



PART-TIME AND TEMPORARY WORKFLOW

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GENERAL INFORMATION

WORKFLOW NEUMONICS

GLOSSARY OF TERMS

- **AA** A term in Datatel for “Administrative Approvers.” An Administrative Approver is one in your supervisory line that serves just below a Vice President. Typically, this is a Dean or Director.
- **Mnemonic** An abbreviation for a custom program or form in Datatel.
- **MTDL** A location on Datatel known as “My To Do List” that serves as a notification area of electronic tasks at your desk needing action. Users access this form and detail into the task they wish to complete. The user must complete the task for the workflow to continue routing to the next approver.
- **PEEC** A form entitled “Personnel Employment Change” that is used to change or extend a current employee’s status.
- **PEHR** A form entitled “Personnel Employment Hiring Request” that is used to hire a new employee.
- **Position Code** A code created to represent the position based on the schema.
- **Schema** A pattern to follow when developing a position code. (eg. 4}0}S}-OFFWOR}HUMR; 6}2}F}-ASTPRO}ARTD (the first code in the pattern “4” or “6” represents the division; the second code “0” or “2” represents that there is no college or a college; the third code “S” or “F” represents the status (staff, faculty, etc); the next 6 digits “OFFWOR” or “ASTPRO” represents the job title; and the last four digits of the schema “HUMR” OR “ARTD” represents the job department.
- **SMAL** Set Up My Aliases.
 - Enter begin/end dates that Initiator is out of the office.
 - Enter employee’s ID number
 - Select “All My Roles”
 - Save All
 - Contact the employee that will replace Initiator while out of the office (Alias) and ask them to accept.
 - Employee will then go to MTDL and at the top “Turn Alias On” and select the employee.

- **XEMP** When a pneumonic is preceded by the letter “X,” it represents a custom program or something designed especially for us. For part-time or temporary hiring, the custom program is a “workflow” or an electronic means for a form to be routed for approval.
- **XPRQ** A form entitled “Position Request” that is submitted by an Initiator to Human Resources indicating the position (title and schema) for which a department would like to hire an individual. The Position Title and Schema are evaluated by an HR representative to ensure they match.
- **WFCS** Use this to view workflows that have been created by you and then CLOSED. The workflow initiator can enter “WFCS” in the quick search box;
 - Workflow initiator box: enter your ID number without the “m”
 - Save, UpdateThis brings up all workflows you have created and that have been closed. Drill down into the blue box to the right, this will give the last step of where the workflow was sitting when it closed.
- **WFSO** Use this to view workflows that you have open. The workflow initiator can enter “WFSO” in the quick search box;
 - Workflow initiator box: enter your ID number without the “m”
 - Save, UpdateThis brings up all workflows you have created. Drill down into the blue box to the right, this will give the last step of where the workflow is sitting.

Additional Duties for Part-time/Temporary Employees:

You cannot have two workflows on an employee for the same time period. Only one original workflow can be processed for part-time/temporary employees. If you need to pay an employee for extra/additional duties, this must be processed on a Personnel Action Request (PAR) under “Supplemental for Part-Time/Temporary Employees.” Please explain the duties in the comment section of the PAR.

Workflow Approvals:

Initiator (creates PRQ-Position Request)

Compensation Classification Manager (approves Position Request)

Initiator (creates PEHR or PEEC...the systems decides for you)

Administrative Approver (once approved, Initiator will receive email for AA)

Vice President (once approved, Initiator will receive email from VP)

Part-Time/Temporary Workflow

Human Resources (to verify salary and Initiator will not receive an email at this point)

Budgets (once approved, Initiator will receive email from Budgets to offer employment)

Initiator (go back into your MTDL and answer the questions so the workflow can be final approved by HR)

Human Resources (for final approval and payroll processing)

WORKLOAD PERCENT: (Refer to pg. 15)

Calculating Hours:

Take the number of hours per week and divide by 40 hours (Ex: employee works 15 hours per week \div 40 = 37% time). **Always put in the comments section of the workflow the total number of hours per week.**

Calculating Days:

Figure how many days for the period of the workflow and divide by total days employee will work. Each month has 21.67 work days. (Ex: workflow is for 3 months ($21.67 \times 3 = 65.01$ days) and employee only works 10 days total... $10 \div 65.01 = 15\%$ time).

Always put in the comments section of the workflow the total days to be worked.

Calculating Credit Hours (faculty):

Based on 15 credit hours for part-time adjuncts as defined by the Kentucky Teachers Retirement System (KTRS). Example: adjunct teaches 3 credit hours \div 15 credit hours (KTRS) = 20% time, more examples below:

3 credit hours = 20%

6 credit hours = 40%

9 credit hours = 60%

10 credit hours = 66%

10.4 credit hours = 69%

***Any adjuncts that teach over 10.4 credit hours must be placed in retirement (KTRS). Always put in the comment section the total credit hours, course number/title, and location.**

As an initiator, check your MTDL (My to do List) two times a day (morning and afternoon) until the workflow drops off your list.

OVERVIEW

- ▶ The Part-Time Temporary Workflow is the electronic approval process to hire an employee in a part-time or temporary appointment, during which the documents are passed from one approver to another for action.
- ▶ The contact for processing a part-time or temporary workflow is the Office of Human Resources, 606-783-2097.

LOGIN

- ▶ Login to MyMoreheadState on the MSU home page.

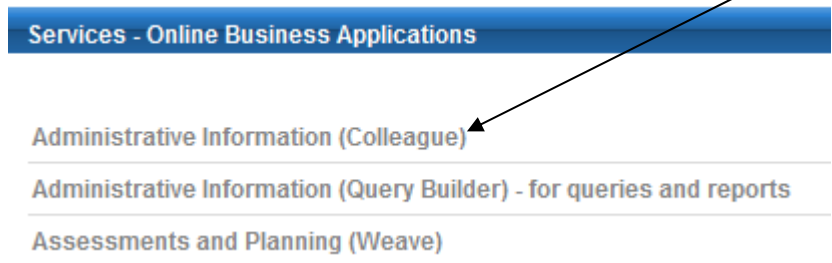


- ▶ Enter Eagle ID (7-digit MSU ID # preceded by the letter “m”).
- ▶ Enter password (MSU email password).
- ▶ Select “Productivity” (Can choose the icon or the menu tab).



