



Part-Time Authorization

Workflow Processing

3/22/24

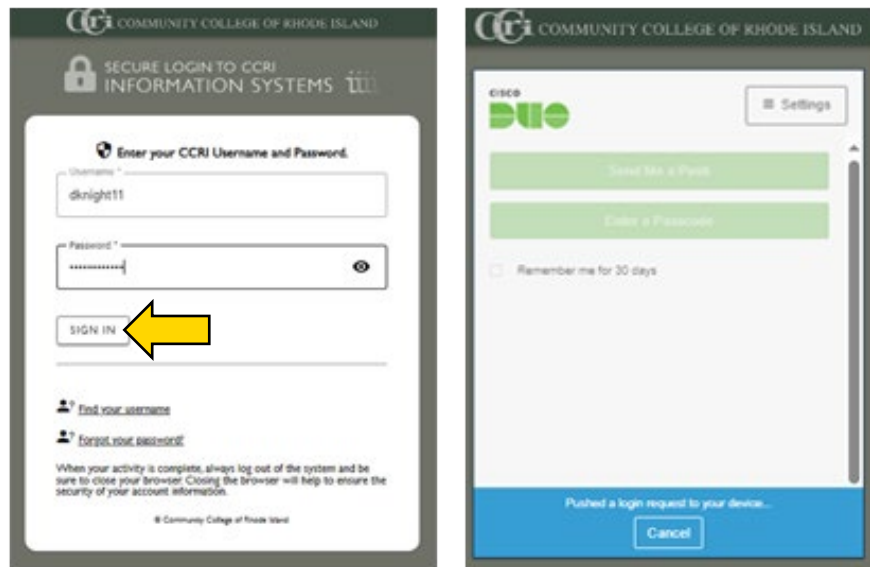
Table of Contents

Accessing the Workflow System.....	2
Part-Time Payroll Authorization Form.....	6
Approval of Workflow Requests.....	11
Tracking the Status of your Workflow.....	12

