Part-Time Authorization

Workflow Processing

3/22/24

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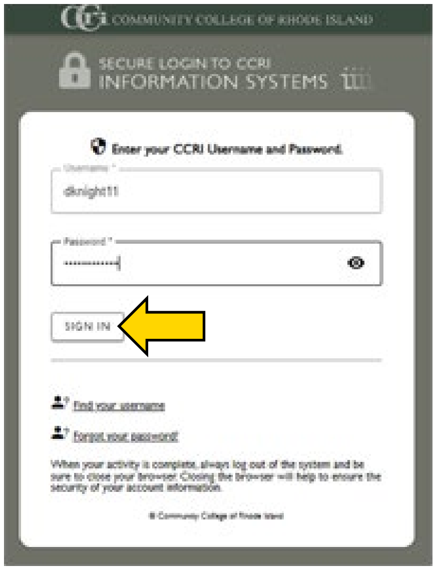
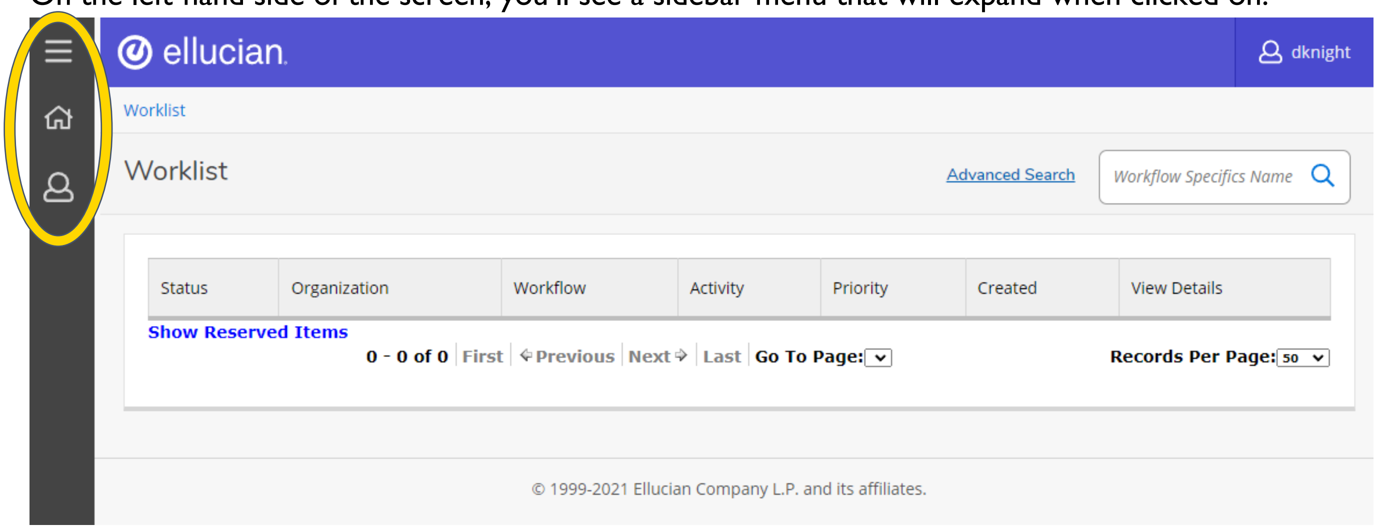
Accessing the Workflow System

