and in the extraordinary means panel, the list of means entered is shown.

To add additional means, you must press the 'Add' button.

If you need to modify an already entered vehicle, you must click the Modify button

which shows in the form the extraordinary means to insert the necessary changes.

If you need to delete an already entered vehicle, click the Delete button

ESTIMATE EXPENSES SECTION

By entering the 'Estimated Expenses' section, the system presents the mask in the figure.

If you do not want to enter the details of the expenses, you can indicate the presumed cost of the mission in the 'Total applicant expenses' field, as shown in the figure.

In this case, however, it is not possible to request the payment of the advance, because this is calculated on the basis of the types of expenses that are presumed to be incurred.

The system opens the form shown in the figure, the fields of which are detailed below.

The type of expense that must be entered must be indicated, the code of the expense type can be entered directly, or the drop-down menu can be opened to make the selection.

Currency: required field. The system proposes the Euro, which can be modified by the applicant. If you change the currency, the following fields appear: exchange ratio, exchange date, which the system values based on the exchange rate present in the U-Gov tables, closest to the mission start date.

Based on the amount in currency and the exchange rate, the system evaluates the next field: "Euro".

For example: if I select Dollars in the "Currency" field, I enter the dollar amount in the "Amount" field and the "Euro" field is automatically validated with the amount in euros calculated based on the exchange rate.

Most currencies are provided by the system.

Amount: required field. It is the presumed amount of the expense indicated in the selected currency.

EUR: required field. It is the amount of expenditure in euros. It is valued by the system based on the indicated currency amount and the relative exchange ratio.

• APPLICANT

The system pre-populates the field with APPLICANT.

Note: optional field.

To confirm the entry of the expense, select the 'OK' button.

The system returns to the request entry form and the list of expenses entered is shown in the cost estimate panel.

To enter additional costs in the estimate, you must press the 'Add' button.

To modify an expense with an estimate already entered, use the Modify button

If you need to cancel an expense with an estimate already entered, you must type 'Cancel'which allows you to delete the row.

If you want to request the payment of an advance, with respect to the expenses to be incurred, the flag 'Request advance on total expenses' must be activated, located on the left under the list of expenses.

Once the expenses have been entered, if you do not need to enter further information, you can proceed to save the request.

CONFERENCE REGISTRATIONS: for those kind of expenses it is necessary to contact the Secretary of the Director (Mrs. Letizia Petrellese), cannot be ruled by the program.

NO EXPENSE: in the event that the mission does not involve any expense, it is still necessary to complete the request in the application, in order to be authorized by the head of the relevant structure for absence from the service.

If this flag is selected, the request for authorization is free of charge, but upon return from the mission it is possible to request reimbursement of the extra expenses by attaching the relevant documents. If the applicant presents expenses in U-Gov upon returning from the mission, it is still possible to insert them.

Rescue Mission authorization request

At the bottom right there are two states to save the request.

If you press the "SAVE TO DRAFT" button, it means that the request has yet to be completed. In this case, the message appears: "THE REQUEST HAS BEEN SAVED CORRECTLY".

If you press the "SAVE AND SEND" button, it means that the request is complete and final. The system forwards the authorization request to the managers involved. In this case, the message appears: "THE REQUEST HAS BEEN SENT CORRECTLY".

In the case of funds from your own structure, the following fields are automatically validated: Affiliation structure and Paying structure

Once all the necessary fields have been filled in, the interested party clicks on the button

The head of the structure (Area Manager, Department Director, etc.) receives an e-mail informing him that there is an authorization request for a mission to be approved.

Following the authorization, the applicant receives an e-mail notifying the approval.

This is followed by the communication to the accounting operator that the mission has been authorized and you can proceed with the creation of the anticipated coan writing.

In the case of funds from another institution, the related Structure field is validated

In the case of funds belonging to another structure, the related Structure field is validated while the Paying Structure must be selected by opening the drop-down list

Once all the necessary fields have been filled in, the interested party clicks on the button

The manager of their facility and the manager of the paying facility receive an e-mail informing them that there is an authorization request for a mission to be approved. The manager of your facility authorizes the absence from the service and the manager of the paying facility approves the use of the funds.

Following the authorization, the applicant receives an e-mail notifying the approval.

This is followed by the communication to the accounting operator that the mission has been authorized and you can proceed with the creation of the anticipated coan writing.

If the request is refused by a manager, this request is no longer shown among the requests to be authorized to other managers who should have given authorization for their part. Consequently, the refusal by a manager becomes a final state which no longer follows any further authorization from other managers.

In addition, in the case of authorization for the use of one's own vehicle, an e-mail arrives at the Insurance office which, having verified the requirements, provides insurance coverage.

In the case of Project funds, the following fields must be validated: Responsible (Holder of the funds) and possibly the Project

The manager of their facility and the manager of the project fund receive an e-mail informing them that there is a request for authorization for a mission to be approved. The manager of your facility authorizes the absence from the service and the holder of the funds approves its use and can also modify the project entered by the applicant.

The applicant receives an e-mail notifying the approval.

