

1. Log into GullNet and navigate to link called "Motor Pool Request".
 - a. SU CUSTOM > MOTOR POOL > Motor Pool Request



2. For a new request, click on tab = "Add a New Value".

GullNet
Salisbury University

Menu
Search:

- My Favorites
- SU Custom
- ▷ Campus Community
- ▷ Human Resources
- ▷ Time-sheets
- ▷ Admissions
- ▷ Student Records
- ▷ Financial Aid
- ▷ SU PUR System
- ▷ Security
- ▷ Motor Pool
 - Motor Pool Request
 - Motor Pool Approval
- Self Service
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Student Financials
- Set Up HRMS
- Set Up SACR
- Worklist
- Tree Manager
- Reporting Tools
- PeopleTools
- [Emergency Notification](#)
- [Library Barcode](#)
- [Careers at SU](#)
- [Change My Password](#)

Motor Pool Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value **Add a New Value** ←

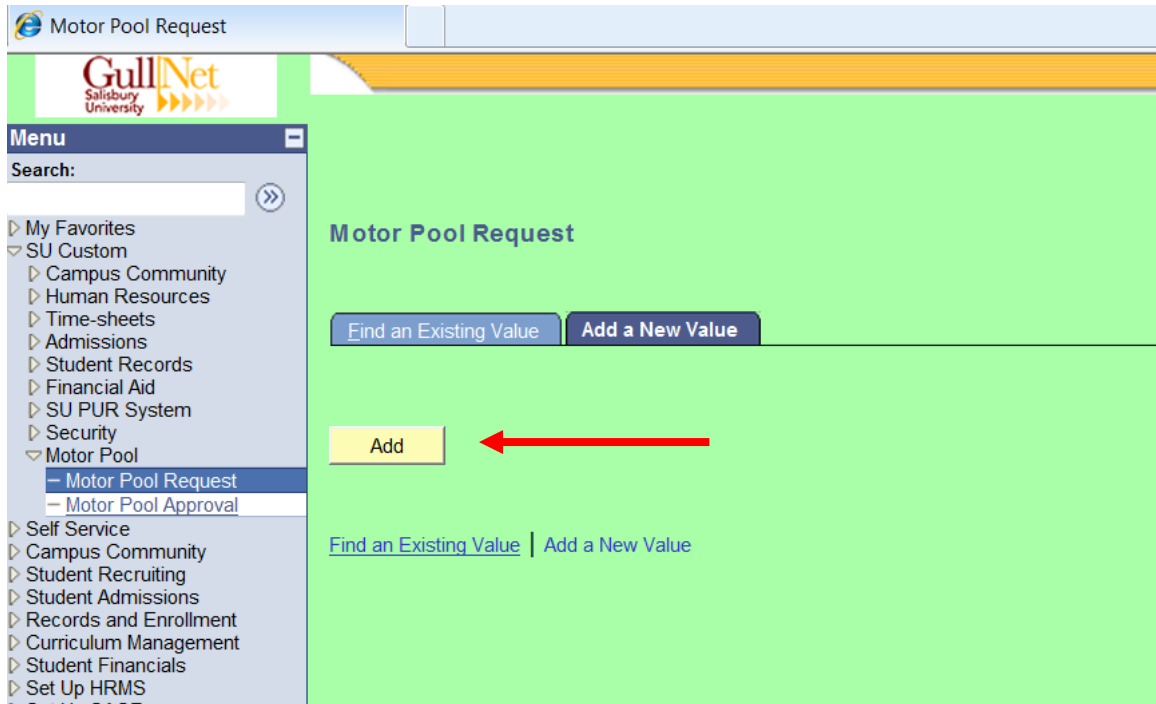
Limit the number of results to (up to 300): 300

Reservation Nbr: = []
Reservation Sequence: = []
Status: = []
Pickup Date: = [] [BT]
Return Date: = [] [BT]
SetID: begins with [] [M]
Department: begins with [] [M]
Business Unit: begins with [] [M]
Project/Grant: begins with [] [M]

Include History Correct History

Search **Clear** [Basic Search](#) [Save Search Criteria](#)

3. Click on "ADD".



4. Enter request details and click on SAVE when completed

Motor Pool Request

Reservation Nbr: 11 Seq: 1

Find | View All First 1 of 1 Last

Requestor Emplid: 1039041 Gail Larmore

Status: 00-Saved(not submitted) [Cancel](#)

Purpose for travel:

Department or Project to be Charged

SetID: SALIS Department:

Business Unit: SALIS Project/Grant:

Reservation & Pickup Info

Total # of Passengers(including drivers) =

Pickup/Return Date/Time:

Pickup Date: Pickup Time:

Return Date: Return Time:

Destination:

Country: USA State: City:

Special Instructions:

Drivers (must select at least one)

Driver Sequence	Driver Emplid			
1	<input type="text"/>			+ -

Vehicles(must select at least one)

Vehicle Sequence	Vehicle Type	Vehicle Type Requested	Pickup Person Emplid	Vehicle Status		
1	Fleet	Car	<input type="text"/>	Request	+	-