Go to this link to access the Workflow system: https://workflow.ccri.edu/wfdora

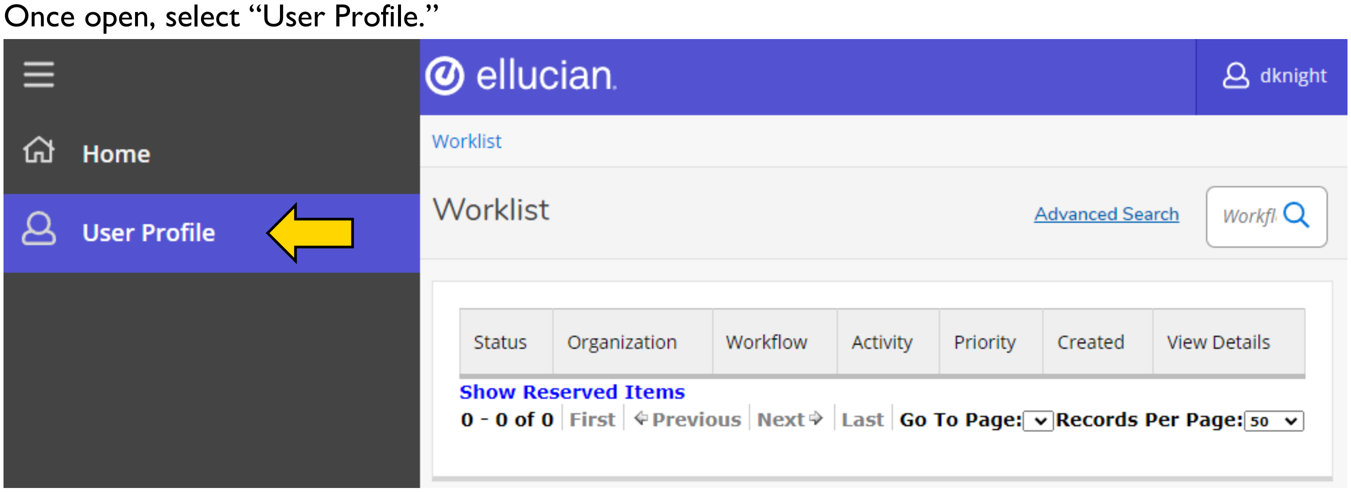
Log in using your CCRI ID username and password.



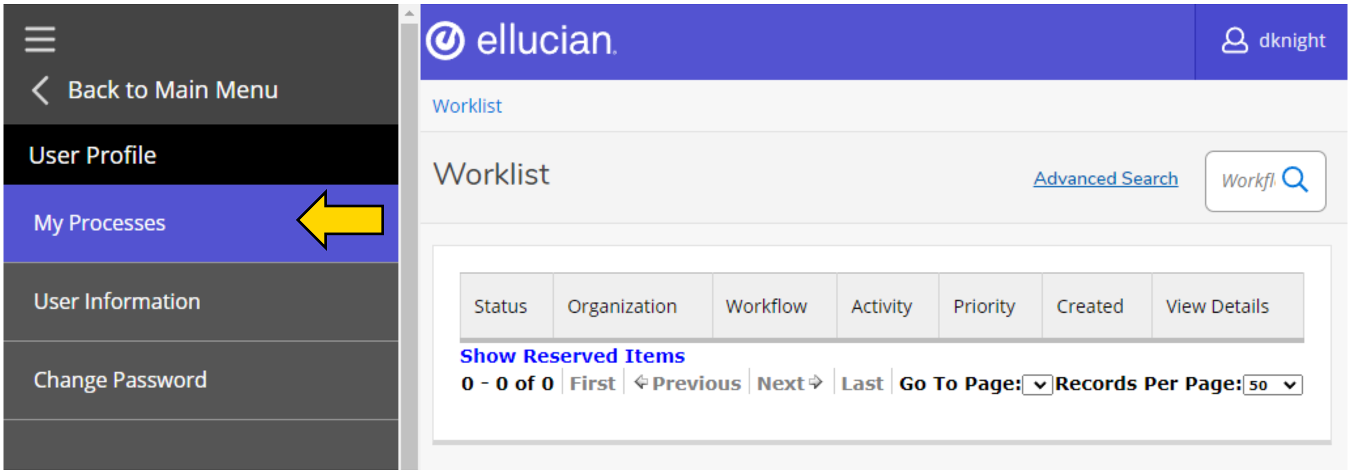
On the left-hand side of the screen, you'll see a sidebar menu that will expand when clicked on.