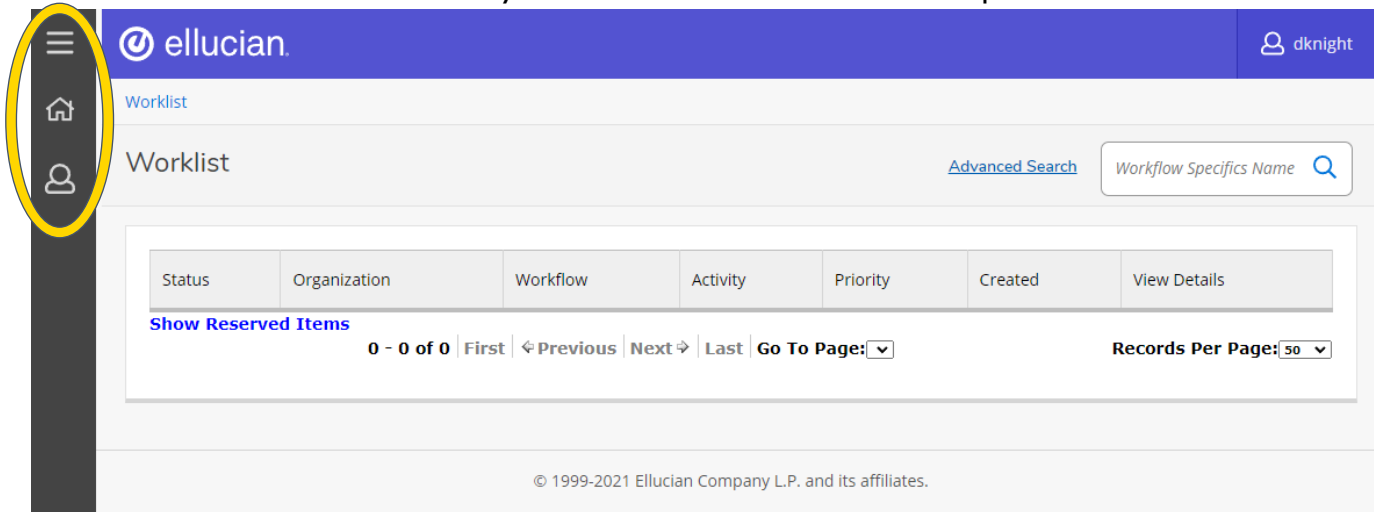
Accessing the Workflow System

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

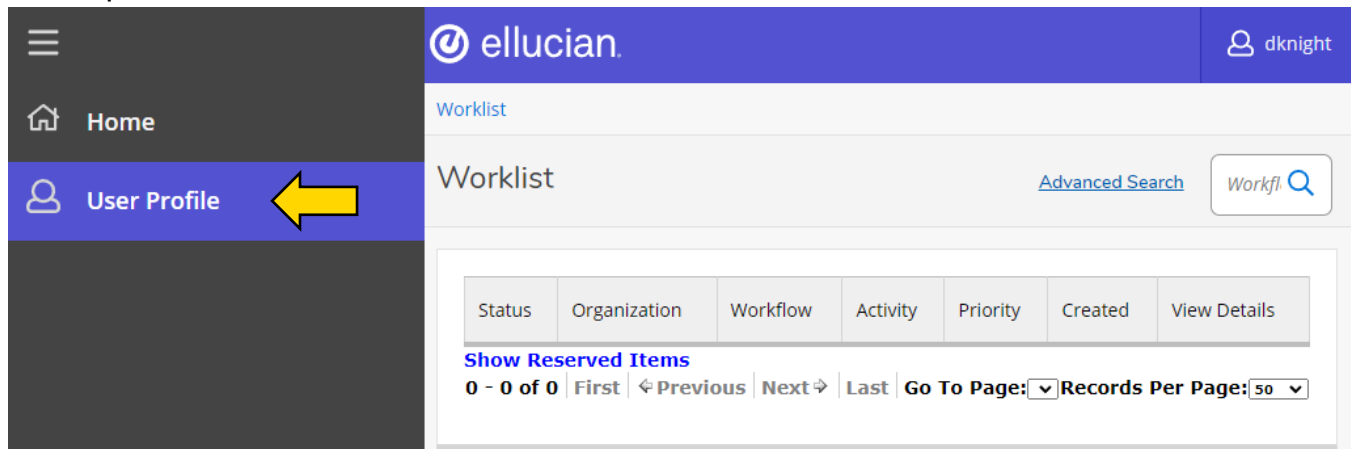
Log in using your CCRI ID username and password.



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 items: '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 title is 'Worklist'. There is 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 says 'Show Reserved Items' and '0 - 0 of 0'. Navigation controls include 'First', 'Previous', 'Next', 'Last', 'Go To Page:', and 'Records Per Page: 50'.

Choose “HR Part-Time Payroll Authorization” from the list of forms.

The screenshot shows the ellucian interface. On the left, a dark sidebar contains a menu with items: '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 title is 'My Processes'. A list of forms is displayed under the heading 'My Processes'. The list includes: CCRI, Comp Time Payment Authorization, HR Adjunct Faculty Payroll Authorization, HR Part-Time Payroll Authorization (highlighted with a yellow arrow), 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 Part-Time 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	New PT Employee Ready	Enter_CCRI_ID_SSN	Normal	29-Nov-2023 02:40:18 PM	

Enter the employees CCRI ID or Social Security Number, and then press “Complete.”

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.

ellucian. dknight

Worklist

Worklist [Advanced Search](#)

Status	Organization	Workflow	Activity	Priority	Created	View Details
	CCRI	New PT Employee Performing	Enter_PartTime_Payroll_Authorization	Normal	29-Nov-2023 03:04:07 PM	

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.

