



Honorarium Workflow Processing

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Accessing the Workflow System

Assess the system using the link provided: <https://workflow.ccri.edu/wfdora>
Log in using your campus domain user name and password

Sign In

CCri Authentication
Sign-in with your MyCCRI user name and password.

Type your user name and password.

User name: Example: Domain/username

Password:

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information
- Change Password

My Processes

CCRI

- [HR Adjunct Faculty Payroll Authorization](#)
- [HR Honorarium Payroll Authorization](#)
- [HR Part-Time Payroll Authorization](#)
- [HR Special Non-Hourly Payroll Authorization](#)

Kick off the workflow for your new honorarium by entering a “Workflow Specifics Name”
Click on “Start Workflow”

Start Workflow Logoff Help

Organization: CCRI

Workflow Name: HR Honorarium Payroll Authorization:6

Workflow Specifics Name:

Priority: Normal

Workflow Note:

Attachments

Click Ok

Start Workflow

Workflow Help

The workflow was started successfully.



Top powered by SUNGARD

Click on the Workflow that you just created that shows on your "Worklist"

Worklist Logoff Help

Organization	Workflow	Activity	Priority	Created
CCRI	testing Performing	Enter CCRI ID SSN	Normal	04-Mar-2013 12:11:36 PM

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Show Reserved Items

If available, enter either the CCRI ID or the SSN of the new employee

If not available, leave blank

Click on the "Complete" button

Clicking "Save & Close" will save the Workflow back to your "Worklist" so you can retrieve information that might be missing

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.

Worklist Enter CCRI ID / SSN

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

CCRI ID:

SSN:

Complete Save & Close Cancel

Click on "Worklist" to get back to the pending workflow

Worklist Logoff Help

Organization	Workflow	Activity	Priority	Created
CCRI	testing Ready	Enter HR Honorarium Authorization	Normal	02-Apr-2013 03:12:56 PM

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Show Reserved Items

The Honorarium Authorization now appears, enter all information required (noted with an asterisk *) and any other information available on the form.

If the name, address and other information appears, verify that information matches the information on the form the employee submitted. If not, update accordingly and Human Resources will update Banner when the information is received.

If the employee has had a name change, contact Human Resources for the appropriate documentation to complete a name change.

[Back to myWorkflow Tab](#)

[E-mail](#) [Groups](#) [Logout](#) [He](#)

Honorarium Payment Authorization

[Workflow Help](#)

This form is to authorize the payment for one-time events only. Regular services should be approved via the Part-Time Authorization Form.

INSTRUCTIONS: Please complete entry for each form field below. Fields marked with an asterisk (*) are required fields.

CCRI ID:

SSN:

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

* Name:

* Street Address:

* City:

* State:

* Zip:

* Phone:

* Phone Status

Listed

Unlisted

* Date of Birth:

* Department:

* Campus:

* Fund:

When typing in Organization, please enter using the example format
(Example: WB3031, WB3032, WB3033)

* Organization:

* Program:

* Account:

* Dates of Event:

* Total Hours:

* Hourly Rate:

* Gross Amount Due:

Time (Start-Finish):

Course name and number

Honarium Comments

Make sure to use the drop down to select who should be approving the honorarium payment

* Next Approver: Please Select an Approver

* Decision

Submit

Stop

Complete Save & Close Cancel

Use the drop down box to select who the honorarium should be going to for payment.

Click the “Submit” button if the form is finished and needs to be sent to the “Department Approver” for their review and approval.

If the “Stop” button 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 approval.

If the “Save & Close” button is selected, it will return to the “Worklist” and be available for updating and modification later. Use the button if more information is needed and you wish to put the Workflow in a pending status.

Approval of Workflow Requests

Once the form is “submitted” and “completed” the “Next Approver” will receive an email notification from Workflow that an Honorarium Form is available on their “Worklist” to review.

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

Once the “Next Approver” has reviewed the information they have to take an action:

“Submit” – sends the form to the next level Approver” or

“Stop” – cancels the workflow all together.

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.

Course(s)	3/30/2012		
Time			
Approved by	Sheri Norton	Department Decision Date	02-May-2012 02:14:43 PM
VP Approval	VP approval not requested	VP Decision Date	N/A
Bus. Office Approval	Ruth Barrington	Bus. Office Decision Date	02-May-2012 02:30:25 PM

Approver Comments:



Any comments that an approver would make will show here

Why might I see a workflow that does not belong to me?

