



Adjunct Faculty Authorization

Workflow Processing

3/22/24

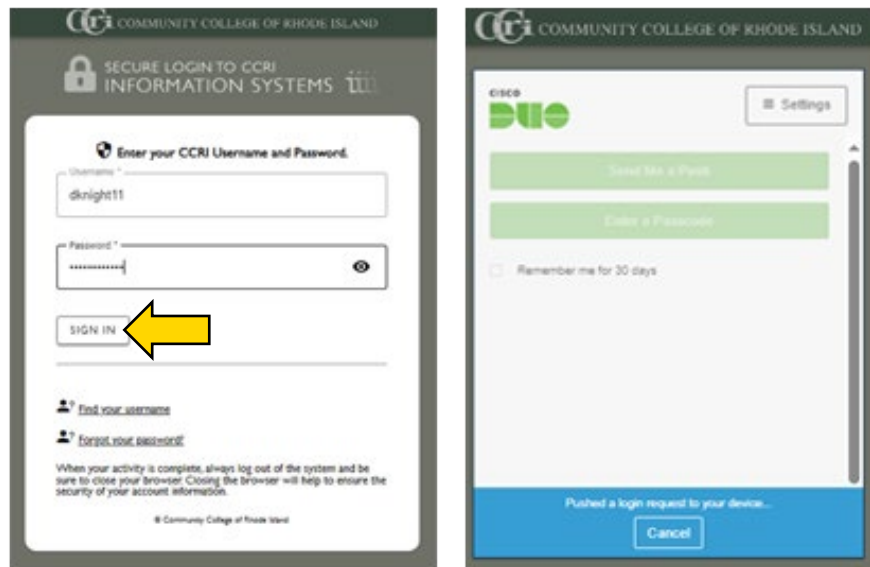
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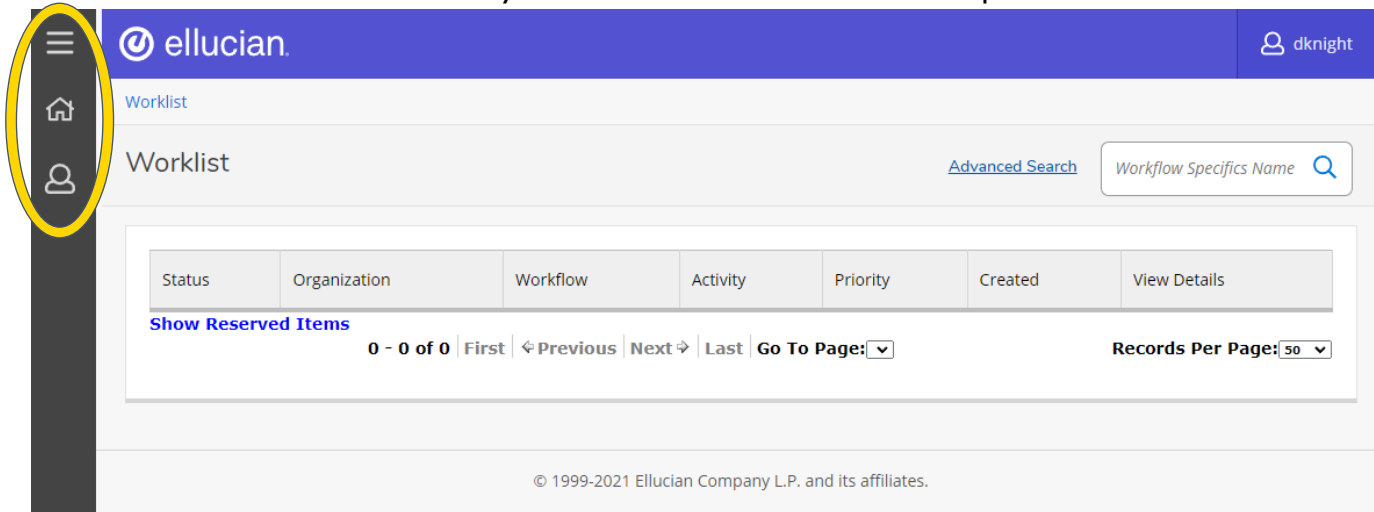
Accessing the Workflow System

Go to this link to access the Workflow system: <https://workflow.ccri.edu/wfdora>