Productivity

- ▶ Select Administrative Information (Colleague).

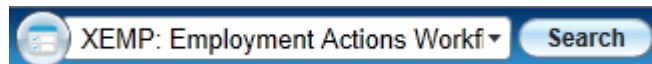


MENU SELECTION

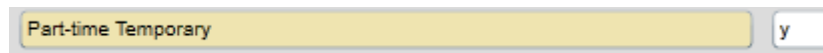
- ▶ Select Navigation
- ▶ Choose Application

**POSITION REQUEST
(XPRQ)**

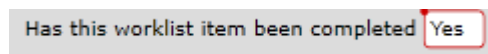
- ▶ Select HR
- ▶ Select HR Custom (XHR)
- ▶ Select Employment Action Workflow (**XEMP**)
- ▶ Once the XEMP has been selected, the next time it can be selected from the “Quick Search Box”

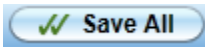


- ▶ Select the appropriate workflow by entering “Y.”



- ▶ Enter “Y” to show worklist item is complete.

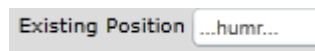


- ▶ Click the “Save All”  box on the toolbar at the top of the page.

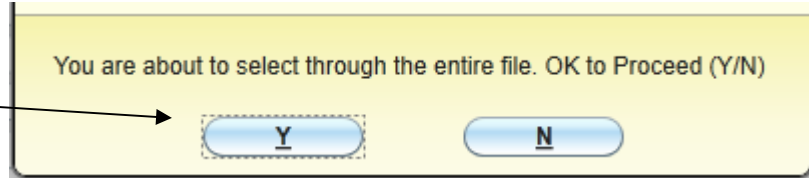
- ▶ In “Description,” enter the position title.
- ▶ In “Current Status,” enter NEW or select NEW from the drop down menu.



- ▶ “Current Status Date,” will automatically be populated with the current date. Change this date to the beginning date of employment.
- ▶ In “Existing Position,” enter the position schema, if known, for the position being requested. If position schema is not available, enter “...(four digit department code)..., e.g., “...humr... (Human Resources department code).



- ▶ A prompt box will appear, select “yes”.



- ▶ Select the appropriate position schema, enter.

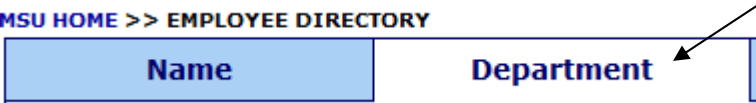


- ▶ If you don't know your four digit department code, you can locate the department code in the Employee Directory in MyMoreheadState

Services - Online Business Applications

Employee Directory

- ▶ Click the “department” tab.



- ▶ Type your department name. The search results will open.

MSU HOME >> EMPLOYEE DIRECTORY

Name	Department
Department Name: <input type="text" value="human resou"/>	
Please NOTE: This also searches employee titles	
Clear Results	
Results	
Human Resources (HUMR)	
101 Howell-mcdowell Bldg Morehead, KY 40351	

- ▶ No entry required in “Proposed Position.”
- ▶ No entry required in “Proposed Title.”
- ▶ In “Job Applicants,” enter the employee being recommended for hire. You can enter the employee by three procedures: By Social Security Number, By ID#, or By Name.
- ▶ **By Social Security Number.** Enter the number without dashes. Example: 111223333
- ▶ **By ID #.** Lookup Colleague ID number, (leading zeros are not necessary). Example: 45678
- ▶ **By Name.** Recommend using partial name lookup (3-4 letters of last and first name). A full name lookup is not recommended (Thomas Smith stored as Tom Smith).

Job Applicants	<input type="text" value="1"/>	<input type="text" value="0808316 Mr. Carl D. Dehart"/>
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- ▶ On the “PERSON Lookup Screen” click the box by the appropriate individual and “Open”.



Click Box

XEMP: Employment Actions Workf Search SEARCH

Search Results for: dehar, car (PERSON)

Filter: Combined Select All

1	<input type="checkbox"/>		Carl David Dehart ID: 0808316	P.O. Box 35 545 Bluestone Road Farmers KY 40319
2	<input type="checkbox"/>	Photo Not Available	Carla Kay Dehart ID: 0576131	20 Grassy Lick Morehead KY 40351

Click Open

1 selected Select #: **Open**

- ▶ “Job Applicants Record” will appear on screen. Click “Save” and then “Update”

Update record, Cancel record or Return to editing

Update **Cancel** **Return**

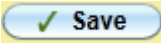
- ▶ If individual is not on database, exit workflow by clicking “Cancel All” and contact the Office of Human Resources.
- ▶ No entry required in “Interview Checksheet.”
- ▶ No entry required in “Interview Results.”
- ▶ Enter comments if appropriate.

Comments After entering comments, select “Timestamp”

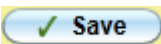
Position Requests

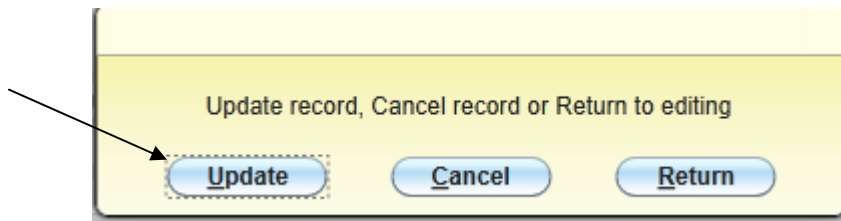
Save **Cancel** **Timestamp**

Bachelors degree required.
March 28 2012 11:03 AM Phyllis DeHart

- ▶ Click “Save” .
- ▶ In “Approval Action,” enter “APP” or select “APPROVE” from the drop down menu.