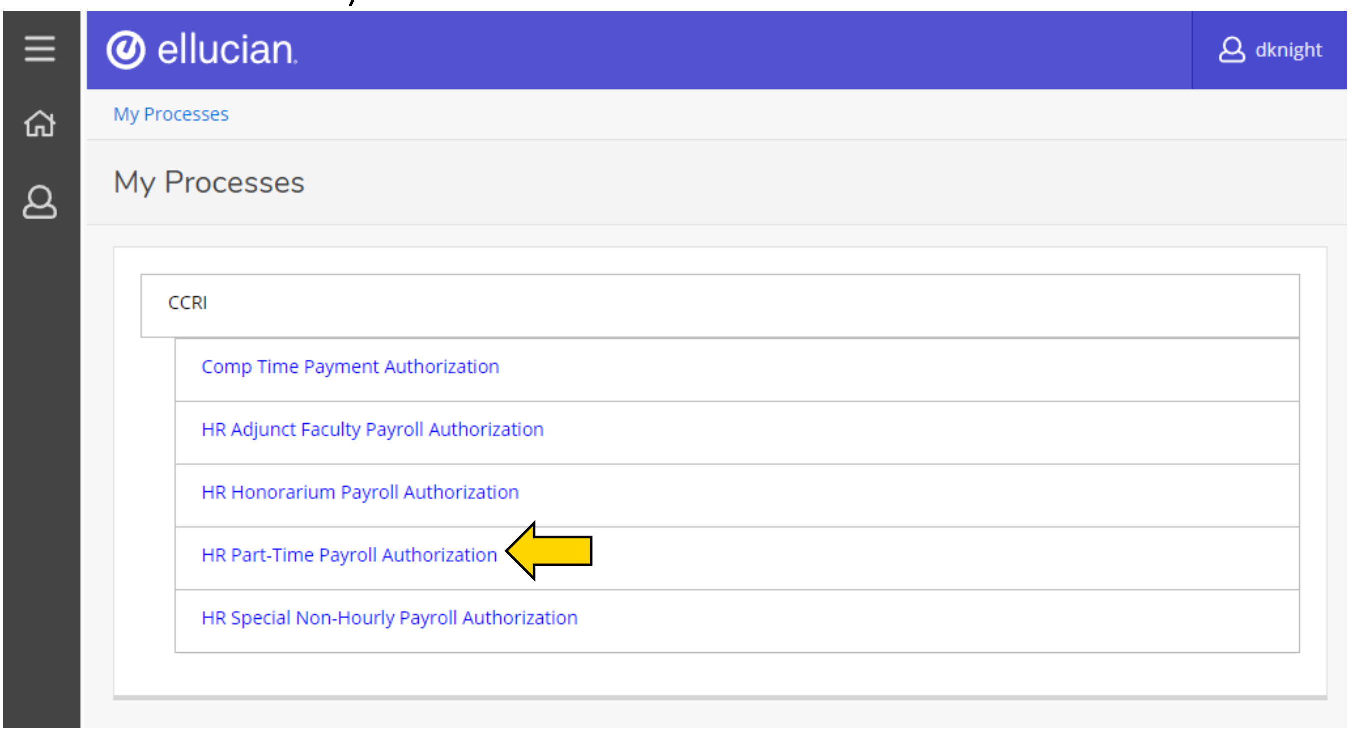
Once open, select "User Profile."