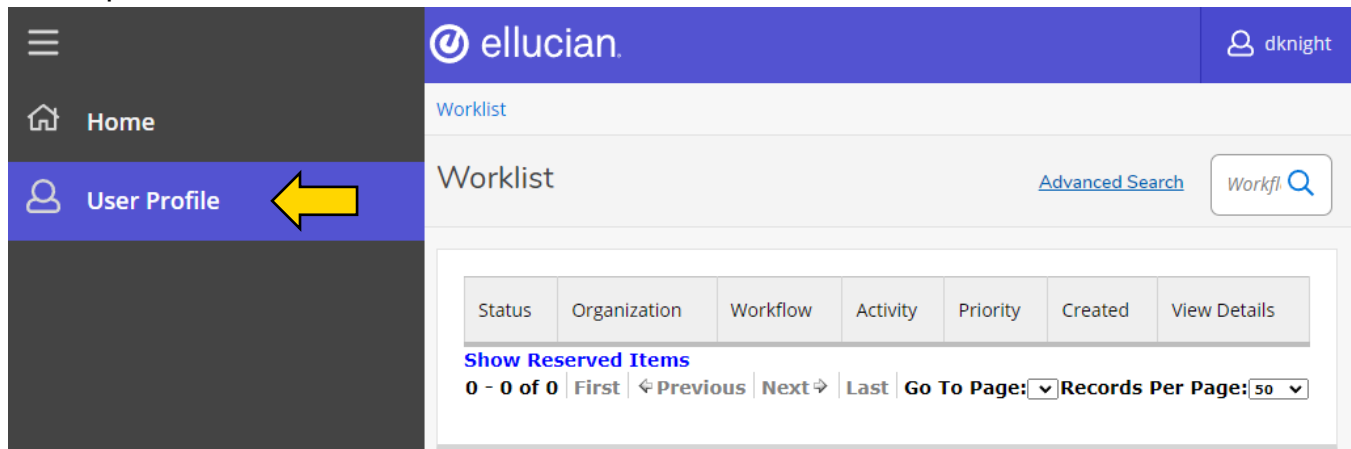
Log in using your CCRI ID username and password.



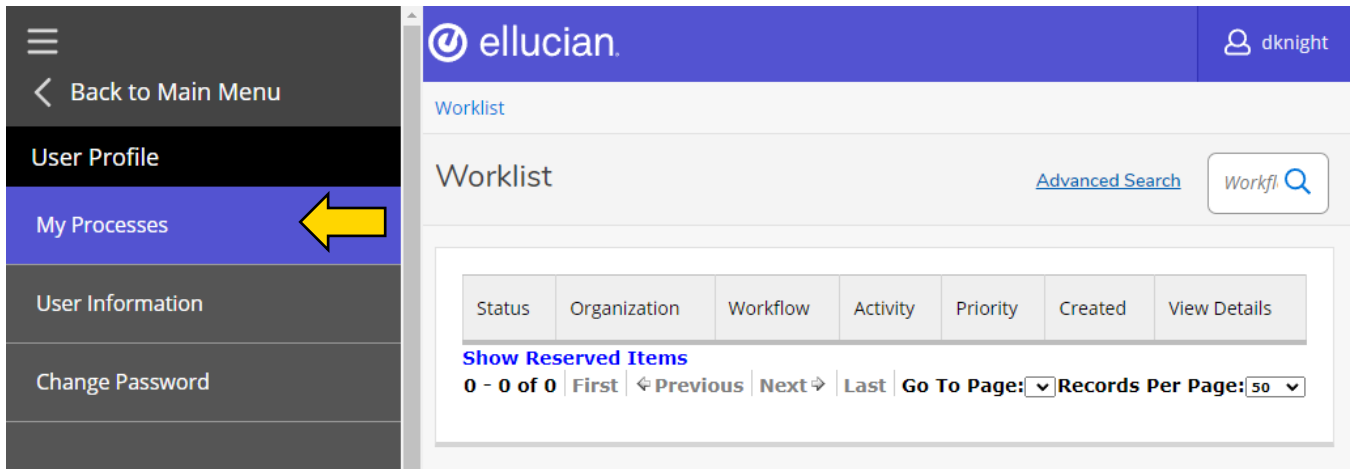
On the left-hand side of the screen, you'll see a sidebar menu that will expand when clicked on.



Once open, select "User Profile."