Approval Action

- ▶ Click “Save”  and then “Update.”



wfXPRQ - Position Requests

Request Number

Description

Current Status

Current Status Date

Status History/Date

1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>

Existing Position

Proposed Position

Proposed Title

Job Applicants

1	<input type="text" value="0808316 Mr. Carl D. Dehart"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>

Interview Checksheet

Interview Results

Comments

Approval Action

Prior Approvals	Action	Date
1 Ms. Phyllis J. DeHart	New	04/04/12

- ▶ **NOTE:** The XPRQ has been submitted to Human Resources for approval.

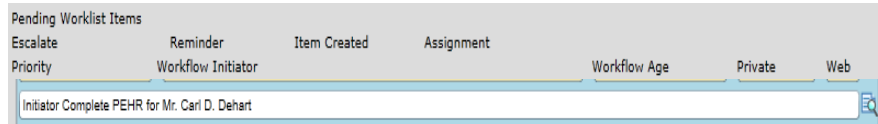
MTDL

(My To Do List)

- ▶ Enter **HR - MTDL** in the Quick Access box.



- ▶ Drill down to the appropriate pending worklist item – PEEC or PEHR.



PEHR / PEEC FORM

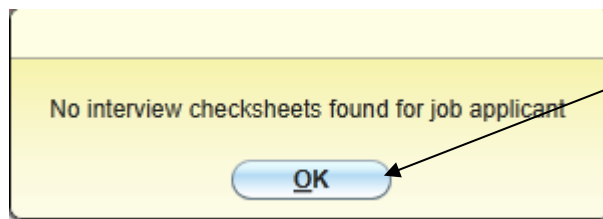
If XPRQ approved, the system will analyze the job applicant’s employment status. Based on this information, you will receive a **PEEC or PEHR** form to complete by accessing MTDL (My To Do List).

The PEHR form indicates that the job applicant has never been employed OR has been employed but their employment record is NOT active.

The PEEC form indicates the job applicant is employed (or their employment record has not been purged/terminated by HR).

If not approved, the PREQ will be returned for further action on your MTDL.

- ▶ You may receive a prompt regarding interview checksheets. If so, please select “OK”.




PEHR

(Personnel Employment Hiring Request)

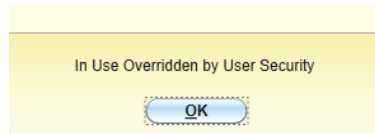
PEHR Initiator Step

- ▶ Cursor will appear in “Position.” Hit enter and position schema will appear.
- ▶ To ensure that you have selected the correct job title based on position schema and the General Ledger account, drill down into the position.

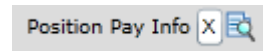
Position 40S-OFFWORHUMR Office Worker (OHR) 

Appointment Reason

- ▶ You may receive a prompt “In Use Overridden by User Security”. If so, please select “OK”.



- ▶ To ensure that the GL number associated with this position is correct, drill down into the Position Pay Information.



wfPEHR - New Hire and Rehire **POSD - Position Definition**

Position : 40S-OFFWORHUMR *In Use/SOVR*

Title General Office Worker (Human Resources)

Short Title Office Worker (OHR)

Start/End/Authorized Date 01/01/1900

Location MC Main Campus

Department HUMR Human Resources

Classification 04Z5

Position Rank SECR Secretarial

Position Type UNRE Unrestricted

Exempt/Nonexempt N Nonexempt

Salary or Hourly H Hourly Points Assigned 0

Supervisor Position

Alternate Supv Position

EEO/IPEDS Category 4P Part-Time Clerical, FT

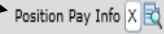

EEO/IPEDS Report Rank

Budget Only No

Time Recording Type P Positive

Normal Work Week Schedule PT/TE Part-Time/Temp

Web Time Entry Form SUMMARY

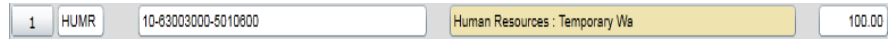
 Job Description 

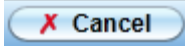
- ▶ From The “PYIS” (Pay Information Screen), drill down into the first entry of the Pay Information Screen.

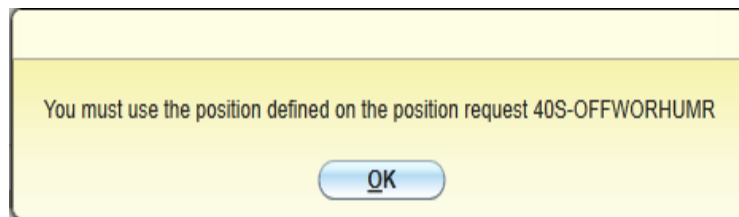
- ▶ After drilling down into the first entry, you will receive a menu item to select the Pay Funding Information. Select “OK”.

- ▶ You may receive a prompt “In Use Overridden by User Security”. If so, please select “OK”.

- ▶ Select “PPFI” Pay Funding Information to ensure that you have selected the right GL Number associated with this position.




- ▶ After ensuring that the GL is correct, click the  box until you return to the PEHR or PEEC.
- ▶ You may receive a prompt “You must use the position defined on the position request”. If so, please select “OK”.

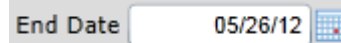


- ▶ In “Appointment Reason” enter ‘NHR’ or choose “New Hire” from the drop down menu. The only options you would ever choose are: NHR New Hire; PT/Temp Extended; PT/Temp Rehire; PRP Phased Retirement Program.

