

Maintain Committees

These instructions relate the process for maintaining an existing Committee in PeopleSoft.

Navigation: *Campus Community* > *Committees* > *Manage Committees*

1. On the **Find an Existing Value** page:
 - In the drop down box next to "Committee Type" select the appropriate committee
 - Select the *Correct History* checkbox.
 - Click on Search button.
2. On the **Committee Members** page update committee members as follows:
 - a) **Add Committee Member**
 - On the **Committee Details – Effective Date** row, click the Add New Row button (plus sign). A new Effective Date will display with today's date.
 - On the **Committee Member** row, next to the first member's name, click the plus sign. This will insert a new blank row. (After the new row has been saved, it will move to the bottom of the page.)
 - ***ID:** Type the WesID or select the magnifying glass to search for the member's WesID.
 - ***Role:** Select the appropriate value.
 - ***Start Date:** Type the starting date.
 - ***End Date:** Type the end date.
 - Click Save at the bottom of the page.
 - b) **Inactivate Member's Involvement on Committee**
 - Delete any outgoing members using the Delete Row button (minus sign).
 - Click Save.
 - c) **Extend Member's Involvement on Committee**
 - Update the **End Date** with the next year (Note: You need to be in Correction mode.).
 - Click Save.