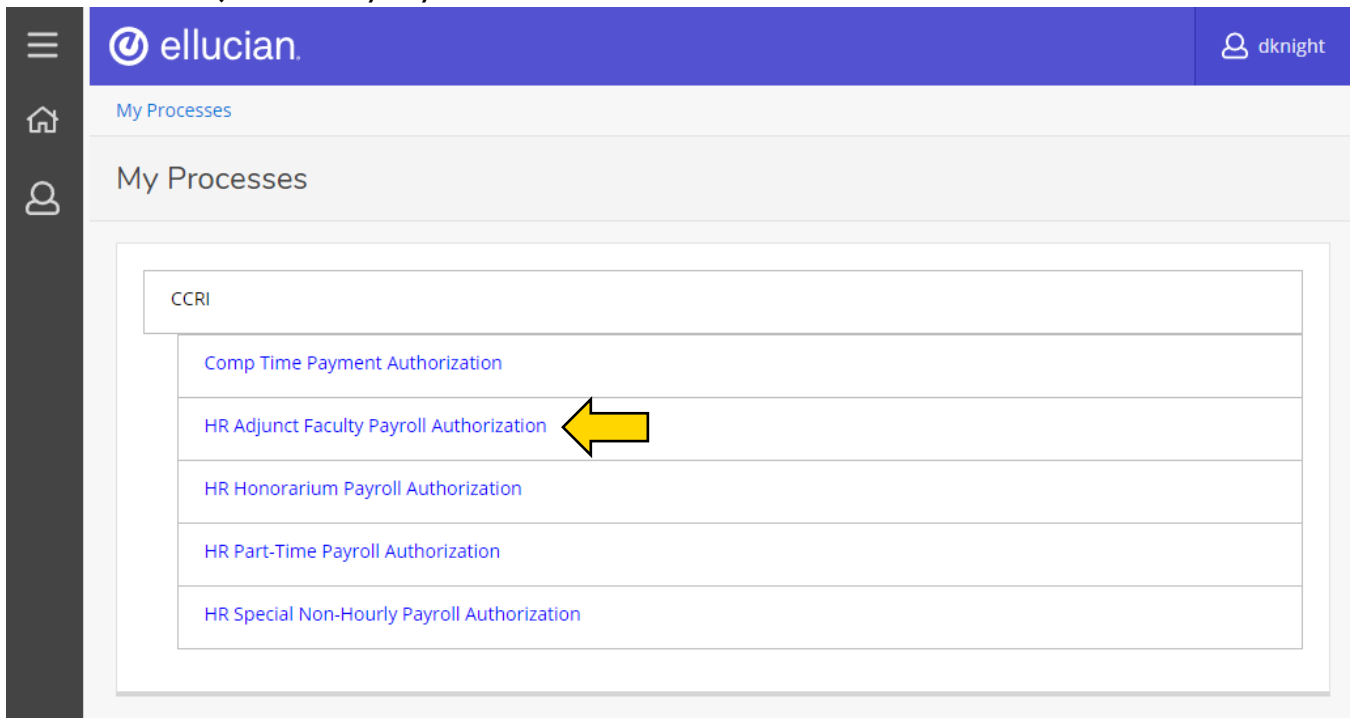


Then, select “My Processes” to open up a new page.



The screenshot shows the ellucian interface. On the left, a dark sidebar contains a menu with options: "Back to Main Menu", "User Profile", "My Processes" (highlighted with a yellow arrow), "User Information", and "Change Password". The main content area has a blue header with the ellucian logo and the user name "dknight". Below the header, the page is titled "Worklist" and includes an "Advanced Search" link and a search box. A table header is visible with columns: Status, Organization, Workflow, Activity, Priority, Created, and View Details. Below the header, it displays "Show Reserved Items" and "0 - 0 of 0" with navigation buttons for First, Previous, Next, and Last. There are also dropdown menus for "Go To Page" and "Records Per Page" (set to 50).

Choose “HR Adjunct Faculty Payroll Authorization” from the list of forms.



The screenshot shows the ellucian interface. On the left, a dark sidebar contains a menu with options: "My Processes" (selected), "Home", and "User Profile". The main content area has a blue header with the ellucian logo and the user name "dknight". Below the header, the page is titled "My Processes". A list of forms is displayed under the heading "CCRI". The list includes: "Comp Time Payment Authorization", "HR Adjunct Faculty Payroll Authorization" (highlighted with a yellow arrow), "HR Honorarium Payroll Authorization", "HR Part-Time Payroll Authorization", and "HR Special Non-Hourly Payroll Authorization".

Start the workflow for the new part-time employee by entering a “Workflow Specifics Name.” Then press “▶ Start Workflow.”

Organization: CCRI

Workflow Name:
HR Adjunct Faculty Payroll Authorization:26

Workflow Specifics Name:

Priority:
Normal

Workflow Note:

▶ Start Workflow Attach File Reset Cancel

The workflow will now appear in your Worklist on the home screen. Open the correct workflow by clicking on the name (it will have “Ready” as it’s status).

Worklist

Advanced Search Workflow Specifics

Status	Organization	Workflow	Activity	Priority	Created	View Details
	CCRI	Adjunct Faculty Name Ready	Enter_CCRI_ID_SSN	Normal	27-Feb-2024 12:58:01 PM	

ellucian. dknight

Worklist · Enter CCRI ID / SSN

Enter CCRI ID / SSN

Enter CCRI ID or Social Security Number of employee if known.

CCRI ID:

SSN:

Cancel Save & Close Complete

If a CCRI ID or SSN is entered, the Workflow will go out to the database and retrieve the employee's information for the form. If no information is entered, a blank form will appear when "Complete" is clicked.

You will be brought back to the Worklist page where the workflow will be listed with "Performing" underneath. If you do not see it right away, wait about 30 seconds and refresh the page.

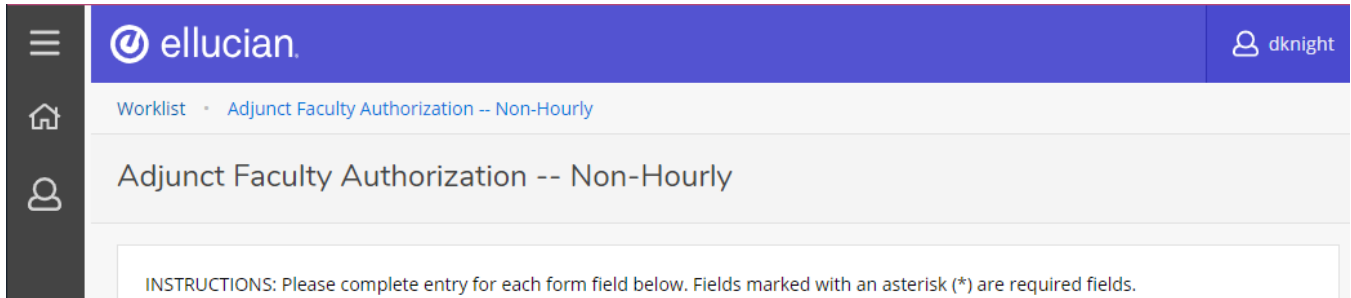
ellucian. dknight

Worklist

Worklist [Advanced Search](#) Workflow Specifics No

Status	Organization	Workflow	Activity	Priority	Created	View Details
	CCRI	New Adjunct Faculty Ready	Enter_Adjunct_Faculty_Payroll_Authorization	Normal	26-Feb-2024 10:52:01 AM	