- ▶ 

- ▶ “Start Date” will automatically be populated with the beginning date of employment entered on the PREQ. 

- ▶ In “End Date” enter the date employment will end. There must be an end date, or the system will reject the workflow.



- ▶ In “Employment Status” choose the appropriate part-time or temporary status from the drop down menu. The only options you would choose are: GA Graduate Assistant; PRT Part-Time; Tem Temporary; RRPT Retired Re-employment Part-Time; RRTE Retired Re-employment Temporary; PRP Phased Retirement Program.



▶ WORKLOAD PERCENT:

wfPEHR - New Hire and Rehire

Emp Action : 5046 Type : New Hire Status : New Employm Due : 09/10/12

Position Request Number : 7058 Office Worker

Position: 40S-OFFWORHUMR Office Worker (OHR)

Appointment Reason: NHR New Hire

Start Date: 09/10/12

End Date: 09/30/12

Employment Status: PRT Part-Time

Workload Percent: 100.00

Grade/Step: [] Salary Table: []

Hourly Rate: []

Contract Length/Units: []

Comments: []

Interview Checksheets: No

Approval Action: []

Calculating Hours:

Take the number of hours per week and divide by 40 hours (Ex: employee works 15 hours per week $\div 40 = 37\%$ time). **Always put in the comments section of the workflow the total number of hours per week.**

Calculating Days:

Figure how many days for the period of the workflow and divide by total days employee will work. Each month has 21.67 work days. (Ex: workflow is for 3 months ($21.67 \times 3 = 65.01$ days) and employee only works 10 days total... $10 \div 65.01 = 15\%$ time). **Always put in the comments section of the workflow the total days to be worked.**

Calculating Credit Hours (faculty):

Based on 15 credit hours for part-time adjuncts as defined by the Kentucky Teachers Retirement System (KTRS). Example: adjunct teaches 3 credit hours $\div 15$ credit hours (KTRS) = 20% time, more examples below:

3 credit hours = 20%


6 credit hours = 40%

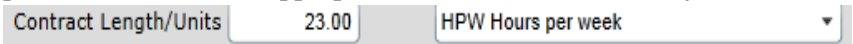
9 credit hours = 60%

10 credit hours = 66%

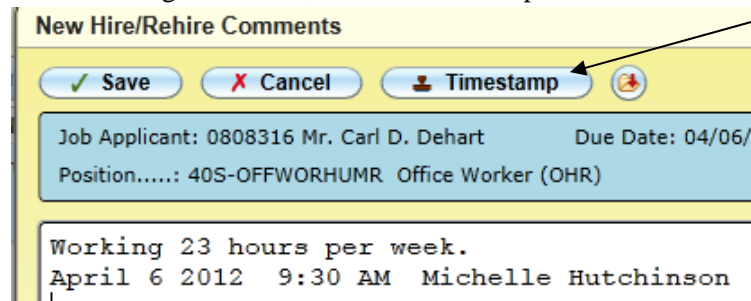
10.4 credit hours = 69%

***Any adjuncts that teach over 10.4 credit hours must be placed in retirement (KTRS). Always put in the comment section the total credit hours, course number/title, and location. No entry is required in Grade/Step.**

- ▶ In “Hourly Rate” enter hourly wage or contract salary for the period of employment. 

- ▶ In “Contract Length/Units” enter the hours per week or the contract period and choose the appropriate work schedule in the adjacent box. 

- ▶ In “Comments” enter information regarding the terms of employment. After entering comments, select “Timestamp” from the “Edit” menu.



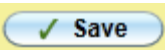
New Hire/Rehire Comments

✓ Save X Cancel ⬇ Timestamp ⚙

Job Applicant: 0808316 Mr. Carl D. Dehart Due Date: 04/06/

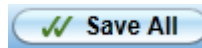
Position.....: 40S-OFFWORHUMR Office Worker (OHR)

Working 23 hours per week.
April 6 2012 9:30 AM Michelle Hutchinson

- ▶ Click “Save” 
- ▶ “Interview Checksheets” will automatically be populated with ‘No.’
- ▶ In “Approval Action” enter ‘APP’ or choose “Approved” from the drop down menu.

PEHR Financial Aid

Click on “Save All”.



- ▶ Approved PEHR will be forwarded to the Administrative Approver’s My To Do List (MTDL) or to the Financial Aid’s MTDL if a student.
- ▶ *If individual recommended for employment is a student, the PEHR will go to Financial Aid for approval. If not a student, the PEHR will skip the Financial Aid step.*

- ▶ Drill down to the appropriate pending worklist item on MTDL.

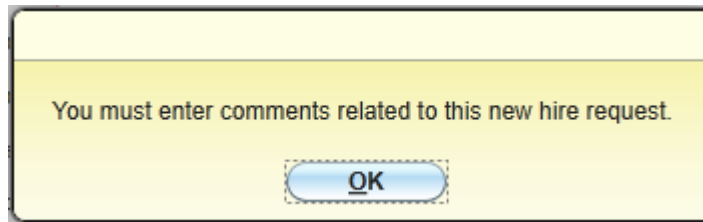
PEHR Administrative Approval Step

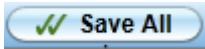
- ▶ In “Approval Action” enter “APP” or choose “Approved” from the drop down menu. To reject the PEHR enter “REJ” or choose “Rejected” from the drop down menu.

- ▶

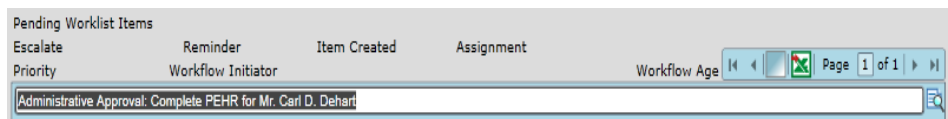
- ▶ If rejected, the PEHR will be returned to the Initiator and an explanation must be provided in “Comments.”

