

**Guide: Updating Traveler Profile**

**FAST Travel System**

|  |  |
| --- | --- |
| Purpose: | To provide instructions on how to update traveler profiles in the FAST Travel module. |
| Definition: | Updating the traveler profile enables a Travel Coordinator to modify ChartField information and select the correct profile for workflow purposes. The default chartfield entered on a traveler’s profile in FAST is used for the purposes of processing Cash Advances. |
| Navigation: | Main Menu > Travel and Expense > Manage Employee Information > Update Profile |
| Notes: | To update a traveler profile, the user needs to be set as Travel Coordinator (Delegate Capability) in FAST.  To become a Travel Coordinator a FAST access request should be submitted.   * The form (FAST Access Request for Travel, part C) is available here: https://www.usf.edu/business-finance/controller/payment-services/travel.aspx and should be sent to BUSFIN FAST Security at [Fast!!Security@admin.usf.edu](mailto:Fast!!Security@admin.usf.edu) to be processed as indicated at the bottom of each form. * After validation by BUSFIN FAST Security, those forms are sent to Travel.   Travel Coordinator is able to modify the default chartfield values and change the Default Profile in the employee record.  Travel creates and modifies non-employee profiles as per department’s request. To create and/or modify a non-employee profile, the department must submit the Non-employee Profile Creation Request form is available at <https://www.usf.edu/business-finance/controller/payment-services/travel.aspx> under Travel Forms. |

|  |  |
| --- | --- |
| **Steps for Updating Traveler Profile:** | |
| Steps | Description |
| 1 | Follow the above navigation. Once in the page Employee Profile (Edit), enter the Employee ID, and click on the button Search. |

|  |  |
| --- | --- |
|  | |
| Steps | Description |
|  | Click on the tab Organizational Data to update the employee profile. |

|  |  |
| --- | --- |
|  | |
| Steps | Description |
| 3 | A user may have more than one record. Find the active profile by using the arrows in the right side of the section Expenses Processing Data. |
| Steps | Description |
| 4 | To select a profile for the employee, click on the check box Default Profile and click on the button Save. |
| Steps | Description |
| 5 | To update the ChartField Values in the employee profile, enter the information in the section Default ChartField Values and click on the button Save. |

|  |  |
| --- | --- |
| **Note:** | The field **Department** in the section **Default ChartField Values** is required when updating the ChartField.  To identify when a profile is related to an employee or a non-employee, verify the section **Supervisor Information**. If the user is an employee the fields **ID** and **Name** are populated with the supervisor information from Human Resources, and the Travel department cannot modify this field. If the user is a non-employee, the field **Designated Supervisor** is populated with the supervisor’s FAST ID; Travel is able to modify this field as per department request.  To modify the supervisor’s FAST ID for the user’s profile, the department must submit the **Non-employee Profile Creation Request** form, available at <https://www.usf.edu/business-finance/controller/payment-services/travel.aspx> under Travel Forms. |