[Save](#) [Add](#) [Include History](#)

- a. Purpose of travel.
 - i. Enter as much detail as necessary for the “authorized signer” (approver) to understand purpose of travel.
- b. Department Id or Project Id that will be charged.
 - i. One or the other must be entered.
- c. Total # of Passengers
- d. Pickup Date and Time

- e. Country, State, City
- f. Special Instructions
 - i. add any additional notes that you think might be useful to know when processing request.
- g. Drivers
 - i. Must enter all individuals that would drive vehicle. Click on + to add additional drivers
 - ii. Only employees can drive vehicles
 - iii. Unauthorized Drivers – if an unauthorized driver is entered, then a pop-up message will appear to provide instructions on what needs to be done to become an authorized driver. NOTE: Request will not be submitted for APPROVAL until all drivers listed are APPROVED.
 - iv. Must have an authorized driver for each vehicle requested.
- h. Vehicles
 - i. Click on + to add additional vehicles

5. Re-Occuring Request

- a. Upon submitting request, a message box will appear asking if this is a re-occurring request. If so, then click on YES, otherwise click on NO.
 - i. If YES was selected
 1. you will receive a pop-up box with options available for re-occurring requests.

Reoccurring Options

Recurrence pattern

Weekly Recur every week(s) on:

Monthly Sunday Monday Tuesday Wednesday

Thursday Friday Saturday

Range of recurrence

Start: thru:

6. Email Request for Approval – sent if request has been successfully completed

- a. Sent to all authorized approvers for Department Id or Project Id associated with request.

Subject = MOTOR POOL Request # 1 - APPROVAL REQUIRED

MOTOR POOL Request # 1, Seq # 22 has been submitted by <requestor name> and requires your approval. Please log into GullNet to review and approve or reject the request.

Navigation info: SU CUSTOM > MOTOR POOL > MOTOR POOL REQUEST or click on the link below. You may be prompted to log into GullNet prior to being redirected to page.

https://pctest.salisbury.edu/psp/samtp/EMPLOYEE/HRMS/c/SU_MP_CUSTOM_MENU.SU_MP_RESERVE.GBL?&Panel=SU_MP_RESERVE&SU_RESERVATION_NBR=1

7. After approver has completed the approval or rejection of request, one of the following emails will be sent to the requestor.

MOTOR POOL Request # 1, Seq # 3 has been **approved** by and forwarded to Motor Pool for processing. You will receive an email from Motor Pool once request has been processed. Please allow 2 - 4 business days for processing.

Note: Varsity athletic teams and academic groups will have first priority over SU Motor Pool passenger fleet vans. For all other groups and organizations, fleet van requests will not be assigned until two weeks prior to date of requested pick up.

https://pctest.salisbury.edu/psp/samtp/EMPLOYEE/HRMS/c/SU_MP_CUSTOM_MENU.SU_MP_RESERVE.GBL?&Panel=SU_MP_RESERVE&SU_RESERVATION_NBR=1&SU_RESERVATION_SEQ=3

MOTOR POOL Request # 1, Seq # 10 has been **rejected** by <rejector's name>.

Rejection Reason:

No more money in the budget

[https://pctest.salisbury.edu/psp/samtp_4/EMPLOYEE/HRMS/c/SU_MP_CUSTOM_MEN
U.SU_MP_RESERVE.GBL?&Panel=SU_MP_RESERVE&SU_RESERVATION_NBR=1&SU_RES
ERVATION_SEQ=10](https://pctest.salisbury.edu/psp/samtp_4/EMPLOYEE/HRMS/c/SU_MP_CUSTOM_MEN
U.SU_MP_RESERVE.GBL?&Panel=SU_MP_RESERVE&SU_RESERVATION_NBR=1&SU_RES
ERVATION_SEQ=10)

- 8.
9. Once request has been processed by Motor Pool, you will receive one of the following emails:

a. **Vehicles Assigned**

MOTOR POOL Request # 36, Seq # 7 has been processed and vehicles have been assigned.

Navigation info: SU CUSTOM > MOTOR POOL > MOTOR POOL REQUEST or click on the link below. You may be prompted to log into GullNet prior to being redirected to page.

https://pctest.salisbury.edu/psp/sadev/EMPLOYEE/HRMS/c/SU_MP_CUSTOM_MENU.SU_MP_RESERVE.GBL?&Panel=SU_MP_RESERVE&SU_RESERVATION_NB R=36&SU_RESERVATION_SEQ=7

b. **Vehicles Assigned but at least one vehicle was not assigned**

MOTOR POOL Request # 1, Seq # 1 has been processed. Vehicles have been assigned, **however, not all vehicles requested are available**. Click on the link below to review your request and to determine which vehicles are not available.

Your department may allow you to use your own vehicle or rent a car for you from the local Enterprise rental agency. If using own vehicle, you will be reimbursed mileage at the current rate (check Accounting for current rate). If rental vehicle is needed, your department should contact the local Enterprise dealer at (410)677-0339 to arrange. Note: Due to insurance legalities, passenger van rentals are limited to in-state use only. All departments are responsible for paying for rentals and reimbursing their employees when using personal vehicles.