PEHR Vice President Step

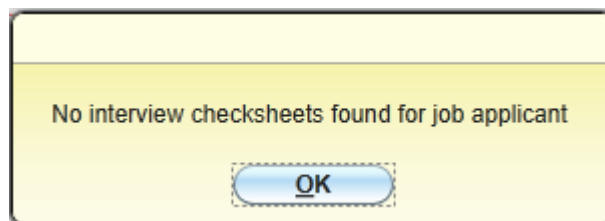


- ▶ Click on “Save All”. 
- ▶ If approved, the PEHR will be forwarded to the Administrative Approver’s MTDL.

- ▶ Drill down to the appropriate pending worklist item on MTDL.



- ▶ You may receive a prompt, “No interview checksheets found for job applicant”. If so, select “OK”.

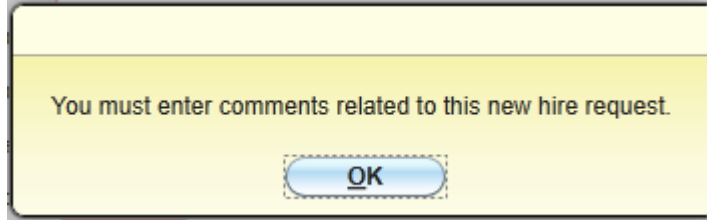


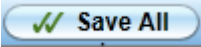
- ▶ In “Approval Action” enter “APP” or choose “Approved” from the drop down menu. To reject the PEHR enter “REJ” or choose “Rejected” from the drop down menu.



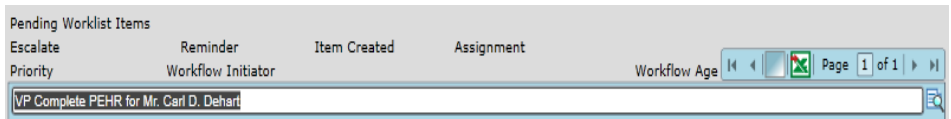
- ▶ If rejected, the PEHR will be returned to the Initiator and an explanation must be provided in “Comments.”

PEHR Human Resources Step (Compensation Classification Analyst)

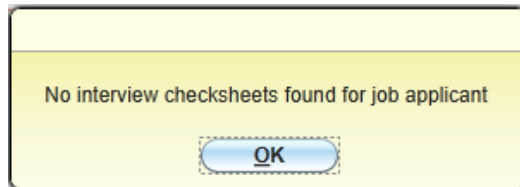


- ▶ Click on “Save All”. 
- ▶ If approved, the PEHR will be forwarded to the Vice President’s MTDL.

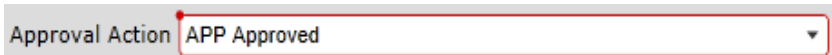
- ▶ Drill down to the appropriate pending worklist item on MTDL.



- ▶ You may receive a prompt, “No interview checksheets found for job applicant”. If so, select “OK”.



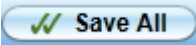
- ▶ In “Approval Action” enter “APP” or choose “Approved” from the drop down menu. To reject the, enter ‘REJ’ or choose Rejected from the drop down menu.



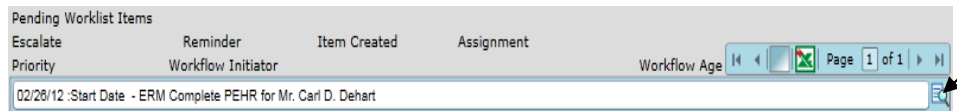
- ▶ If rejected, the PEHR will be returned to the Initiator and an explanation must be provided in “Comments.”



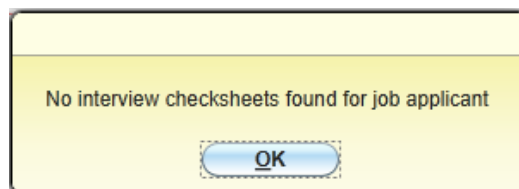
PEHR Budget Office Step

- ▶ Click on “Save All”. 
- ▶ If approved, the PEHR will be forwarded to Human Resources’ MTDL.

- ▶ Drill down to the appropriate pending worklist item on MTDL.



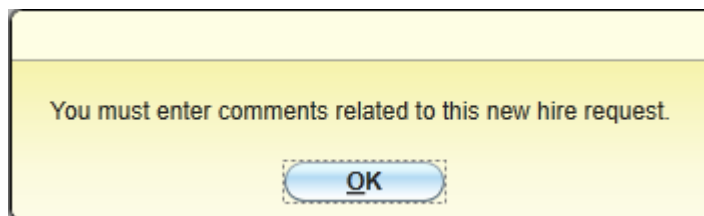
- ▶ You may receive a prompt, “No interview checksheets found for job applicant”. If so, select “OK”.

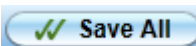


- ▶ In “Approval Action” enter “APP” or choose “Approved” from the drop down menu. To reject the PEHR, enter “REJ” or choose “Rejected” from the drop down menu.



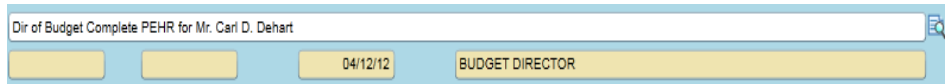
- ▶ If rejected, the PEHR will be returned to the Initiator and an explanation must be provided in “Comments.”



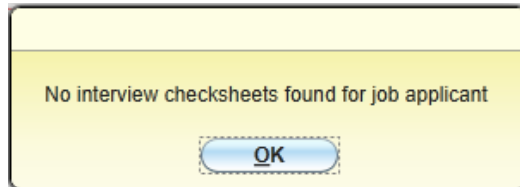
- ▶ Click on “Save All”. 
- ▶ If approved, the PEHR will be forwarded to Budgets MTDL.