Adjunct Faculty Authorization Form



The screenshot shows the top navigation bar with the ellucian logo and a user profile for 'dknight'. Below the navigation bar, the breadcrumb trail reads 'Worklist > Adjunct Faculty Authorization -- Non-Hourly'. The main heading is 'Adjunct Faculty Authorization -- Non-Hourly'. Below the heading, there is a box containing instructions: 'INSTRUCTIONS: Please complete entry for each form field below. Fields marked with an asterisk (*) are required fields.'

Press the purple “Top” button in the lower right-hand corner if you need to return to the top of this screen. It will move as you scroll down the form.



Depending on what you entered, either the CCRI ID or SSN will autofill on this screen. Do not edit these text fields unless necessary.

No person record for CCRI ID or SSN found

CCRI ID:

12345678

SSN:

Please enter the Social Security Number if you do not have a CCRI ID.

For this example, the CCRI ID was not found, so no additional information was automatically gathered in this form.

In your case, the form may not be blank – please follow along with these instructions and make corrections if anything is outdated.

1 Name *:

2 Street Address *:

3 City *:

4 State *:

5 Zip *:

6 Phone *:

7 * Phone Status
 Listed
 Unlisted

8 Personal Email *:

9 Date of Birth *:

1. **Name** – First and last name of employee.
2. **Street Address** – Number and street name of employee’s residence.
3. **City** – Town or city the employee lives in.
4. **State** – State the employee lives in (abbreviation is fine).
5. **Zip** – Postal zip code of where the employee lives.
6. **Phone** – Employee’s personal phone number, including area code.
7. **Phone Status** – If an employee uses a landline for their personal phone number, select “Listed.” If not, choose “Unlisted.”
8. **Personal Email** – Employee’s personal e-mail address.
9. **Date of Birth** – Specific date (MM/DD/YYYY) the employee was born.

10 Where did employee learn of this job opportunity? (Please be specific when listing web site or publication name.)

11 Department *:

12 Campus *:

13 Organization *:

14 * Session

- Fall
- Winter
- Spring
- Summer I
- Summer II

15 Course(s) name and number(s)
*

10. **Where did employee learn of this job opportunity?** – If known, please indicate where the individual learned of the adjunct opportunity.

11. **Department** – Select the academic department the employee will be teaching for in the drop-down menu.

12. **Campus** – Select which CCRI campus the employee will work from in the drop-down menu.

13. **Organization** – Enter the Org code of the academic department.

14. **Session** – Select which semester/summer session the adjunct will be working in.

15. **Course(s) name and number(s)** – List the course number(s) and name(s) (ex: COMM 1010 – Communication Fundamentals).

Please note that the requesting department will not be able to assign courses to the Adjunct faculty member through Banner and the Adjunct Faculty member will not be able to obtain a MyCCRI username until all information is completed, signed, and returned to the Office of Human Resources and entered into Banner. Thank you.

* Decision

- Submit
- Stop

16. **Decision** – After reading the note, select “Submit” if the form is finished and needs to be sent to the Department Approver for their review and approval. If “Stop” is selected, the form will stop and no longer be available for processing.

Click the “Complete” button to send the form to the next level for review and approval.



Click “Save & Close” if more information is needed and you wish to put the Workflow back in your worklist with a pending status.


Approval of Workflow Requests

Once the form is submitted and complete. the Department Approver will receive an email notification from Workflow that a Part-Time Authorization Form is available on their Worklist to review.

The email notification will indicate the following:

- What level of approval is needed (Department Approver, Dean Approver, or Division Approver)
- Who the employee is trying to hire
- Who submitted the request

At this point, the Approver should log into workflow: <https://workflow.ccri.edu/wfdora> to review the request. The Approver is able to review all the information on the form.

 **From:** humanresources@ccri.edu <humanresources@ccri.edu>
Sent: Friday, June 23, 2023 9:15 AM
To: Flanagan, Fran <fflanagan76@ccri.edu>
Subject: HR Adjunct Faculty Payroll Authorization Approval Requested

As **Department Approver** you are receiving this email to notify you that there is a workflow process waiting on your workflow list ready for your action.

Please review and approve the **Adjunct Faculty Authorization for Knight, Drew** which has been submitted by **Liston, Bethany**

If you have questions regarding Workflow, contact the Office of Human Resources at 825-2311 or by replying to this email.

Please log into [Workflow](#) to view and approve the request.

Once the Approver has reviewed the information they have the option to “Submit” (sends the form to the next level approver) or “Stop” (cancels the workflow).