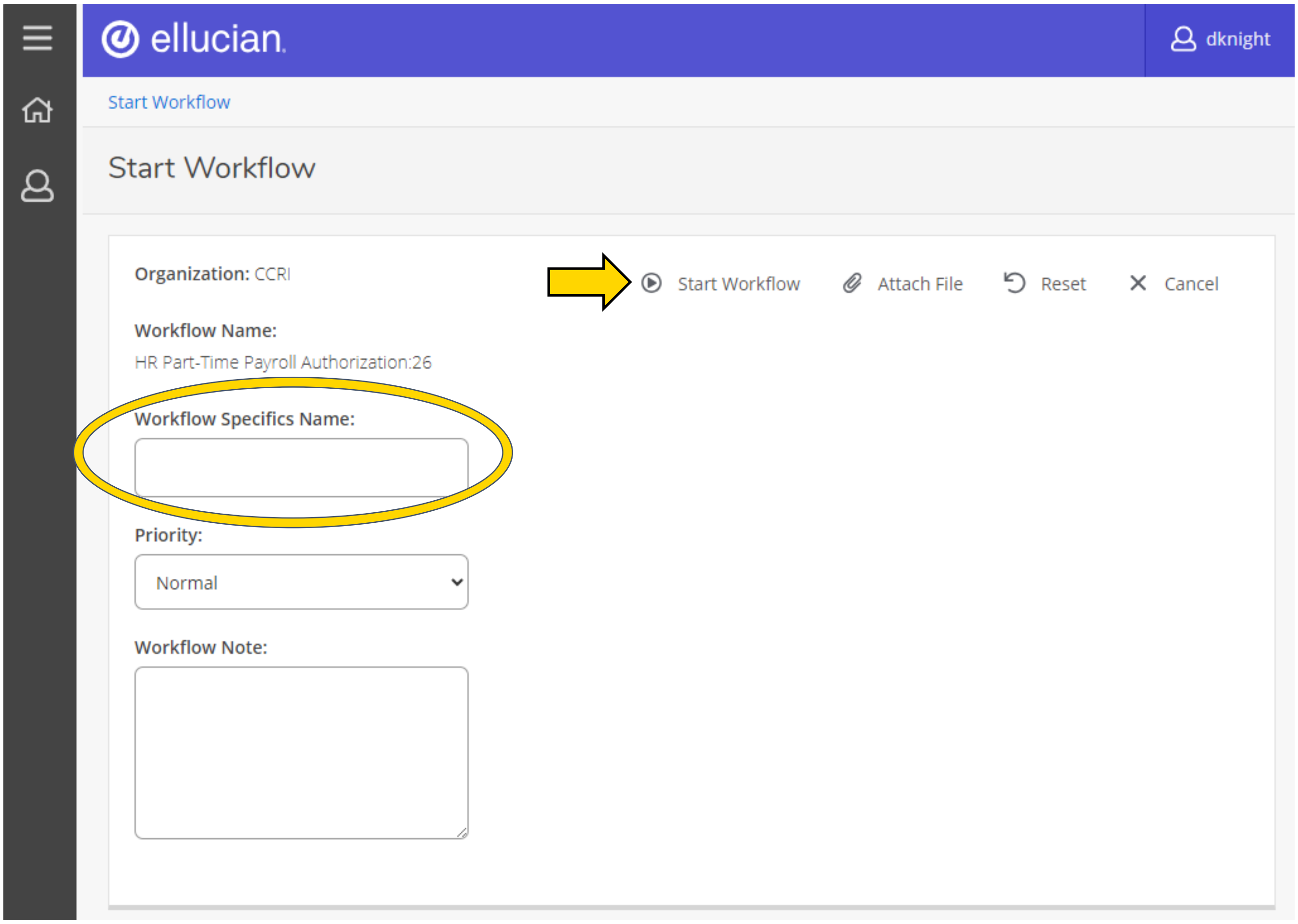
Then, select “My Processes” to open up a new page.



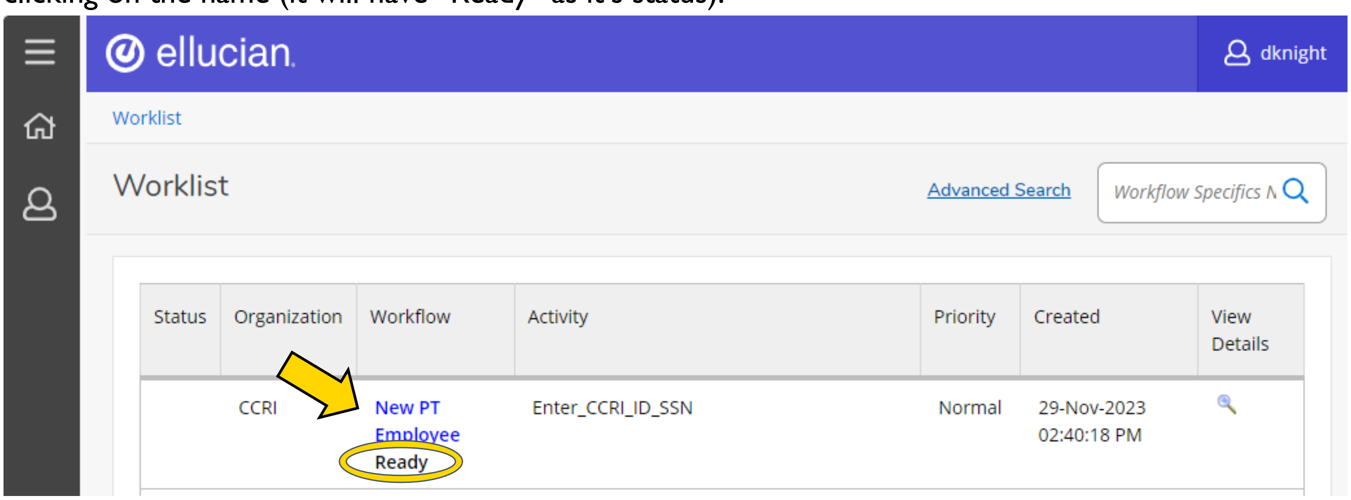
Choose “HR Part-Time Payroll Authorization” from the list of forms.