PEHR Initiator Checklist (this step must be completed by the Initiator or the workflow will remain unapproved)

- ▶ Drill down to the appropriate pending worklist item on MTDL.



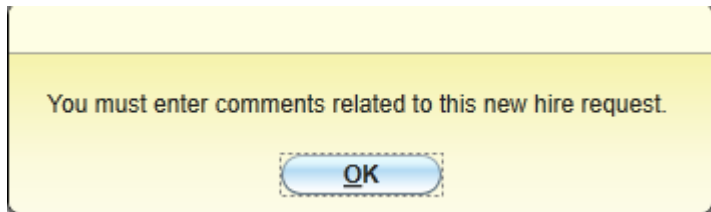
- ▶ You may receive a prompt, “No interview checksheets found for job applicant”. If so, select “OK”.

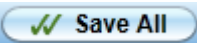


- ▶ In “Approval Action” enter “FA” or choose “Final Approval” from the drop down menu. To reject the PEHR, enter “REJ” or choose “Rejected” from the drop down menu.

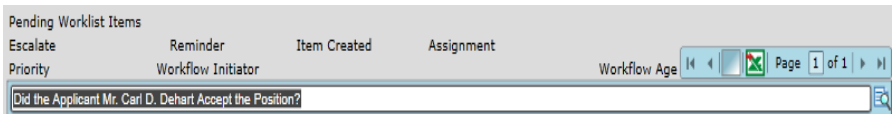


- ▶ If rejected, the PEHR will be returned to the Initiator and an explanation must be provided in “Comments.”



- ▶ Click on “Save All”. 
- ▶ If approved, an Initiator Checklist will be forwarded to the Initiator’s MTDL.

- ▶ Drill down to the appropriate pending worklist item on MTDL.



PEEC (Personnel Employment)

- ▶ In “Employment Offer Accepted” Enter “Y” (Yes) or “N” (No). If “N” (No), email will be sent to all prior approvers that person did not accept offer of employment.
- ▶ In “Retiree of KERS,” “Retiree of KTRS,” and “KTRS Retiree-Public School,” enter “Y” (Yes) or “N” (No).
- ▶ In “Has this worklist item been completed” enter “Y” (Yes).

wfWLMC - Worklist Manual Confirmation

Did the Applicant Mr. Carl D. Dehart Accept the Position?

Received : 04/12/12

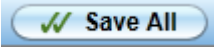
Has this worklist item been completed

Messages

If the offer of employment was accepted, enter a Y on line one to the right of the question and answer questions 2-4 below. If not accepted, enter an N next to the question one.

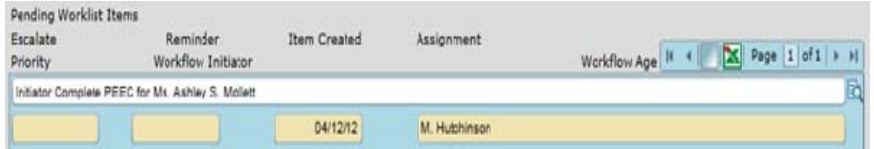
Additional Data Required

Employment Offer Accepted?	Y
Retiree of KERS?	N
Retiree of KTRS?	N
KTRS Retiree - Public School?	N

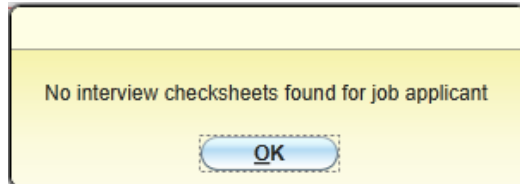
- ▶ Click on “Save All”. 
- ▶ Once the worklist has been completed, this item will fall off the Initiator’s My To Do List (MTDL).
- ▶ After you answer these questions, the workflow will move to Human Resources for final approval and HR will place them on payroll.
- ▶ The initiator will follow the same steps in “LOGIN”, “MENU SELECTION”, “POSITION REQUEST”, and MTDL (My To Do List) as stated above on Pages 1 through 6.

Changes)

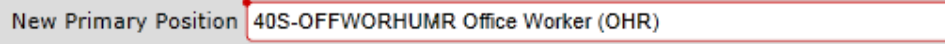
PEEC Initiator Step



- ▶ You may receive a prompt, “No interview checksheets found for job applicant”. If so, select “OK”.



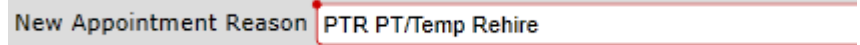
- ▶ “New Primary Position” will automatically be populated with the position schema.



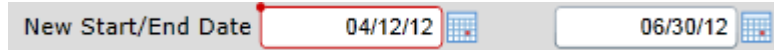
- ▶ In “Old Status Change Reason” enter “PTR” or choose “PT/Temp Rehire” from the drop down menu if the individual is returning to employment. Enter “PTE” or choose “PT/Temp Extension” if the employment is being extended with no break in service.



- ▶ In “New Appointment Reason” enter “PTR” or choose “PT/Temp Rehire” from the drop down menu if the individual is returning to employment. Enter “PTE” or choose “PT/Temp Extension” if the employment is being extended with no break in service.



- ▶ In “New Start/End Date” the start date will automatically be populated with the beginning date of employment entered on the PREQ. Enter the date employment will end in the adjacent box.




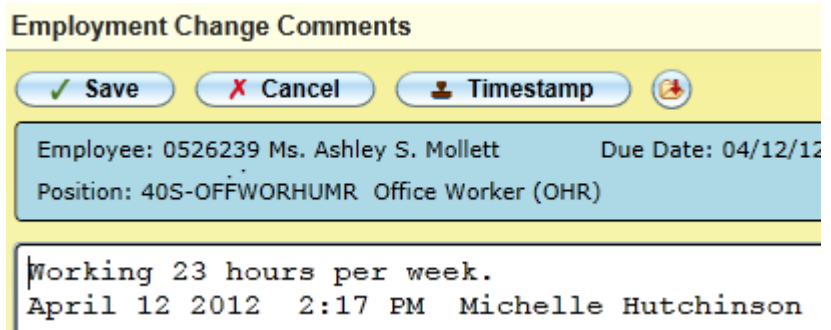
- ▶ In “New Status” enter the appropriate part-time or temporary status from the drop down menu.



