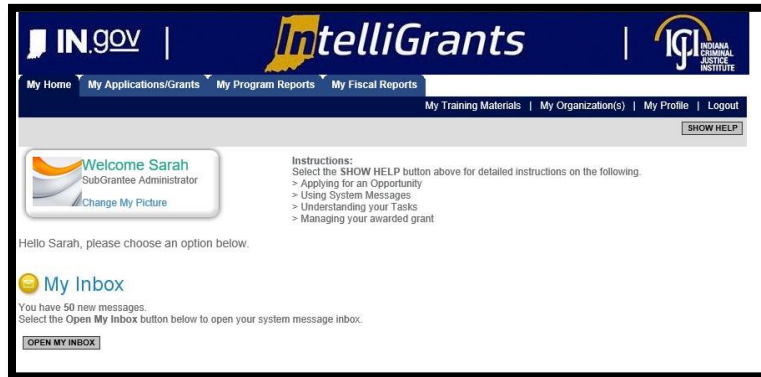


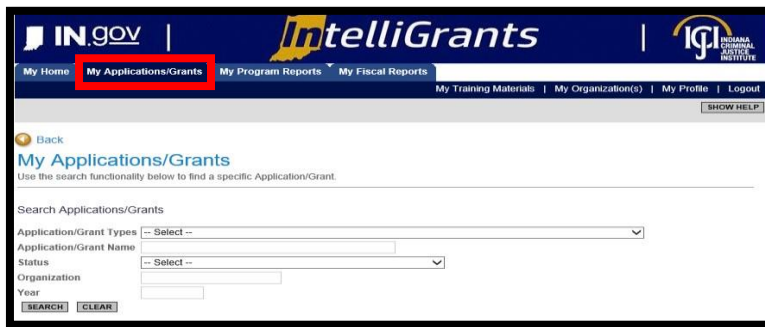
Requesting a Personnel Name Change

Once logged in, you should see the following screen:

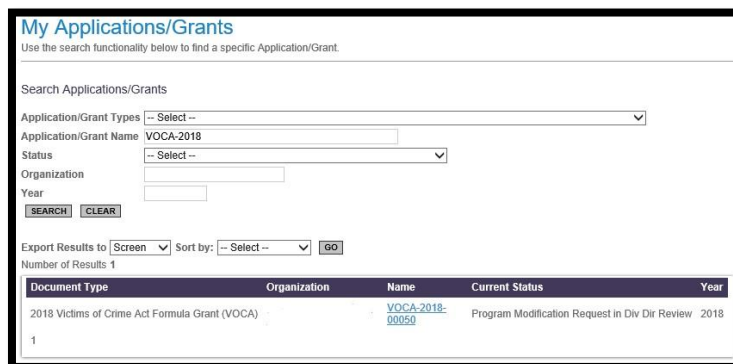


There are two ways to access your grant:

#1 – Navigating to “My Applications/Grants” (tab at the top of screen)



- Once you have clicked on “My Applications/Grants” then utilize the search fields to find a particular grant. **SUGGESTION:** Clear out fields first (Click on **CLEAR** button) as IntelliGrants keeps results of your last search in the fields.
- Example: I cleared out the search fields (clicked **CLEAR** button) then I typed in the particular grant I am wanting to review, VOCA-2018. After I have either utilized the Application/Grant Type or Application/Grant Name then I click **SEARCH**.



- To review the grant, you will want to click on the **Grant Name**. For this example it would be, VOCA – 2018 – 00050. This should take you to the **Document Snapshot Page**.

Requesting a Personnel Name Change

#2 – Utilizing the “*My Organization*” feature (right side of screen)

My Home | My Applications/Grants | My Program Reports | My Fiscal Reports | My Administration | My Training Materials | **My Organization(s)** | My Profile | Logout

Back

Organization - Indiana Criminal Justice Institute

Please complete all the required fields below. Required fields are marked with an *

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Information

Name: Indiana Criminal Justice Institute

Legal Name: []

FEIN: []

DUNS #: []

PeopleSoft ID (PSID): []

Address: 101 W Washington St Suite 1170 E

City: Indianapolis | State: Indiana | Zip code: 46204

County: Marion County

Phone: (317) 232-1233 | Fax: []

Website: []

- Once you have selected “*My Organization*” then you should see your agency’s information prepopulate. To navigate to a particular grant select “Organization Documents”.
- “*Organization Documents*” should pull up all the documents that your organization has initiated. You will want to select the particular grant you wish to initiate a report.
- Example: Make sure you select the Grant Name. Once you click on the Grant name it will take you to that Grant’s “Document Snapshot” page.

Organization -

Click on the name to view a specific document.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#)

