



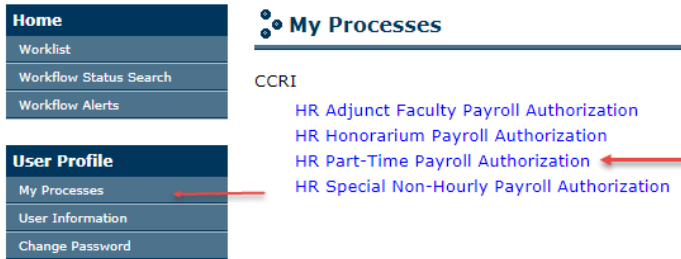
Part-Time Authorization Workflow Processing

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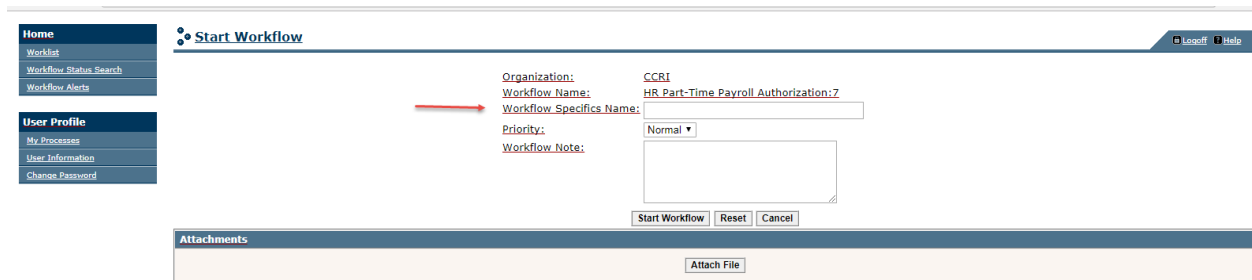
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Accessing the Workflow System

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



Kick off the workflow for your new part-time employee by entering a “Workflow Specifics Name”



Click on “Start Workflow”

Click Ok

Start Workflow

Workflow Help

The workflow was started successfully.



Top powered by RINGARD

Click on the Workflow that you just created that shows on your “Worklist”

Worklist Logoff Help

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

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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 the workflow you are working on with

Worklist Logoff Help

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

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Show Reserved Items

The Part-Time Payroll 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.

User Profile
My Processes
User Information
Change Password

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.

* Date of Birth:

* Name:

* Street Address:

* City:

* State:

* Zip:

* Phone:

* Phone Status

Listed

Unlisted

Is the employee currently a matriculating student at CCRI?

* No

Yes

If yes, enter the # of credits they are attempting to earn this semester.

Credits:

* Authorization for

Non-Teaching Work

Non-Credit Teaching

* Department:

* Campus:

* Fund:

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

* Organization:

* Program:

* Account:

If Grant, please enter Grant name.

Grant Name (if applicable):

Position Number:

Title:

Enter hourly rate.

* 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.

* Hours:

* 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

* Why is this position needed?:

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)

* Estimated From: ...

* 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

* From:

* To:

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

* Supervisor:

* Decision

Submit

Stop

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, in this case, the "Department Approver" for their review and 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 “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 – if an Academic Affairs department with a Dean
- Division Approver – Typically the VP or AVP level

What type of Part-Time Authorization is being submitted (Non-Teaching/Non-Credit Teaching)

Who is the employee trying to hire

Who submitted the request

From: humanresources@ccri.edu [mailto:humanresources@ccri.edu]
Sent: Tuesday, September 19, 2017 2:20 PM
To: Simon, Jennifer <jdsimon@ccri.edu>; Murphy, Melissa <mjmurphy@ccri.edu>; O'Brien, Michelle <mobrien@ccri.edu>; Milligan, Terri-Ann <tamilligan@ccri.edu>
Subject: HR Special Non-Hourly 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 Other Authorization for Jane Doe which has been submitted by John Smith.

Login to Workflow to review 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.

Once the “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

Tracking the Status of Your Workflow

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

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

Select “Workflow Status Search”

Search

Workflow Organization:

Workflow Specifics Name:

Business Process Name:

Definition Organization: Name and Version:

Start Date: To:

End Date: To:

Status:

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”

Search

Workflow Organization:

Workflow Specifics Name:

Business Process Name:

Definition Organization: Name and Version:

Start Date: To:

End Date: To:

Status:

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

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information
- Change Password

Workflow Status Search Results

Organization	Workflow Specifics Name	Business Process Name	Status	Created	Completed
CCRI	test	HR Part-Time Payroll Authorization	Ready	13-Jan-2014 09:07:08 AM	
CCRI	HR Part-Time Payroll Authorization for: Jane Doe	HR Part-Time Payroll Authorization	Ready	06-Jan-2014 01:55:54 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

Home

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- Workflow Status Search
- Workflow Alerts

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- Change Password

Workflow Status

Organization: CCRI
Workflow Name: HR Part-Time Payroll Authorization for: Jane Doe

Workflow Status | Workflow Details

100% Last Refresh Date: 13-Jan-2014 09:26:36 AM

The diagram shows a workflow process. It starts with a diamond connector, followed by a task box labeled 'GetProxyEmails'. Below this is a task box labeled 'Business_Office_Approval' which contains a running man icon and is circled in red. To the left of this task is a task box labeled 'FormatBusOfficeErrorMsg'. Below the 'Business_Office_Approval' task is a diamond connector. From this diamond, one path goes to the left to another diamond connector, and another path goes down to a diamond connector labeled 'Deny'. A text box labeled 'HR Part-Time Payroll Authorization for: Jane Doe' is positioned between the two bottom diamonds. An arrow labeled 'sing comment' points from the 'Deny' diamond up to the 'FormatBusOfficeErrorMsg' task.

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.

Approved Workflows

Once the request for a new part-time position has been approved, at all levels, including Human Resources and the Business Office, 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 9:51 AM
To: Murphy, Melissa J.
Cc: Human Resources;
Subject: Part-Time Payroll Authorization for Jane Doe Approved

The Part-Time Payroll 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	910000000
SSN	
Date of Birth	
Name	Jane Doe
Address	
Phone	(
Student Status	No
Credit Hours	0
Authorization Type	Non-Teaching Work
Department	Allied Health/Respiratory Ther - 253
Campus	Off-Campus - OC
Fund	111000
Organization	LA7041
Program	10

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

Approvers			
Department	Sharon Perkins	Department Decision Date	08-Jan-2014 11:09:45 AM
Dean	Maureen McGarry	Dean's Decision Date	08-Jan-2014 11:16:44
Division	Gregory Lamontagne	Division Decision Date	08-Jan-2014 07:53:13 PM
Human Resources Approver	Sheri Norton	Human Resources Decision Date	09-Jan-2014 04:47:45 PM
Business Office	Ruth Barrington	Business Office Decision Date	10-Jan-2014 09:50:56 AM
Grants	N/A	Grants Decision Date	N/A
Approver Comments:			

What else is needed to hire a part-time employee?

In addition to the respective workflow authorization form, each potential part-time employee 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:

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 with 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.