* Decision

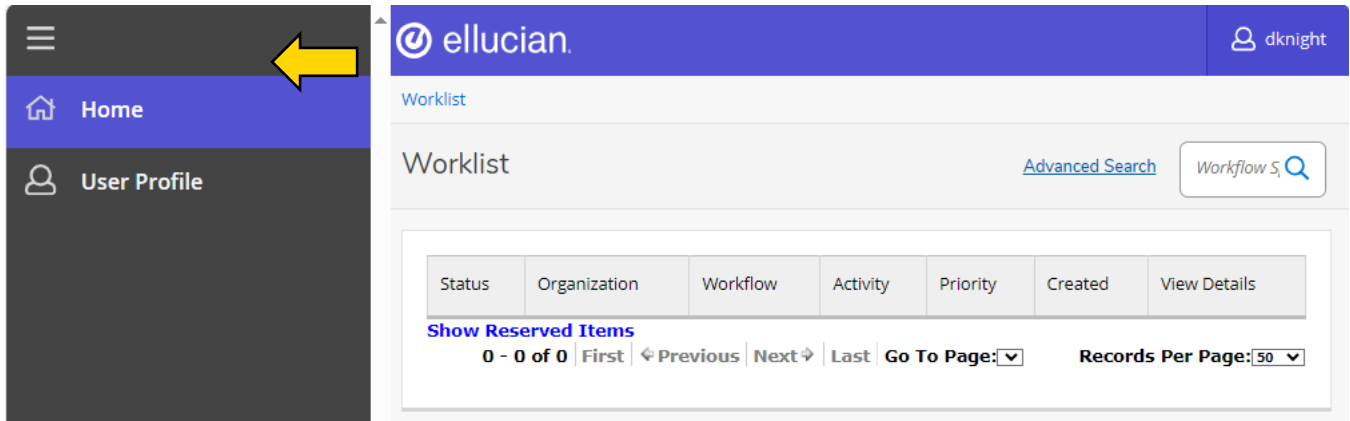
Submit

Stop

The Approver also has the option of commenting. If a comment is added, it will carry forward to all levels of approval once it is submitted.

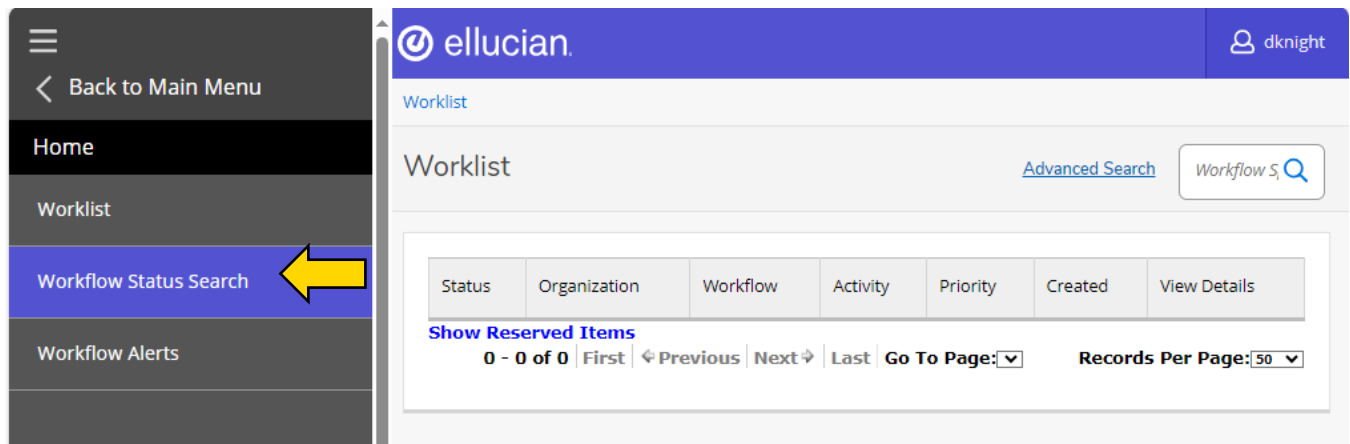
Tracking the Status of Your Workflow

You are able to track the status of your workflow. To do this, click on “Home” in the left-hand sidebar.



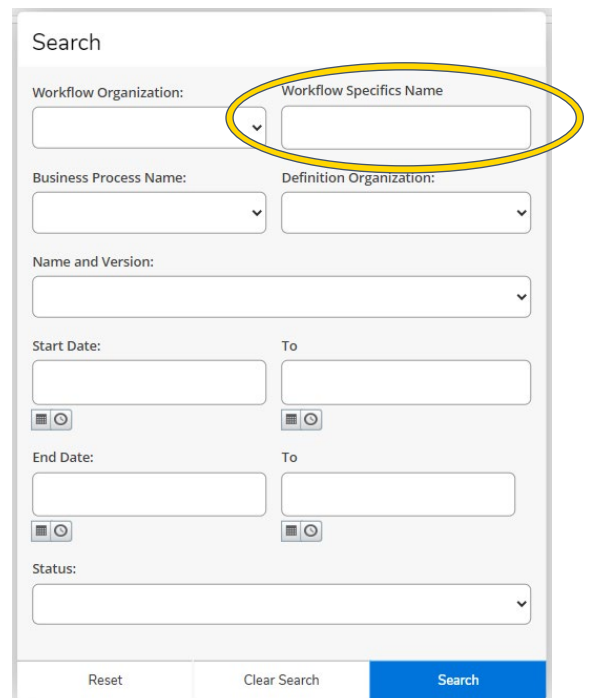
The screenshot shows the ellucian Worklist interface. The left-hand sidebar is dark grey and contains three items: a home icon labeled "Home", a user profile icon labeled "User Profile", and a menu icon. A yellow arrow points to the "Home" item. The main content area is white and features the ellucian logo at the top left, the user name "dknight" at the top right, and a search bar labeled "Workflow S" with a magnifying glass icon. Below the search bar is a table with columns: Status, Organization, Workflow, Activity, Priority, Created, and View Details. The table is currently empty, and the status is "0 - 0 of 0". Navigation controls include "First", "Previous", "Next", and "Last" buttons, a "Go To Page:" dropdown, and a "Records Per Page: 50" dropdown.

