FY2020 POW Approval Process

1. Log into AIMS using your Active Directory password (aims.uaex.edu or through the AIMS link on uaex.edu/links).
   NOTE: You do NOT need to assume someone’s account to approve their IPOW.

2. Click “FY2020 Plan of Work” (only visible from the Home page).

3. Select “Preview IPOW Summary FY2019”

4. You should see a list of your employees who have submitted a POW for your approval.
   You can approve them individually or in multiples. To select more than one employee by holding the CTRL key to select multiples.
   Select “Show POW” and a screen will appear based on who you selected.
5. Review IPOW for completeness and you can provide feedback in the note boxes (located under each goal and also at the very end of their POW).

6. Once you have reviewed the POW(s), you can return to the top of the page, check the employees you are finished reviewing, and select either “approve it” or “revisions requested.” An email will be sent out as a blind copy to the employee(s) and to yourself.

If you have questions or problems as you approve your employees’ POWs, please contact Diane Mashburn at dmashburn@uaex.edu or 501-671-2351.