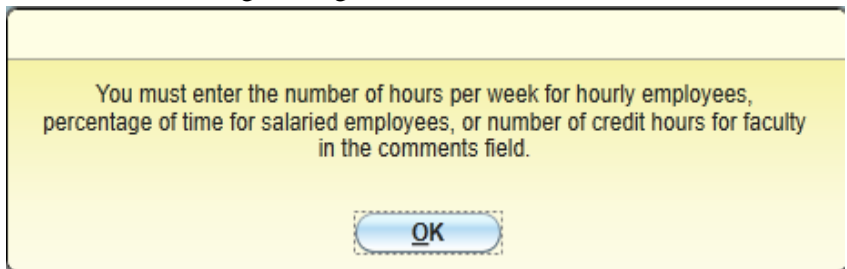
- ▶ “Workload Percent” automatically populates with 100. Please change

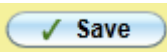
to the appropriate percentage. Directions for calculations are found on page 4.

- ▶ No entry is required in Grade/Step.
- ▶ In “Hourly Rate” enter hourly wage or contract salary for the period of employment. 
- ▶ In “Comments” enter information regarding the terms of employment, i.e. hours worked per week, percentage of time worked. (Note: “Comments” is a required field on the PEEC.) After entering comments, select “Date/Time/Login Stamp” from the “Edit” menu.



- ▶ If you don’t enter comments regarding hours worked, etc., you will receive the following message.



- ▶ Click “Save”  and then “Update”
- ▶ In “Approval Action” enter “APP” or choose “Approved” from the drop down menu.

PEEC Financial Aid

wfPEEC - Employment Changes

Emp Action : 5041 Type : Employment and Status : New Employment Due : 04/18/12

Current Primary Position : 40W-INSWORVEND Inst SA (Concessions)

Current Status : Student Grade/Step :

Current Status Date : 09/01/11 Hourly Rate

Position Request Number : 7050 Office Worker

New Primary Position : 40S-OFFWORHUMR Office Worker (OHR)

Old Status Change Reason : PTR PT/Temp Rehire

New Appointment Reason : PTR PT/Temp Rehire

New Start/End Date : 04/18/12 06/30/12

New Status : PRT Part-Time

New Workload Percent : 100.00

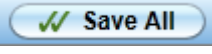
New Grade/Step : Salary Table

Hourly Rate : 10.0000

Comments : Interview Checksheet : No

Approval Action : APP Approved

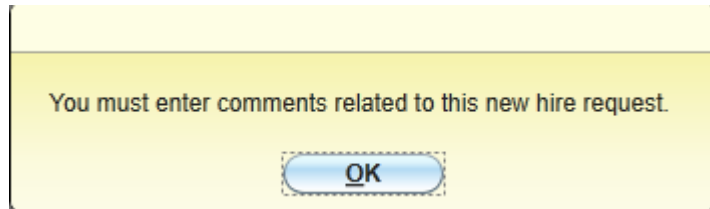
Prior Approvals	Action	Date	BdOf
1 Ms. Michelle D. Hutchins	New	04/18/12	

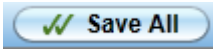
- ▶ Click on “Save All” 
 - ▶ Approved PEEC will be forwarded to the Administrative Approver’s My To Do List (MTDL) or to Financial Aid’s MTDL if a student.
 - ▶ *If individual recommended for employment is a student, the PEEC will go to Financial Aid for approval. If not a student, the PEEC will skip the Financial Aid step.*
-
- ▶ Drill down to the appropriate pending worklist item on MTDL.

Pending Worklist Items							
Escalate	Reminder	Item Created	Assignment	Workflow Age	Private	Web	
Priority	Workflow Initiator						
	FA Complete PEEC for Mr. Bradley A. Hutchinson	04/18/12	FINANCIAL AID				

- ▶ In “Approval Action” enter “APP” or choose “Approved” from the drop down menu. To reject the PEEC enter “REJ” or choose “Rejected” from the drop down menu.
- ▶ If rejected, the PEEC will be returned to the Initiator and an explanation must be provided in “Comments.”

PEEC Administrative Approval Step



- ▶ Click on “Save All” 
- ▶ If approved, the PEEC will be forwarded to the Administrative Approver’s MTDL.

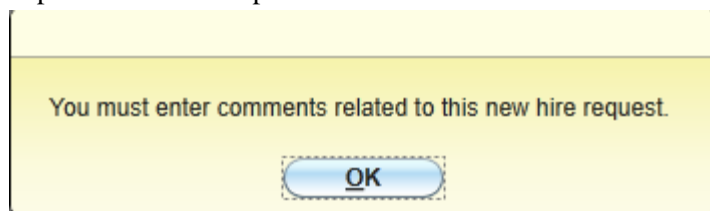
- ▶ Drill down to the appropriate pending worklist item on MTDL.

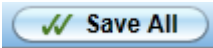
Pending Worklist Items						
Escalate	Reminder	Item Created	Assignment	Workflow Age	Private	Web
Priority	Workflow Initiator					
Administrative Approval: Complete PEEC for Ms. Ashley S. Mollett						
		04/12/12	AA			

- ▶ In “Approval Action” enter “APP” or choose “Approved” from the drop down menu. To reject the PEEC enter “REJ” or choose “Rejected” from the drop down menu.

Approval Action

- ▶ If rejected, the PEEC will be returned to the Initiator and an explanation must be provided in “Comments.”