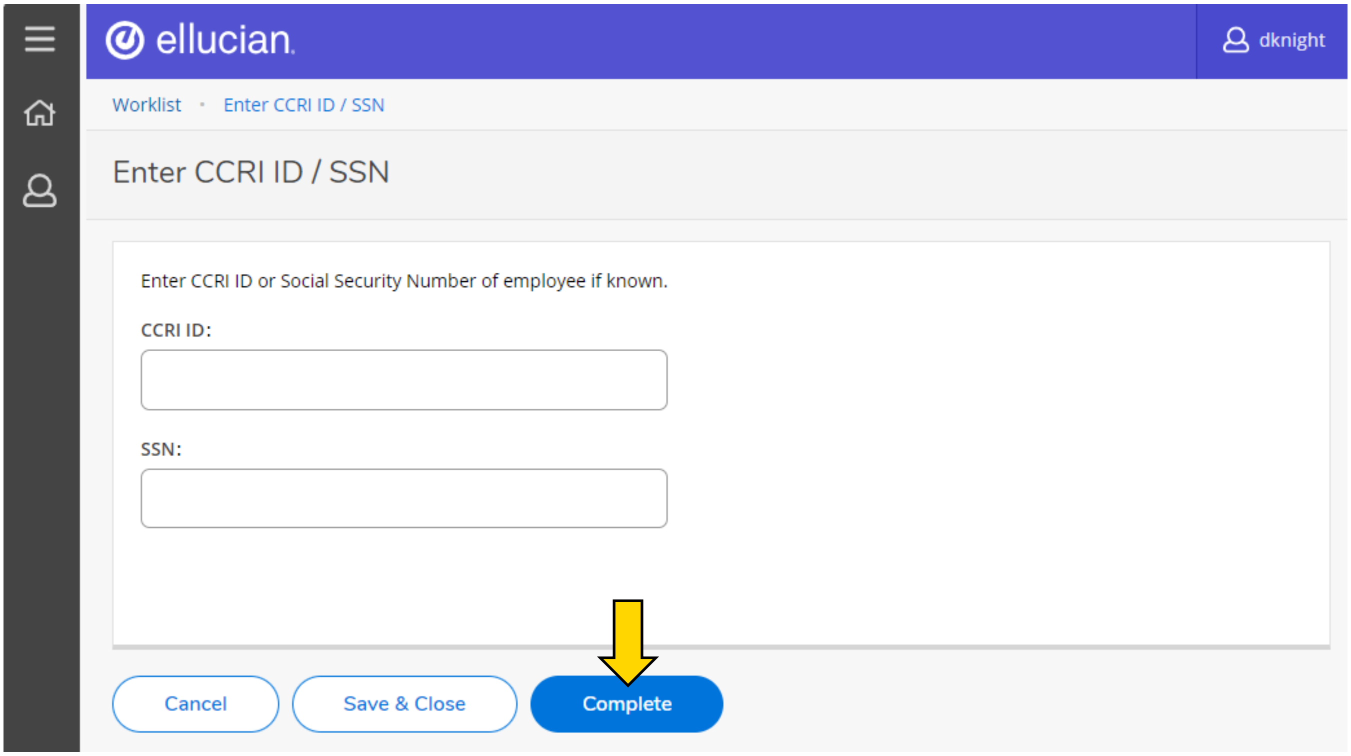
Start the workflow for the new part-time employee by entering a "Workflow Specifics Name." Then press " ▸ Start Workflow."



