



Special Non-Hourly Authorization Workflow Processing

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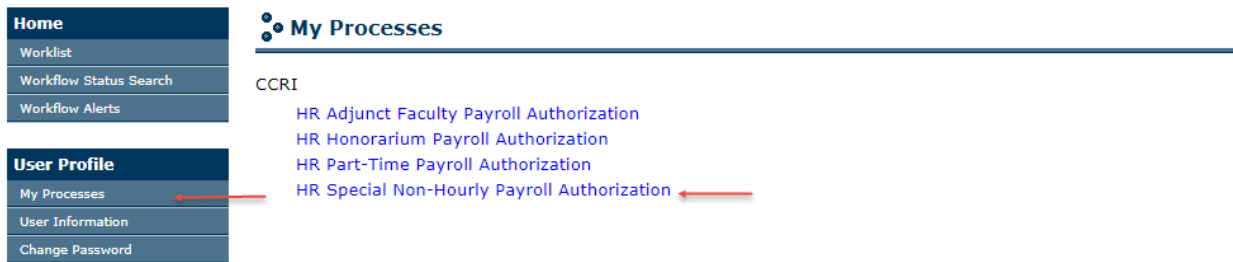
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Accessing the Workflow System

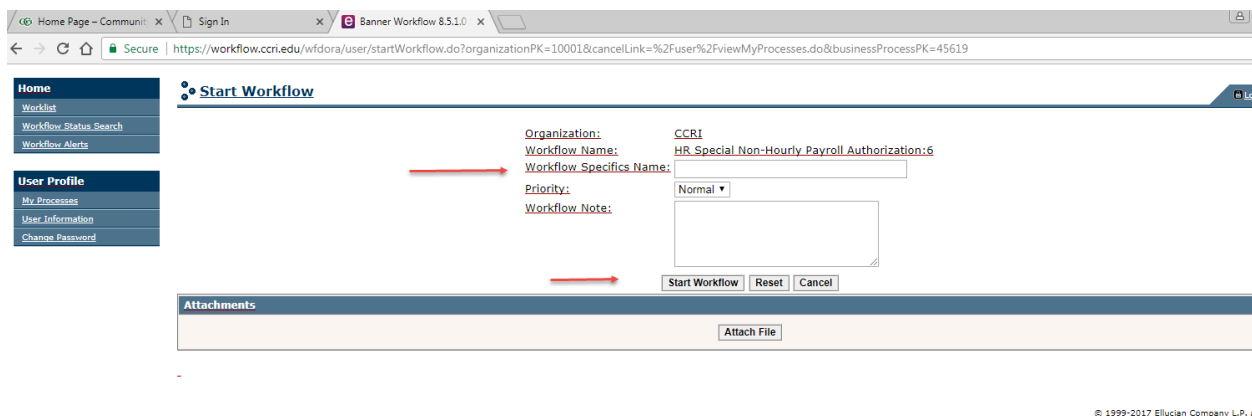
Assess the system using the link provided: <https://workflow.ccri.edu/wfdora>
Log in using your campus domain user name and password



Click on the “My Processes” to start the workflow approval process



Kick off the workflow for your new non-hourly part-time employee by entering a “Workflow Specifics Name”
Click on “Start Workflow”



Click Ok

Start Workflow

The workflow was started successfully.



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

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 return to the “Workflow”

Organization	Workflow	Activity	Priority	Created
CCRI	testing	Enter_CCRI_ID_SSN	Normal	19-Sep-2017 01:48:56 PM
CCRI	HR Honorarium Payroll Authorization for: Elizabeth A. Arendt	Department_Proxy_Error	Normal	19-Sep-2017 01:44:24 PM
CCRI	HR Part-Time Payroll Authorization for: Kristine Dexter	HR_Verify	Normal	17-Sep-2017 05:28:26 PM
CCRI	HR Part-Time Payroll Authorization for: Jonathan D. Szerlag	HR_Verify	Normal	17-Sep-2017 05:28:25 PM
CCRI	HR Part-Time Payroll Authorization for: Joseph A. DeAngelis	HR_Verify	Normal	17-Sep-2017 05:28:04 PM
CCRI	HR Part-Time Payroll Authorization for: Scott R. McKeating	HR_Verify	Normal	17-Sep-2017 05:27:53 PM

The Special Non-hourly 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 new employee has had a name change, contact Human Resources for the appropriate documentation to complete a name change.

Special Payroll Authorization -- Non-Hourly

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

* Authorization for

Coaches

Faculty Stipends

Other

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:

Is the employee currently a matriculating student at CCR?I?