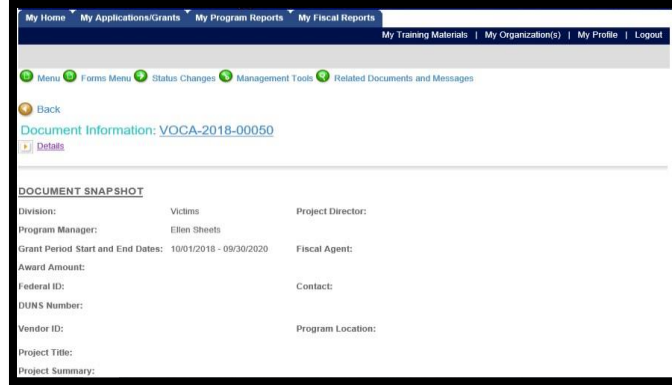
Organization Documents

Export Results to: Screen | Sort documents by: -- Select -- | GO

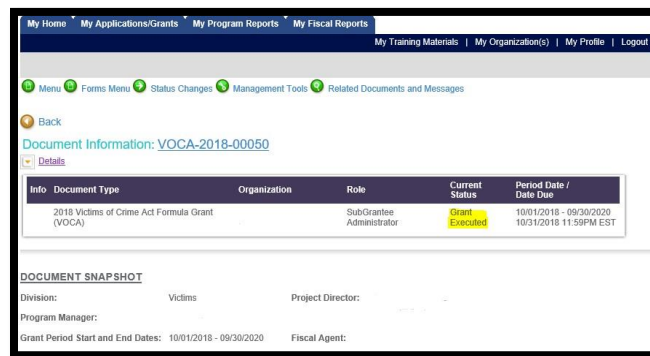
Document Type	Name	Current Status	Year
2019 STOP Violence Against Women Formula Grant (STOP)	STOP-2019-00005	Program Modification Request in Div Dir Review	2019
Quarter 1 Fiscal Report (STOP)	STOP-2019-00005-FR1	Fiscal Report Approved/Payment Being Processed	2019
Quarter 2 Fiscal Report (STOP)	STOP-2019-00005-FR2	Fiscal Report Approved/Payment Being Processed	2019

Requesting a Personnel Name Change

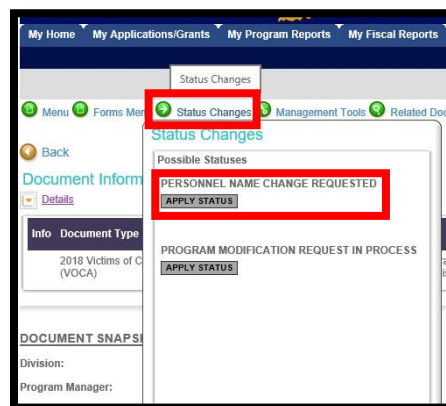
Once you have reached the Document Snapshot page of your grant, please follow the instructions below to request a Personnel Name Change:



Step 1: Check to make sure your Grant is in **“Grant Executed”** Status. This status allows you to request a personnel name change. If it is in any other status this option will not be available to you. To check you status click on the **“details”** button at the top of the document snapshot screen. You can locate which status you grant is under the **“status”** column.

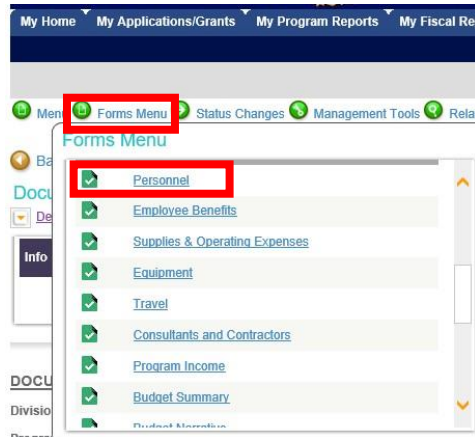


Step 2: Once you have confirmed your grant is in **“Grant Executed”** status then you can navigate to the **Status Changes** button (green button at the top of document snapshot). You can hover over this button and you will see two options, **Personnel Name Change Requested** and **Program Modification Request in Process**. Select **“Apply Status”** under **Personnel Name Change Requested**.



Requesting a Personnel Name Change

Step 3: After changing the status of the document, the name fields on the personnel form can be edited. This form is located under the **Forms Menu**.



Step 4: Modify the lines the need to be edited.

NOTE: You must include end date for the employee that is leaving and start date for the employee taking over that position. The name listed on the budget should match the person’s paystub, do not use abbreviations or nicknames. Also, please follow the personnel name change 10 day rule!

Example of Name Changes:

Bobby Bee (left 03/25/2020); John Smith (start 04/21/2020)

or

Suzy Que (left 08/06/2021); Billy Bob (08/30/2021-02/15/2022); Maggie May (start 02/16/2022)

or

If the person's name was changed legally the following format should be used:

Sun (Shine) Ray (left 02/05/2022); Ally (Axel) Ann (start 02/06/2022)

or

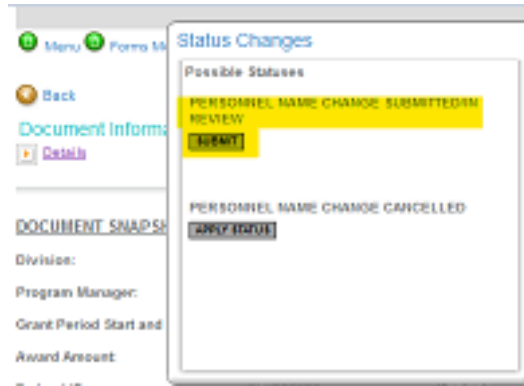
Sun (formally Shine) Ray (left 02/05/2022); Ally (formally Axel) Ann (start 02/06/2022)

Step 5: After updating the Personnel form, click the **SAVE** button at the top of the screen and save all your changes.

Step 6: Go to the Employee Benefits Page, click the **SAVE** button at the top of the screen (*no changes will be made to this page, however IntelliGrants pulls information from the Personnel Page and must ensure this page is also updated*).

Step 7: Hover over the **Status Changes** button and select **SUBMIT** under “Personnel Name Change Submitted/In Review”.

Requesting a Personnel Name Change



After you submit, your request will be sent to you assigned Grant Manager. If you encounter any issues while completing a personnel name change, please reach out to your Grant Manager or the CJJ HelpDesk. If the name change is in the incorrect format, it will be denied but an email sent to follow-up, unfortunately Grant Manager's do not have the ability to return Personnel Name Change's for modifications, it can only be approved or denied.

NOTE: If you created a name change by mistake you can cancel the Personnel Name Change Request by accessing the Status Changes button and select APPLY STATUS under Personnel Name Change Cancelled.