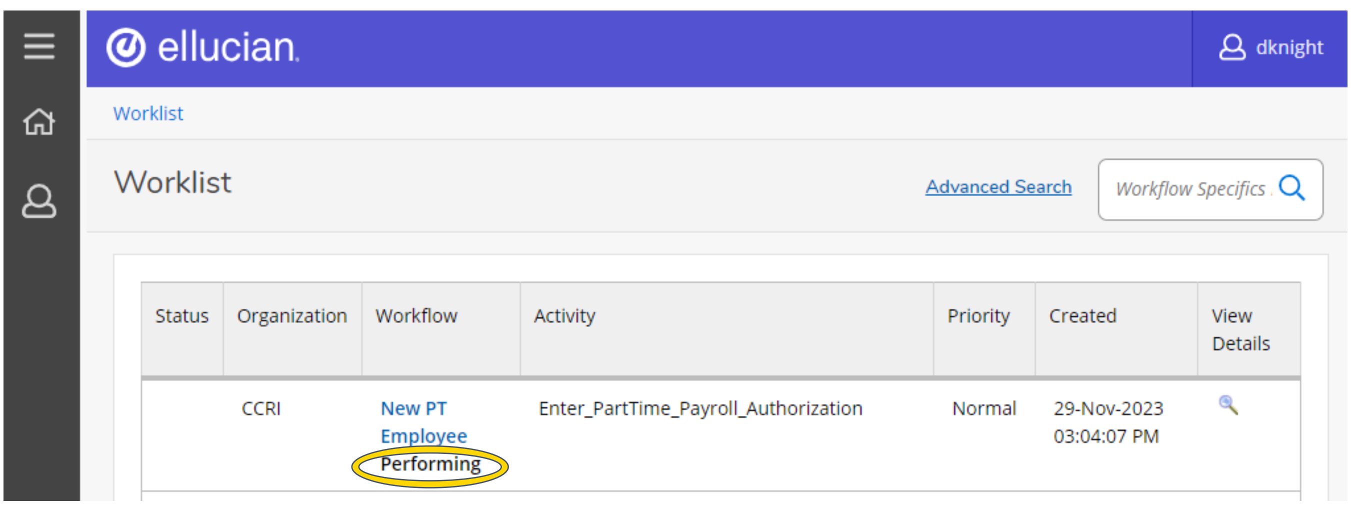
The workflow will now appear in your Worklist on the home screen. Open the correct workflow by clicking on the name (it will have "Ready" as it's status).



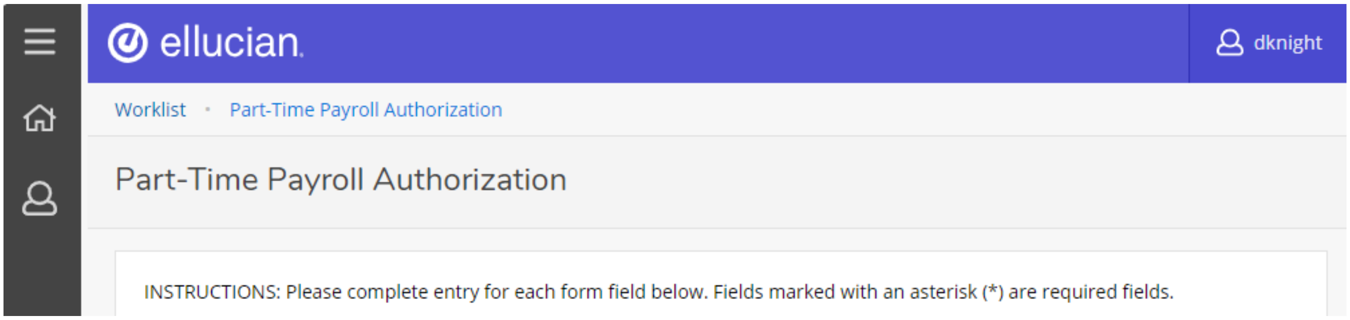
Enter the employees CCRI ID or Social Security Number, and then press “Complete.”



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.