Then select “Workflow Status Search”



The screenshot shows the ellucian Worklist interface with the "Workflow Status Search" item highlighted in the sidebar. The sidebar is dark grey and contains four items: "Back to Main Menu", "Home", "Worklist", "Workflow Status Search", and "Workflow Alerts". A yellow arrow points to the "Workflow Status Search" item. The main content area is white and features the ellucian logo at the top left, the user name "dknight" at the top right, and a search bar labeled "Workflow S" with a magnifying glass icon. Below the search bar is a table with columns: Status, Organization, Workflow, Activity, Priority, Created, and View Details. The table is currently empty, and the status is "0 - 0 of 0". Navigation controls include "First", "Previous", "Next", and "Last" buttons, a "Go To Page:" dropdown, and a "Records Per Page: 50" dropdown.

If you know the name of the workflow that was submitted, you can enter it in the “Workflow Specifics Name” text field (ex. Drew Knight). You are also able to search by when it was created, business process name, status, or other attributes in their labeled text fields.



The screenshot shows the Search form. The form has several fields: "Workflow Organization:" with a dropdown menu, "Workflow Specifics Name" with a text input field (highlighted with a yellow oval), "Business Process Name:" with a dropdown menu, "Definition Organization:" with a dropdown menu, "Name and Version:" with a dropdown menu, "Start Date:" and "To" with text input fields, "End Date:" and "To" with text input fields, and "Status:" with a dropdown menu. At the bottom of the form are three buttons: "Reset", "Clear Search", and "Search".

This will bring up the search results. Click on the workflow you are looking to see the status.

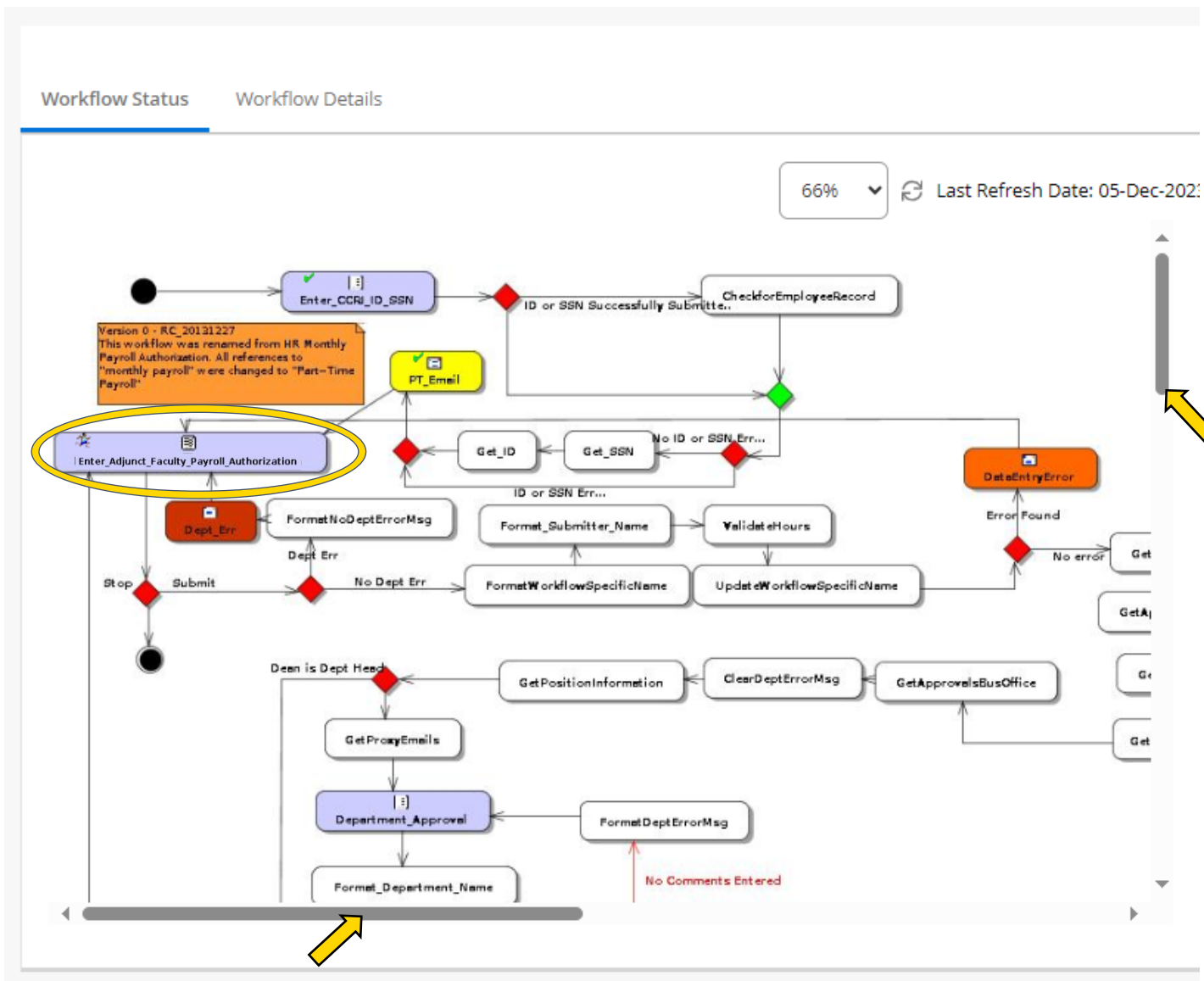
The screenshot shows the 'Workflow Status Search Results' page in the ellucian system. At the top, there is a blue header with the ellucian logo and a user profile for 'dknight'. Below the header, the page title is 'Workflow Status Search Results'. A yellow warning banner is present, stating: 'Warning: To ensure search performance, the maximum number of results that can be returned is 2500. If your search finds more than 2500 records, you will need to narrow your search criteria by adding more information to the search fields.' Below the warning is a table with the following columns: Organization, Workflow Specifics Name, Business Process Name, Status, Created, and Completed. The table contains one row with the following data: Organization: CCRI, Workflow Specifics Name: [New PT Employee](#) (indicated by a yellow arrow), Business Process Name: HR Part-Time Payroll Authorization, Status: Completed, Created: 29-Nov-2023 03:04:07 PM, and Completed: 2-Dec-2023 02:24:22 PM.