Part-Time Payroll Authorization Form

The screenshot shows the top navigation bar of the ellucian system. On the left is a dark sidebar with icons for a menu, home, and user profile. The main header is blue with the ellucian logo and the user name 'dknight'. Below the header, the breadcrumb trail reads 'Worklist > Part-Time Payroll Authorization'. The main title of the page is 'Part-Time Payroll Authorization'. A box containing instructions is visible: '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 Date of Birth *:

2 Name *:

3 Street Address *:

4 City *:

5 State *:

6 Zip *:

7 Phone *:

8 * Phone Status
 Listed
 Unlisted

9 Personal Email *:

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

10 * Authorization for

Non-Teaching Work

Non-Credit Teaching

11 Department *:

Please Select Department - 000

12 Campus *:

Select A Campus

13 Fund *:

14 Organization *:

15 Program *:

16 Account *:

17 Location:

If Grant, please enter Grant name.

18 Grant Name (if applicable):

- 10. Authorization for** – With most positions, you can select “Non-Teaching Work.”
- 11. Department** – Select the department the employee will work in from the drop-down menu. You can enter the department code if you know it.
- 12. Campus** – Select which CCRI campus the employee will work from in the drop-down menu.
- 13. Fund** – The Fund code (Where the funds come from).
- 14. Organization** – The Org code (Who is responsible for the funds).
- 15. Program** – The Program code (The functional purpose of the transaction).
- 16. Account** – The Account code (The type of transaction).
- 17. Location** – The Location code (Which campus the transaction is specific to, if any).
- 18. Grant Name** – Enter the Grant name if this position is being funded in part by a Grant.

19 Position Number:

20 Title:

Enter hourly rate.

21 Rate *:

Enter Estimated Hours Per Week (19 maximum). NOTE: This employee is not able to work more than 19 hours in any combination of positions.

22 Hours *:

23 Description of Duties *:

NOTE: If this position is being requested as a result of another person taking leave, please include the name and title of the resource on leave

24 Why is this position needed? *:

19. **Position Number** – Number for the position.

20. **Title** – Name/official Title of the position.

21. **Rate** – Hourly pay rate for the position.

22. **Hours** – Enter the estimated hours per week (19 maximum, including other positions).

23. **Description of Duties** – Responsibilities of the position.

24. **Why is this position needed?** – Enter the justification for the position. If the position is being created as a result of another employee taking leave, include the name and title of the position on leave.

When entering date, please click on the calendar icon to select day or type in date format of DD-Mon-YYYY (Example: 01-Jan-2011)

25 Estimated To *:



Hours when work is to be performed. Enter data in an hour format with AM or PM.
Examples: 8AM, 8:30 AM, 5 PM

26 From *:

27 To *:

25. **Estimated To** – Use the calendar button to enter the end date of the position.

26. **From** – The start time of each work day. Enter data in an hour format with AM or PM.

27. **To** – The end time of each work day. Enter data in an hour format with AM or PM.

Please enter the name of the supervisor who will be responsible for approving timesheets.

28 Supervisor *:

29 * Decision

- Submit
 Stop

28. **Supervisor** – The name of the supervisor who will be responsible for approving this employee’s timesheets.

29. **Decision** – 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.

Cancel Save & Close Complete Top

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)
- What type of Part-Time Authorization is being submitted (Non-Teaching/Non-Credit Teaching)
- Who the employee is trying to hire
- Who submitted the request

From: humanresources@ccri.edu (mailto:humanresources@ccri.edu)

Sent: Friday, December 1, 2023 11:45 AM

To: Flanagan, Fran <fflanagan76@ccri.edu>

Subject: HR Part-Time Payroll Authorization Approval Requested

THIS IS A NOTIFICATION EMAIL ADDRESS – DO NOT REPLY TO THIS EMAIL

As the HR Verifier 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 Authorization for Knight, Drew which has been submitted by Liston, Bethany.

Login to Workflow to review the request.

Employee Details	
Employee Information	
CCRI ID	12345678
Name	Knight, Drew

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.

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).