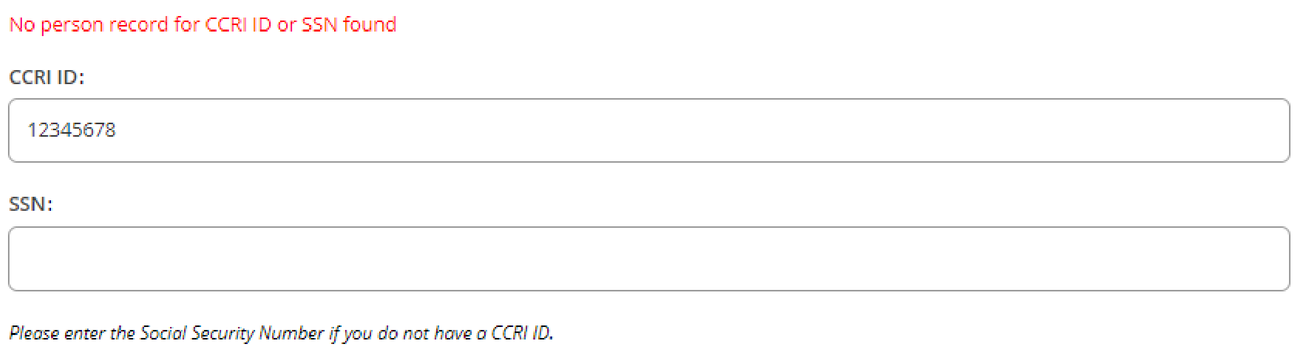


You will be brought back to the Worklist page where the workflow will be listed with “Performing” underneath. If you do not see it right away, wait about 30 seconds and refresh the page.



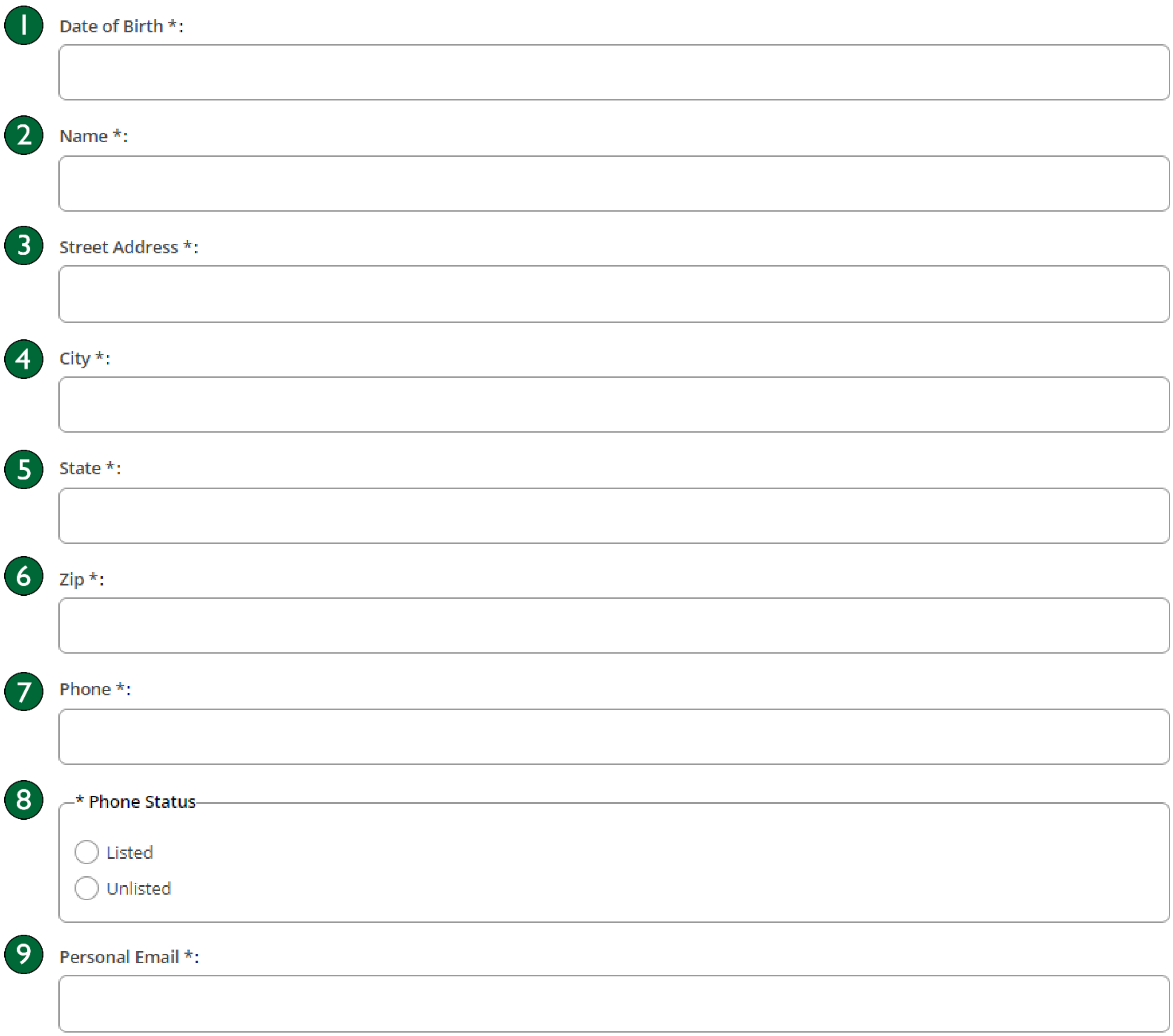
Press the purple "Top" button in the lower right-hand corner if you need to return to the top of this screen. It will move as you scroll down the form.