If a workflow was started, and the CCRI_ID was not entered than a workflow may appear on your worklist. This workflow should be stopped by the person who started the workflow so it does not appear on all “Supervisors” worklist.

Tracking the Status of Your Workflow

You are able to track the status of your workflow. To do this, click on “Worklist” from your worklist.

The screenshot shows the 'Worklist' page with a sidebar on the left containing 'Home', 'Worklist', 'Workflow Status Search', and 'Workflow Alerts'. The main content area displays a table with columns for Organization, Workflow, Activity, Priority, and Created. The following table represents the data shown:

Organization	Workflow	Activity	Priority	Created
CCR1	HR Special Non-Hourly Payroll Authorization for: Bernadette M. Drinkwine Ready	HR_Director_Review	Normal	19-Sep-2017 02:22:34 PM
CCR1	HR Special Non-Hourly Payroll Authorization for: Aida F. Faria Ready	HR_Director_Review	Normal	19-Sep-2017 02:21:18 PM
CCR1	HR Special Non-Hourly Payroll Authorization for: Terri-Ann Milligan Ready	HR_Verify	Normal	19-Sep-2017 02:19:32 PM
CCR1	HR Part-Time Payroll Authorization for: Barbara A. Silva Ready	HR_Director_Review	Normal	19-Sep-2017 02:19:27 PM
CCR1	HR Part-Time Payroll Authorization for: Rachel A. Carraher Ready	HR_Director_Review	Normal	19-Sep-2017 02:18:45 PM
CCR1	HR Part-Time Payroll Authorization for: Charles W. Maine Ready	HR_Director_Review	Normal	19-Sep-2017 02:17:01 PM

Select “Workflow Status Search”

The screenshot shows the 'Workflow Status Search' page. The sidebar on the left has 'Workflow Status Search' highlighted. The main content area contains a search form with the following fields:

- Workflow Organization: [Dropdown]
- Workflow Specifics Name: [Text Input]
- Business Process Name: [Dropdown]
- Definition Organization: [Dropdown]
- Name and Version: [Dropdown]
- Start Date: [Text Input] To [Text Input]
- End Date: [Text Input] To [Text Input]
- Status: [Dropdown]

Buttons for Search, Clear Search, and Reset are located at the bottom of the form.

The screenshot shows the 'Worklist' page with 'Workflow Status Search' circled in the sidebar. The main content area displays a single workflow item:

Organization	Workflow	Activity	Priority	Created
CCR1	Workflow - test Performing	Enter Monthly Payroll Authorization	Normal	09-Aug-2011 11:07:42 AM

Navigation controls include '1 - 1 of 1', 'First', 'Previous', 'Next', 'Last', and 'Go to page: 1'. A 'Show Reserved Items' link is also present.

If you know the name of the workflow that was submitted, you can enter it at the search field (ex. %Doe). You are also able to search by start or end date. Always change the Status to “Ready”

This screenshot is similar to the previous one but shows the 'Status' dropdown menu set to 'Ready', which is highlighted with a red box. Red arrows point to the 'Workflow Specifics Name' and 'Status' fields.