Organization	Workflow Specifics Name	Business Process Name	Status	Created	Completed
CCRI	New PT Employee	HR Part-Time Payroll Authorization	Completed	29-Nov-2023 03:04:07 PM	2-Dec-2023 02:24:22 PM

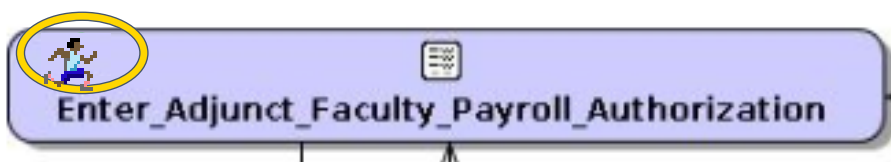
This brings up the Workflow Status screen. Scroll down to view the “Workflow Status” or the “Workflow Details.”

The screenshot shows the 'Workflow Status' screen in the ellucian system. At the top, there is a blue header with the ellucian logo and a user profile for 'dknight'. Below the header, the page title is 'Workflow Status'. The main content area shows the following information: Organization: CCRI, Workflow Name: HR Adjunct Faculty Payroll Authorization for: . Below this information, there are two tabs: 'Workflow Status' (selected) and 'Workflow Details'. A yellow arrow points to the 'Workflow Status' tab. Below the tabs, there is a progress indicator showing 100% completion, a refresh button, and the text 'Last Refresh Date: 04-Dec-2023 03:35:20 PM'. At the bottom, there is a workflow diagram showing a sequence of steps, with the first step being a black circle and the second step being a purple box with a green checkmark.

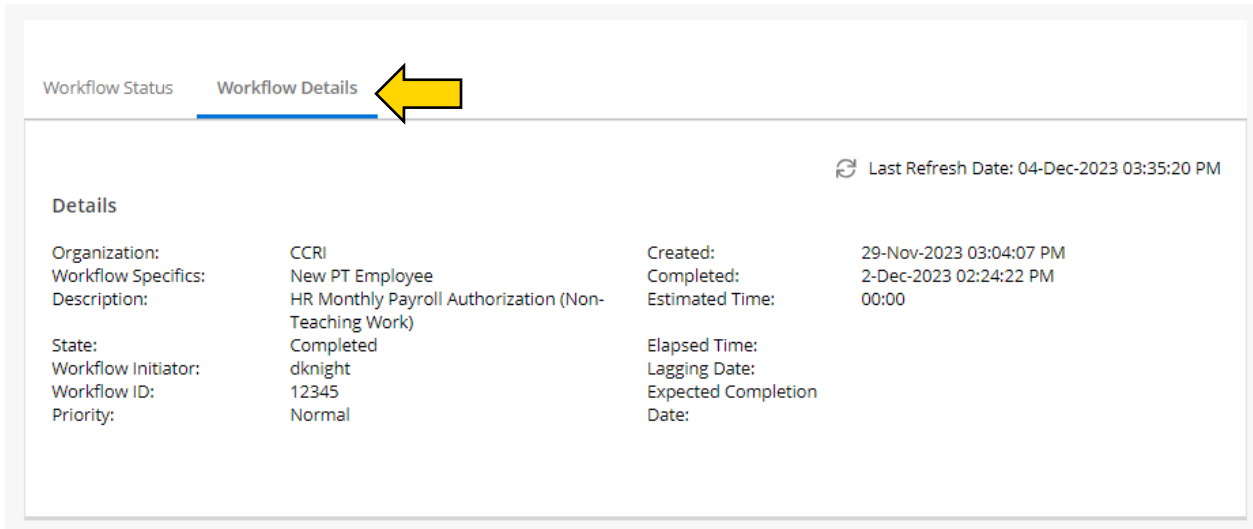
The "Workflow Status" features a box with a process flow chart. Follow the arrows/processes until you find the step with the "Running Man" icon. Use the scrollbars on the right and bottom to view the whole chart.