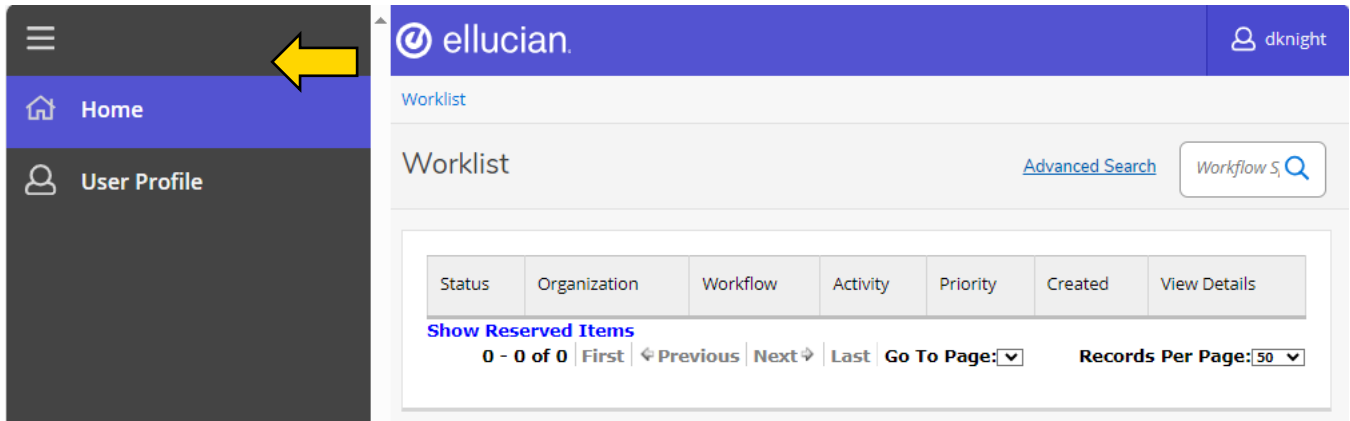
* Decision

- 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.