* No
 Yes

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

Credits:

* 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:

* Session
 Fall
 Spring
 Summer I
 Summer II
 Other

* Total dollars to be paid for services:

I have attached a brief description of duties to be performed during this specific time period

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:

Please enter name of Supervisor.

* Supervisor:

Individuals may not begin working until they have received authorization with full approvals.

Supervisor is responsible for notifying Payroll and Human Resources immediately upon any change in the employee's status or for unsatisfactory performance of job functions.

* Decision
 Submit
 Stop

Attachments

Home
 Worklist
 Workflow Status Search
 Workflow Alerts

User Profile
 My Processes
 User Information
 Change Password

Attach File

File to attach: S:\HR\memos.pdf ←

Name: Description of Duties

Comments:

Make sure to add the file and then click on Attach

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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 Special Non-Hourly 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 Special Non-Hourly Authorization is being submitted

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 the decision item to:
“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

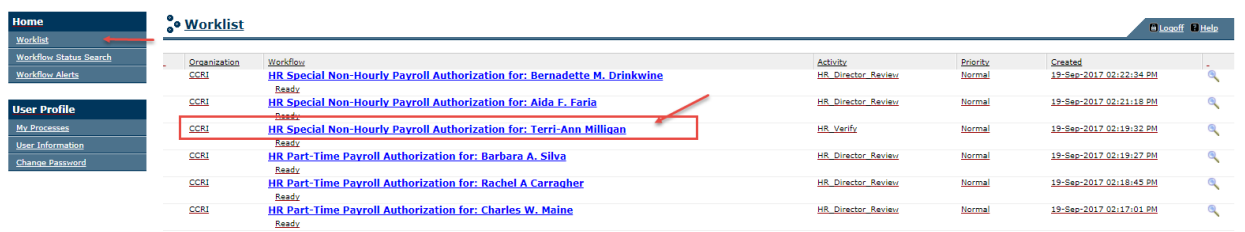
Approver Comments:  Any comments that an approver would make will show here

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

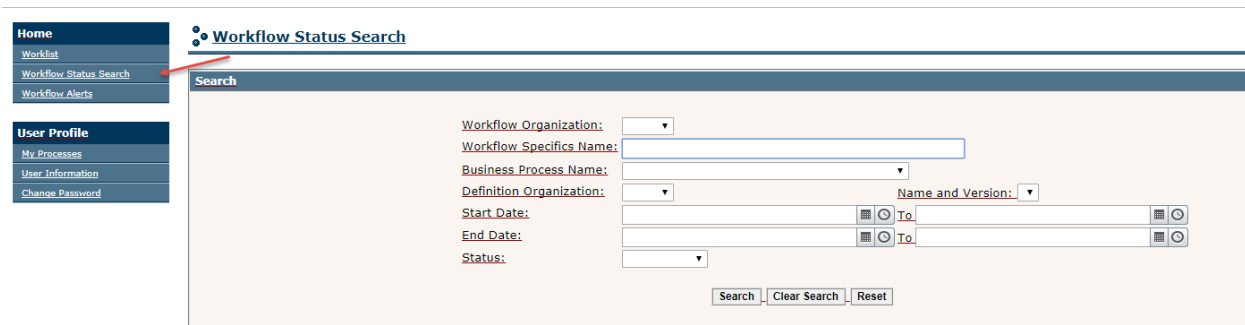
If a workflow was started, and the CCRI_ID was not entered than a workflow may appear on your worklist. This workflow should be stopped by the person who started the workflow so it does not appear on all “Supervisors” worklist.

Tracking the Status of Your Workflow

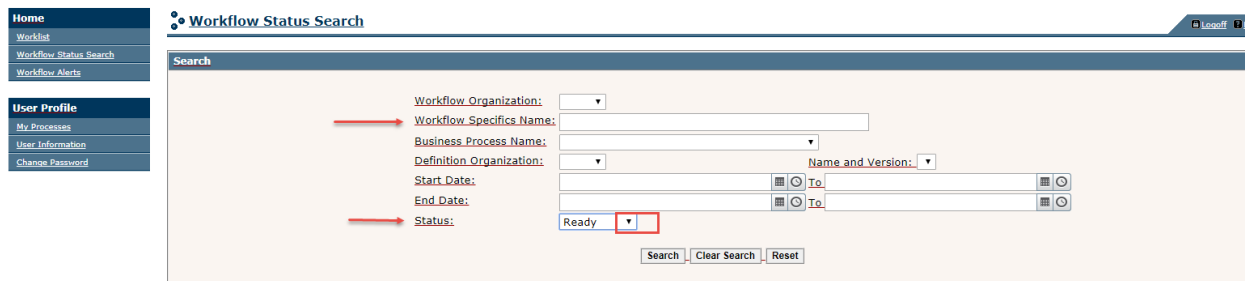
You are able to track the status of your workflow. To do this, click on “Worklist” from your worklist.