Once you have located the running man, you will be able to determine at what part of the process or at what approver level it is at.



The “Workflow Details” features a box with more information such as who initiated the workflow, the description, elapsed time, etc.



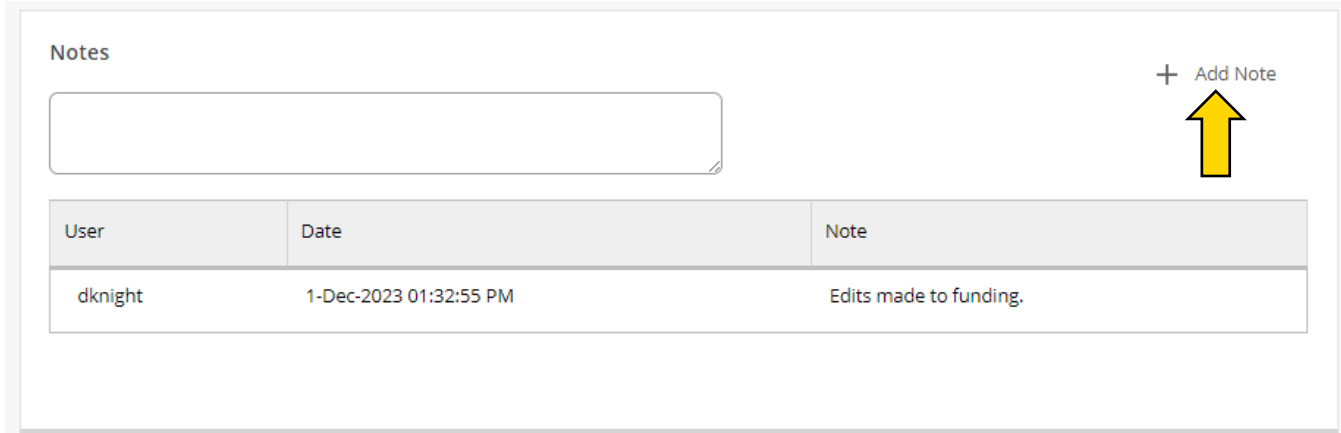
Workflow Status **Workflow Details** ←

Last Refresh Date: 04-Dec-2023 03:35:20 PM

Details

Organization:	CCRI	Created:	29-Nov-2023 03:04:07 PM
Workflow Specifics:	New PT Employee	Completed:	2-Dec-2023 02:24:22 PM
Description:	HR Monthly Payroll Authorization (Non-Teaching Work)	Estimated Time:	00:00
State:	Completed	Elapsed Time:	
Workflow Initiator:	dknight	Lagging Date:	
Workflow ID:	12345	Expected Completion Date:	
Priority:	Normal		

Below is a section for any notes that have been added. You can also add notes here by typing in the text field and pressing “+ Add Note.”

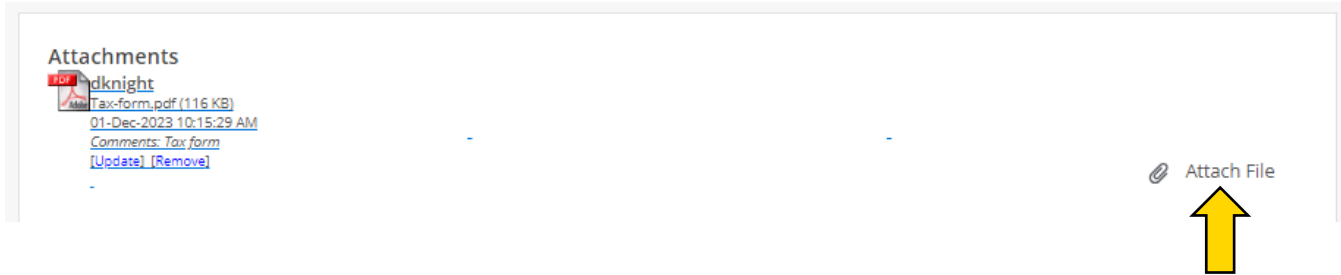


Notes

+ Add Note ↑

User	Date	Note
dknight	1-Dec-2023 01:32:55 PM	Edits made to funding.

Further down is a section for any documents attached to the workflow. You can add documents pressing “Attach File.”



Attachments

dknight

Tax-form.pdf (116 KB)

01-Dec-2023 10:15:29 AM

Comments: Tax form

[Update] [Remove]

Attach File ↑