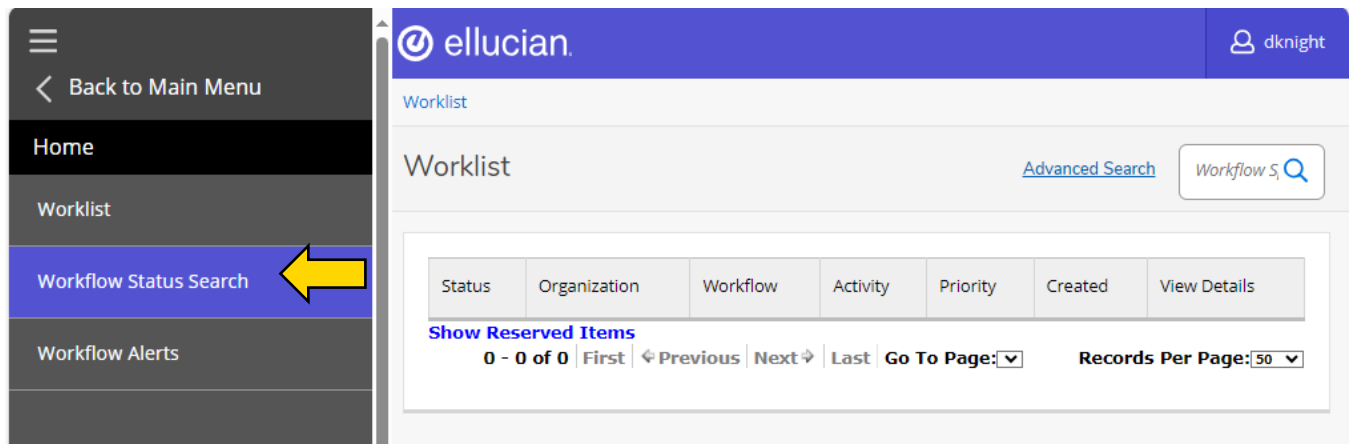
Tracking the Status of Your Workflow

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



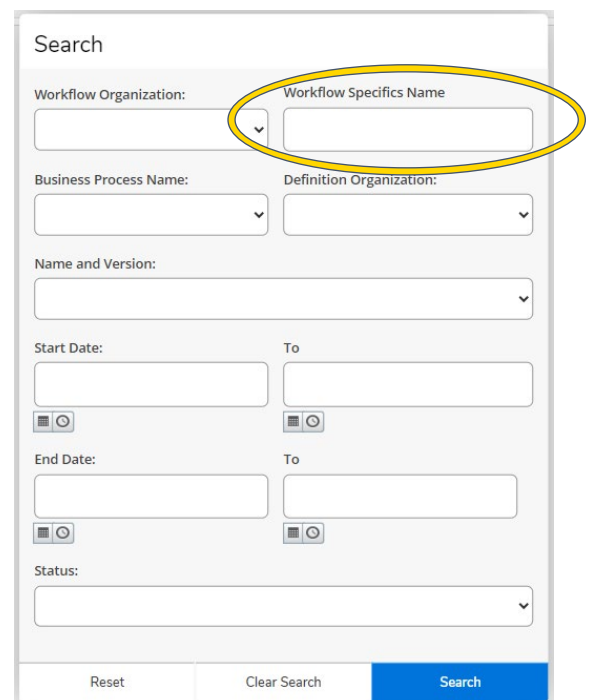
The screenshot shows the ellucian Worklist interface. The left-hand sidebar is visible, with the "Home" menu item highlighted in blue. A yellow arrow points to the "Home" menu item. The main content area displays the "Worklist" header, an "Advanced Search" link, and a search box labeled "Workflow S". Below the header is a table with columns: Status, Organization, Workflow, Activity, Priority, Created, and View Details. The table shows "0 - 0 of 0" records. Navigation controls include "First", "Previous", "Next", and "Last" buttons, along with a "Go To Page:" dropdown and a "Records Per Page: 50" dropdown.

Then select “Workflow Status Search”



The screenshot shows the ellucian Worklist interface. The left-hand sidebar is visible, with the "Workflow Status Search" menu item highlighted in blue. A yellow arrow points to the "Workflow Status Search" menu item. The main content area displays the "Worklist" header, an "Advanced Search" link, and a search box labeled "Workflow S". Below the header is a table with columns: Status, Organization, Workflow, Activity, Priority, Created, and View Details. The table shows "0 - 0 of 0" records. Navigation controls include "First", "Previous", "Next", and "Last" buttons, along with 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 "Workflow Organization:" field is a dropdown menu. The "Workflow Specifics Name" field is a text input field, highlighted with a yellow oval. The "Business Process Name:" field is a dropdown menu. The "Definition Organization:" field is a dropdown menu. The "Name and Version:" field is a dropdown menu. The "Start Date:" and "End Date:" fields are text input fields, each with a "To" field and a calendar icon. The "Status:" field is a dropdown menu. The form has "Reset", "Clear Search", and "Search" buttons at the bottom.

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. The header includes the ellucian logo and the user 'dknight'. Below the header, there is a search bar and an 'Advanced Search' link. A yellow warning banner states: '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 data:

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

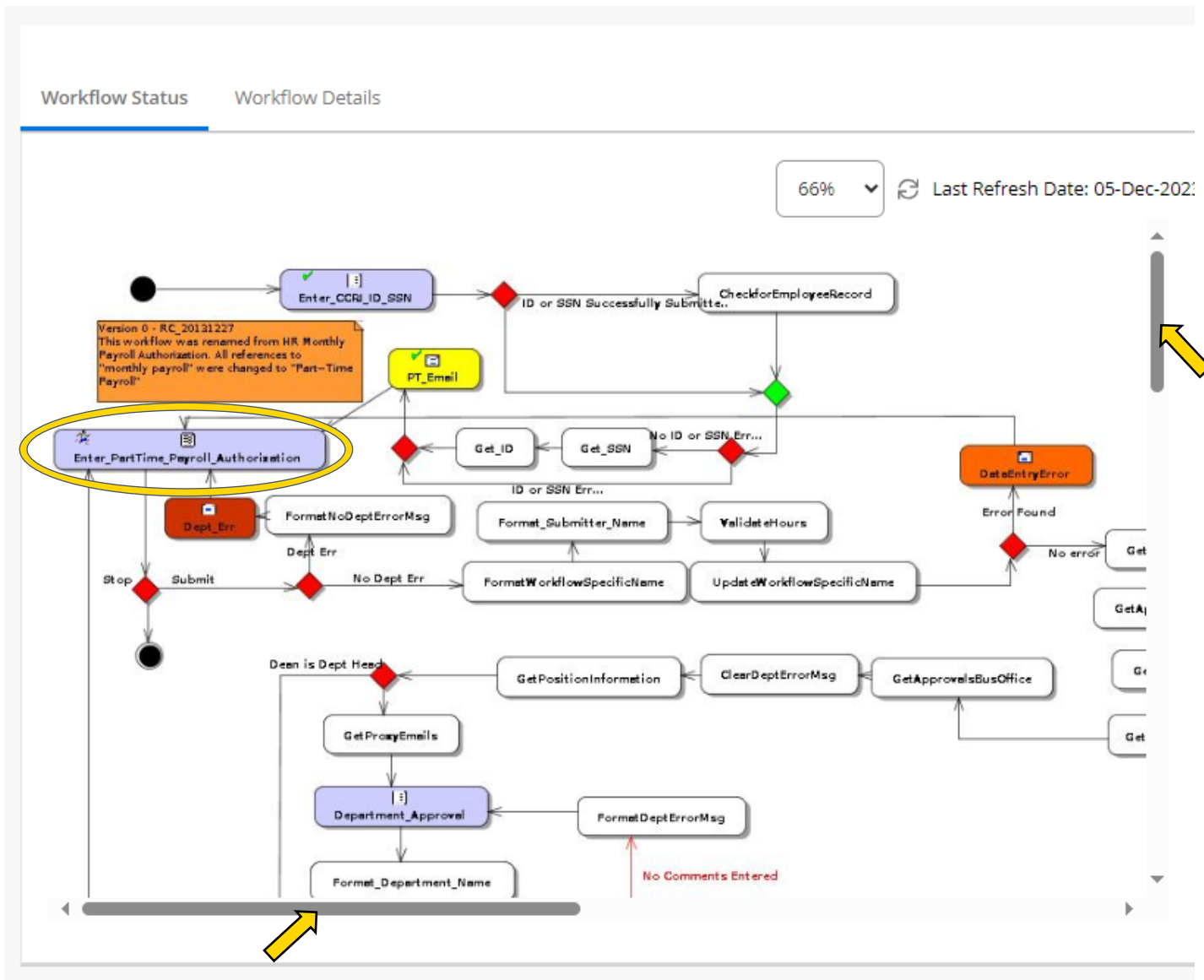
This brings up the Workflow Status screen. Scroll down to view the “Workflow Status” or the “Workflow Details.”

The screenshot shows the 'Workflow Status' screen in the ellucian system. The header includes the ellucian logo and the user 'dknight'. Below the header, there is a breadcrumb 'Workflow Status' and the title 'Workflow Status'. The main content area shows the following information:

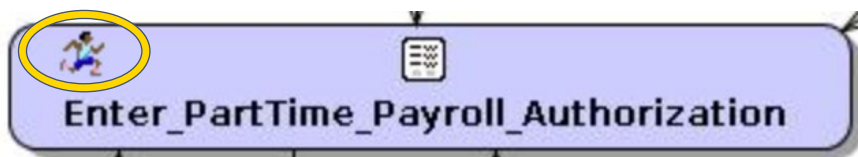
Organization: CCRI
Workflow Name: New PT Employee

Below this information, there are two tabs: 'Workflow Status' (selected) and 'Workflow Details'. A yellow arrow points to the 'Workflow Status' tab. To the right of the tabs, there is a progress indicator showing '100%' and a refresh button with the text 'Last Refresh Date: 04-Dec-2023 03:35:20 PM'. At the bottom, there is a workflow diagram showing a step with a green checkmark and a red triangle.

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](#)