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

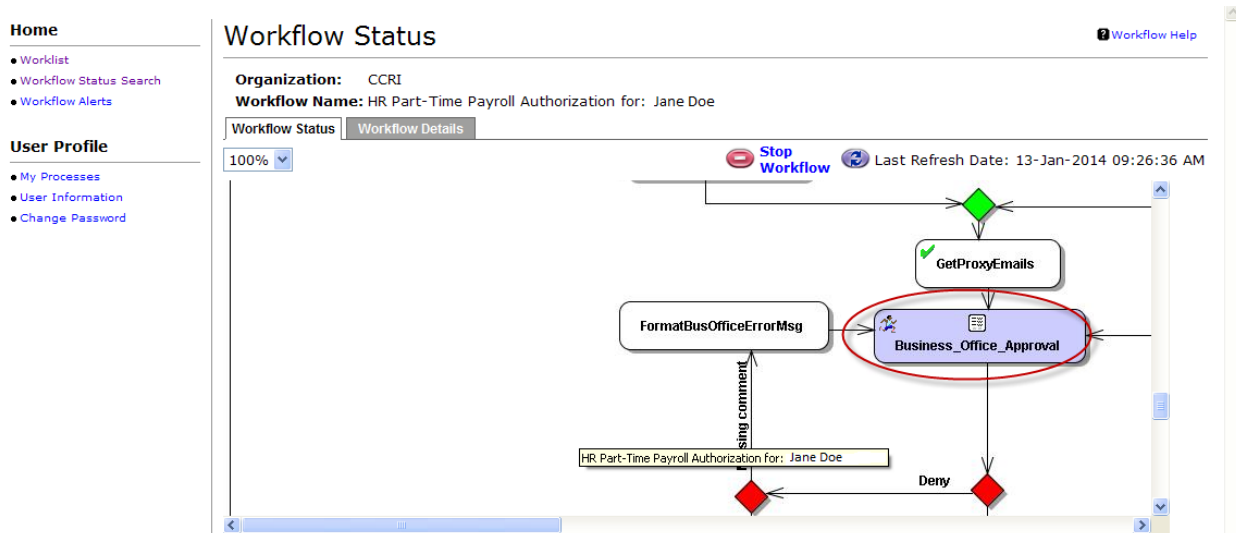
Organization	Workflow Specifics Name	Business Process Name	Status	Created	Completed
CCRI	HR Special Non-Hourly Payroll Authorization for: Terri-Ann Milligan	HR Special Non-Hourly Payroll Authorization	Ready	19-Sep-2017 01:48:56 PM	

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Search

Workflow Organization:
Workflow Specifics Name:
Business Process Name:
Definition Organization: Name and Version:
Start Date: To:
End Date: To:
Status:

This brings up the Workflow Status box. Scroll down on the details, to find the “Running Man”. 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.



Approved Workflows

Once the request for an honorarium has been approved, at all levels, an approval email will be generated. As long as the employee has completed all required paperwork and the workflow has been complete and approved, than the employee is able to start working. **PLEASE make sure to review this document to see if any changes may have been made to the original submission.**

From: workflow@ccri.edu [workflow@ccri.edu]
Sent: Friday, January 10, 2014 9:47 AM
To: Workflow
Cc: Human Resources; payroll, payroll;
Subject: Honorarium Authorization for Jane Doe Approved

The Honorarium Authorization for Jane Doe has been approved

Please review the information below. Data may have been changed during the approval process.

Approved Employee Details

CCRI ID	91000000		
SSN			
Date of Birth			
Name	Jane Doe		
Address			
Phone			
Department	Performing Arts - 217		
Campus	Knight Campus - KN		
Date of Event	9/4/2013		
Total Hours	1		
Hourly Rate	\$100.00		
Amount Due	\$900.00		
Fund	111000		
Organization	WA5100		
Program	10		
Account	612046		
Grant Name (if applicable)			
Course(s)	CRN # 36187 MUSC 7001-002 3 credits CRN # 36184 MUSC 7000-002 2 credits		
Time	M 1-3		
Honorarium Comments	INDEPENDENT STUDY		
Approved by	Lois Wims	Department Decision Date	07-Jan-2014 11:33:39 AM
VP Approval	Gregory Lamontagne	VP Decision Date	07-Jan-2014 04:33:50
Human Resources Approver	Sheri Norton	Human Resources Decision Date	09-Jan-2014 04:49:01
Bus. Office Approval	Ruth Barrington	Bus. Office Decision Date	10-Jan-2014 09:46:43 AM
Grants	N/A	Grants Decision Date	N/A

Approver Comments:

At the bottom of the form you will be able to see when it was reviewed and submitted by the appropriate Approvers.

What else is needed to process an Honorarium payment?

In addition to the respective workflow authorization form, each honorarium payment must have accompanying forms. These forms can be found on the Human Resources [‘Part-Time Payroll’](#) web site, and submitted to Human Resources when completed.

Note:

- Honorarium payment employees must complete an I-9 (with valid identification documents attached, a Federal W-4, Bar of Claims, and Drug-Free forms; besides the Workflow authorization no other employment forms are needed. Direct Deposit is not available for this type of payment.
- If there is a lapse of employment at CCRI of one year or more, all new employment forms will be required. If a part-time employee is rehired within one year of their last appointment or is currently employed on the CCRI bi-weekly payroll, new employment forms are not necessary except for a new workflow authorization, and the possibility of an additional background screening.