This is followed by the communication to the accounting operator that the mission has been authorized and you can proceed with the creation of the anticipated coan writing.

If the request is refused by a manager, this request is no longer shown among the requests to be authorized to other managers who should have given authorization for their part. Consequently, the refusal by a manager becomes a final state which no longer follows any further authorization from other managers.

In consideration of the fact that the authorization process is complex and may involve multiple contact persons, it is at the discretion of each structure to decide whether or not the accounting visa should be communicated to the interested party and therefore visible in the authorizations in Missioni Web.

The Structure may decide that the visa is not of an authorization nature and is functional only to the advance coan registration.

To search for the requests already entered, you must select the 'My Missions' function, located at the top left, as shown in the figure.

Once you enter the function, the system presents: in the upper part of the panel, the search conditions that can be set and in the lower part of the panel, the list of requests retrieved, according to the search conditions set, as shown in the figure.

The system always pre-sets the search condition as the one relating to the 'Last 3 months' period. In this way, when you enter the 'My Missions' function, the requests entered in the last 3 months are always shown.

The Applicant can also indicate specific dates as search conditions, using the fields 'From', 'To', or search by Reason, Destination, or State.

In the Reason and Destination fields you can also indicate only a string of the wording you want to search for.

The system lists the values in the table based on the string entered.

For the 'State' field, you can search by selecting one, or more, of the states in the list, as shown in the figure.

The system for each extracted mission request, presents the following detailed information in the grid below.

Motivation

Motivation of the mission

Destination

Destination of the mission

From

Mission start date

TO

End date of the mission

Expected Cost

It is the total of the estimated expenses indicated by the applicant in the mission request.

State

Draft, if the request was saved but not sent.

Once the document has been sent, the 'Authorization States' are present.

If the authorization has yet to be granted, the symbol appears before the status

If the authorization has been granted, the symbol appears before the status

If the authorization has been denied, the symbol appears before the status

Once all the necessary permissions have been given, the request status changes to AUTHORIZED

All the requests entered can be viewed on the home page in the MY MISSIONS window.

As long as the request is in Draft status, it is always possible to modify all the data entered.

In this case you must type the 'OPEN' icon present at the end of the line, which must be changed.

In the event that the request has been saved and sent but no manager has authorized, there are 2 possibilities to make changes:

If the applicant needs to modify only the following data: Project, Extraordinary Means, Budget Expenses, he must type the 'OPEN' icon

In the menu at the top of the page, click the 'Edit' button

He must select the fields to be modified and click on the "ADD" button to insert them.

In any case, only previously validated sections can be changed; for example, the program does not allow you to add overtime when it was not previously requested.

Once the changes have been made, save by clicking the "SAVE" button

If the applicant needs to change: the place and / or dates of departure and return, click the 'REPORT IN DRAFT' button.

Type the 'OPEN' icon and click on the icon on the right

In this case, it is also possible to modify the other data such as extraordinary means and estimated expenses.

From this "MY MISSIONS" panel you can delete a request entered by typing the 'DELETE' icon on the right of the line you want to delete.

It is possible to delete a request only if no manager has yet granted his authorization.

To print a Request, you must type the 'PRINT' icon at the bottom of the line.

Duplication Mission authorization request Mission authorization request

It is possible to insert a new request starting from one already inserted.

To duplicate a request, select the 'My Missions' function at the top left.

Once you have entered the function, you must search for the request to be duplicated. Once you have found the request, type the 'DUPLICATE' key as shown in the figure.

By typing the 'DUPLICATE' key, the system switches to the function of inserting a new request. This request has all the data valued with the information already present in the duplicate request, and they are all editable.

Once the data has been changed, the new request is saved.

Authorization for the creation of a Mission Request a Mission Request (Activity of (Activities of the authorizing) the authorizing.

Once the mission authorization request has been entered, the system identifies the managers involved, who must authorize the document. These managers are notified by e-mail of the documents awaiting authorization.

Each Manager involved in the authorization of the mission must decide whether to authorize, refuse or ask to re-evaluate the mission request for the part of his competence.

Authorization / refusal of mission request

After authentication, you must select the 'PENDING AUTHORIZATIONS' function, as shown in the figure:

Once you enter the function, the system presents: in the upper part of the panel, the search conditions that can be set and in the lower part of the panel, the list of requests awaiting authorization.

The system always pre-sets as a search condition that relating to the Period, indicating the 'Last 12 months' as a time span. In this way, when you enter the 'Pending Authorizations' function, requests awaiting authorization with a mission start date within the last year are always shown. The Manager can also indicate specific dates as search conditions, using the fields 'From', 'To', or search by Reason or Destination. In the Reason and Destination fields you can also indicate only the initials of the wording you want to search for.

Before authorizing the document, if the Manager needs to check the details of the request in detail, he can enter the document by clicking on the 'OPEN' icon present at the bottom of the line of the request to be checked, or using the button inside the authorization panel. Upon entering the request view, the system presents the summary

Once you enter the function, the system displays the search conditions that can be set at the top of the panel and the list of Authorized requests, retrieved according to the search conditions set, at the bottom of the panel.