Select “Workflow Status Search”



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

Workflow Status Search	Organization	Workflow Specific Name	Business Process Name	Status	Created	Completed
Workflow Alerts	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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User Profile

- My Processes
- User Information
- Change Password

Search

Workflow Organization:

Workflow Specifics Name:

Business Process Name:

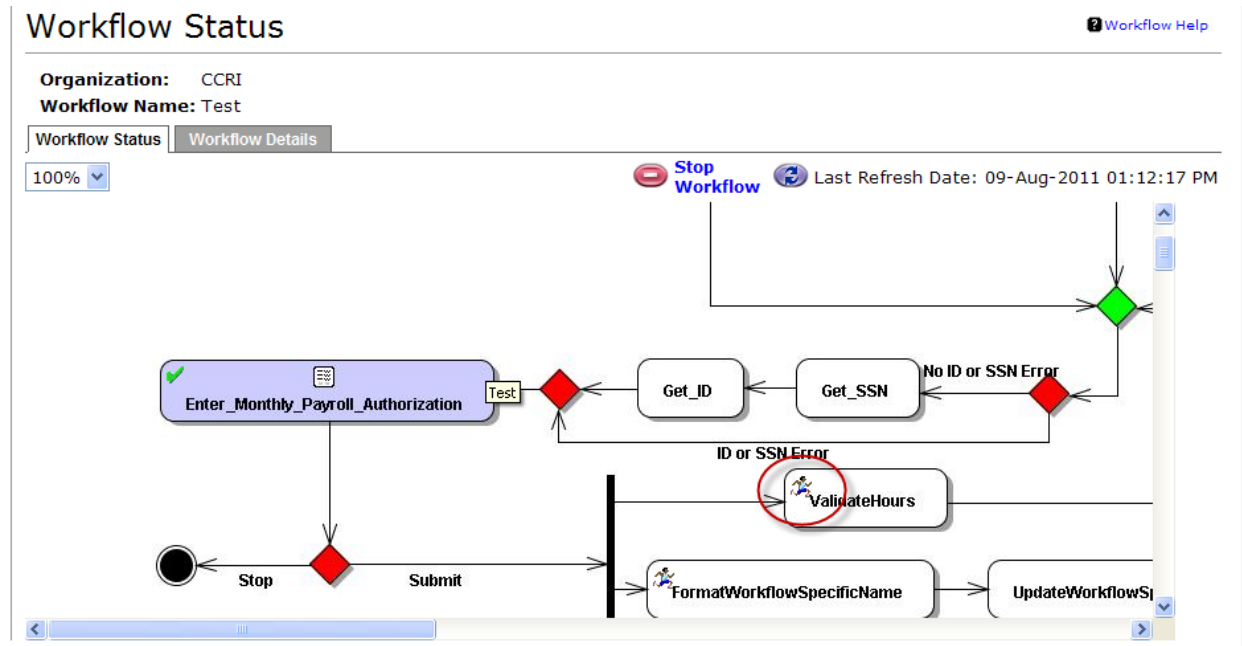
Definition Organization: Name and Version:

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 a new special non-hourly part-time position has been approved, at all levels, including Human Resources and the Business Office, an approval letter will be generated and emailed to you and the employee. As long as the employee has completed all required paperwork and the workflow has been completed 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.**

The Special Non-Hourly 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	05-SEP-65
Name	Jane Doe
Address	400 East Avenue
	Warwick RI
Phone	(401)XXX-XXXX (Unlisted)
Student Status	No
Credit Hours	0
Authorization Type	Faculty Stipends
Department	Chemistry - 232
Campus	Flanagan Campus - FL
Fund	111000
Organization	WB3031
Program	60
Account	6412012
Position Number	

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

Approvers			
Department	Stephen	Department Decision Date	01-Aug-2011 02:17:29 PM
Dean	N/A	Dean's Decision Date	N/A
Division	Nick	Division Decision Date	01-Aug-2011 02:21:13 PM
Human Resources Approver	Michelle	Human Resources Decision Date	01-Aug-2011 02:28:38 PM
Business Office	Nick	Business Office Decision Date	01-Aug-2011 02:31:04 PM
Grants	N/A	Grants Decision Date	N/A

What else is needed to hire non-hourly employee?

In addition to the respective workflow authorization form, each potential non-hourly payroll 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 non-hourly payroll 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.