

## WORKFLOW NEUMONICS GLOSSARY OF TERMS

- **Mnemonic**      An abbreviation for a custom program or form in Datatel.
  
- **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 “BIOC” represents the job department.
  
- **Position Code**      A code created to represent the position based on the schema.
  
- **XEMP**      When a mnemonic 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.
  
- **PEHR**      A form entitled “Personnel Employment Hiring Request” that is used to hire a new employee.
  
- **PEEC**      A form entitled “Personnel Employment Change” that is used to change or extend a current employee’s status.
  
- **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.
  
- **WFSO**      A mechanism that allows the Initiator the opportunity to identify workflows that are in progress and track their progress.
  
- **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.