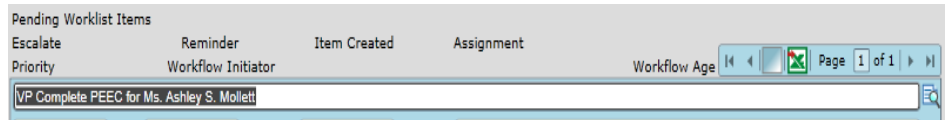


- ▶ Click on “Save All” 
- ▶ If approved, the PEEC will be forwarded to the Vice President’s MTDL.

PEEC Vice President Step

PEEC Human Resources Step

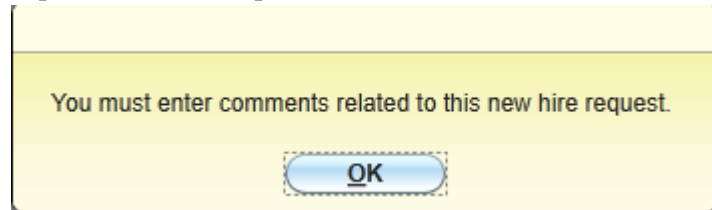
- ▶ Drill down to the appropriate pending worklist item on MTDL.

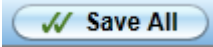


- ▶ In "Approval Action" enter "APP" or choose "Approved" from the drop down menu. To reject the PEEC, enter "REJ" or choose "Rejected" from the drop down menu.

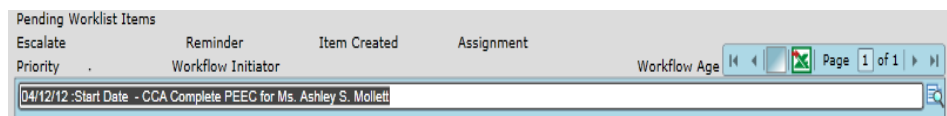


- ▶ If rejected, the PEEC will be returned to the Initiator and an explanation must be provided in "Comments."



- ▶ Click on "Save All" 
- ▶ If approved, the PEEC will be forwarded to Human Resources' MTDL.

- ▶ Drill down to the appropriate pending worklist item on MTDL.

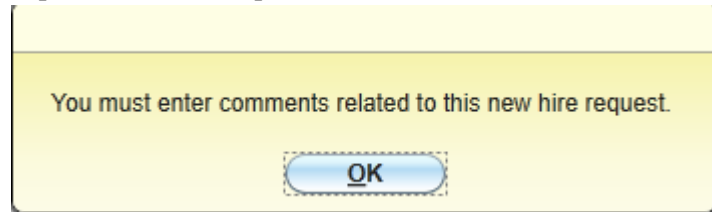


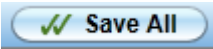
- ▶ In "Approval Action" enter "APP" or choose "Approved" from the drop down menu. To reject the PEEC, enter "REJ" or choose "Rejected" from the drop down menu.



PEEC Budget Step

- ▶ If rejected, the PEEC will be returned to the Initiator and an explanation must be provided in “Comments.”



- ▶ Click on “Save All” 
- ▶ If approved, the PEEC will be forwarded to Budgets’ MTDL.

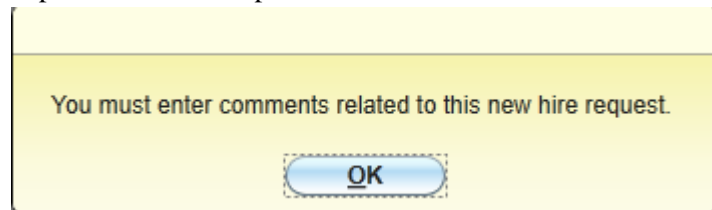
- ▶ Drill down to the appropriate pending worklist item.

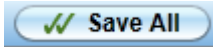
Pending Worklist Items	Reminder	Item Created	Assignment	Workflow Age
Escalate	Workflow Initiator			
Priority				
Dir of Budget Complete PEEC for Ms. Ashley S. Mollett				

- ▶ In “Approval Action” enter “FA” or choose “Final Approval” from the drop down menu. To reject the PEEC, enter “REJ” or choose “Rejected” from the drop down menu.

Approval Action

- ▶ If rejected, the PEEC will be returned to the Initiator and an explanation must be provided in “Comments.”



- ▶ Click on “Save All”. 
- ▶ If approved, an Initiator Checklist will be forwarded to the Initiator’s MTDL.

PEEC Initiator Checklist (this step must be completed by the Initiator or the

workflow will remain unapproved)

- ▶ Drill down to the appropriate pending worklist item on MTDL.

Pending Worklist Items

Escalate	Reminder	Item Created	Assignment	Workflow Age
Priority	Workflow Initiator			Page 1 of 1

Did the Applicant Ms. Ashley S. Mollett Accept the Position?

- ▶ In “Employment Offer Accepted” Enter “Y” (Yes) or “N” (No). If “N” (No), email will be sent to all prior approvers that person did not accept offer of employment.
- ▶ In “Retiree of KERS,” “Retiree of KTRS,” and “KTRS Retiree-Public School,” enter “Y” (Yes) or “N” (No).
- ▶ In “Has this worklist item been completed” enter “Y” (Yes).

wfWLMC - Worklist Manual Confirmation

Did the Applicant Ms. Ashley S. Mollett Accept the Position?

Received : 04/12/12

Has this worklist item been completed

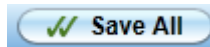
Messages

If the offer of employment was accepted, enter a Y on line one to the right of the question and answer questions 2-4 below. If not accepted, enter an N next to the question one.

Additional Data Required

Employment Offer Accepted?	Y
Retiree of KERS?	N
Retiree of KTRS?	N
KTRS Retiree - Public School?	N

- ▶ Click on “Save All”.



Once the worklist has been completed, this item will fall off the Initiator’s My To Do List (MTDL).



Last Revision: 9/10/12