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c. Unavailable Vehicles

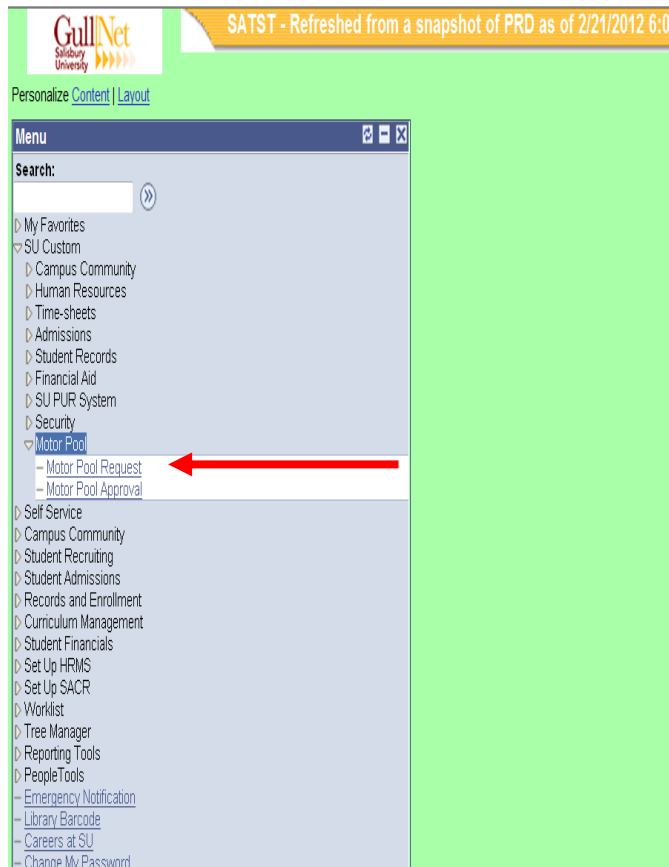
MOTOR POOL Request # 1, Seq # 5 cannot be processed at this time due to unavailable vehicles.

Your department may allow you to use your own vehicle or rent a car for you from the local Enterprise rental agency. If using own vehicle, you will be reimbursed mileage at the current rate (check Accounting for current rate). If rental vehicle is needed, your department should contact the local Enterprise dealer at (410)677-0339 to arrange. Note: Due to insurance legalities, passenger van rentals are limited to in-state use only. All departments are responsible for paying for rentals and reimbursing their employees when using personal vehicles.

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10. Monitoring Status of Request

- a. Log into GullNet and navigate to link called “Motor Pool Request”.
 - i. SU CUSTOM > MOTOR POOL > Motor Pool Request



- b. Click on SEARCH to obtain list of all requests submitted by person logged on

Motor Pool Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Limit the number of results to (up to 300):

Reservation Nbr:	=	<input type="text"/>
Reservation Sequence:	=	<input type="text"/>
Empl ID:	begins with	<input type="text"/> <input type="button" value="Q"/>
Last Name:	begins with	<input type="text"/> <input type="button" value="Q"/>
First Name:	begins with	<input type="text"/> <input type="button" value="Q"/>
Status:	=	<input type="text"/>
Pickup Date:	=	<input type="text"/> <input type="button" value="BY"/>
Return Date:	=	<input type="text"/> <input type="button" value="BY"/>
SetID:	begins with	<input type="text"/> <input type="button" value="Q"/>
Department:	begins with	<input type="text"/> <input type="button" value="Q"/>
Business Unit:	begins with	<input type="text"/> <input type="button" value="Q"/>
Project/Grant:	begins with	<input type="text"/> <input type="button" value="Q"/>

Include History
 Correct History
 Case Sensitive

[Basic Search](#)

Search Results

View All First 1-95 of 95 Last

Reservation Nbr	Reservation Sequence	Empl ID	Last Name	First Name	Status	Pickup Date	Return Date	SetID	Department	Business Unit	Project/Grant	Country	State	City
1	1	1441190	Blank	Blank	Unavail	04/09/2012	04/09/2012	SALIS 144190	(blank)	(blank)	(blank)	USA	MD	Baltimore
1	2	1441190	Blank	Blank	Reject	04/16/2012	04/16/2012	SALIS 144190	SALIS	(blank)	(blank)	USA	MD	Baltimore
1	3	1441190	Blank	Blank	Cancelled	04/23/2012	04/23/2012	SALIS 144190	SALIS	(blank)	(blank)	USA	MD	Baltimore
1	4	1441190	Blank	Blank	Unavail	04/30/2012	04/30/2012	SALIS 144190	(blank)	(blank)	(blank)	USA	MD	Baltimore

Leave all fields blank for a list of all requests associated with person logged on.

To limit number of results received in list below, enter values in any one or more "search" fields to the left.

- i. Click anywhere in the list to select a specific request