Depending on what you entered, either the CCRI ID or SSN will autofill on this screen. Do not edit these text fields unless necessary.



For this example, the CCRI ID was not found, so no additional information was automatically gathered in this form.

In your case, the form may not be blank – please follow along will these instructions and make corrections if anything is outdated.



1 Date of Birth *:

2 Name *:

3 Street Address *:

4 City *:

5 State *:

6 Zip *:

7 Phone *:

8 * Phone Status

- Listed
- Unlisted

9 Personal Email *:

1. **Date of Birth** – Specific date (MM/DD/YYYY) the employee was born.
2. **Name** – First and last name of employee.
3. **Street Address** – Number and street name of employee's residence.
4. **City** – Town or city the employee lives in.
5. **State** – State the employee lives in (abbreviation is fine).
6. **Zip** – Postal zip code of where the employee lives.
7. **Phone** – Employee's personal phone number, including area code.
8. **Phone Status** – If an employee uses a landline for their personal phone number, select "Listed." If not, choose "Unlisted."
9. **Personal Email** – Employee's personal e-mail address.

10 * Authorization for

- ◯ Non-Teaching Work
- ◯ Non-Credit Teaching

11 Department *:

Please Select Department - 000

12 Campus *:

Select A Campus

13 Fund *:

14 Organization *:

15 Program *:

16 Account *:

17 Location:

If Grant, please enter Grant name.

18 Grant Name (if applicable):

10. **Authorization for** – With most positions, you can select "Non-Teaching Work."
11. **Department** – Select the department the employee will work in from the drop-down menu. You can enter the department code if you know it.
12. **Campus** – Select which CCRI campus the employee will work from in the drop-down menu.
13. **Fund** – The Fund code (Where the funds come from).
14. **Organization** – The Org code (Who is responsible for the funds).
15. **Program** – The Program code (The functional purpose of the transaction).
16. **Account** – The Account code (The type of transaction).
17. **Location** – The Location code (Which campus the transaction is specific to, if any).
18. **Grant Name** – Enter the Grant name if this position is being funded in part by a Grant.

19 Position Number:

20 Title:

Enter hourly rate.

21 Rate *:

0

Enter Estimated Hours Per Week (*19 maximum*). NOTE: This employee is not able to work more than 19 hours in any combination of positions.

22 Hours *:

23 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

24 Why is this position needed? *:

19. **Position Number** – Number for the position.
20. **Title** – Name/official Title of the position.
21. **Rate** – Hourly pay rate for the position.
22. **Hours** – Enter the estimated hours per week (19 maximum, including other positions).
23. **Description of Duties** – Responsibilities of the position.
24. **Why is this position needed?** – Enter the justification for the position. If the position is being created as a result of another employee taking leave, include the name and title of the position on leave.

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*)

25 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

26 From *:

27 To *:

25. **Estimated To** – Use the calendar button to enter the end date of the position.
26. **From** – The start time of each work day. Enter data in an hour format with AM or PM.
27. **To** – The end time of each work day. Enter data in an hour format with AM or PM.

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

28 Supervisor *:

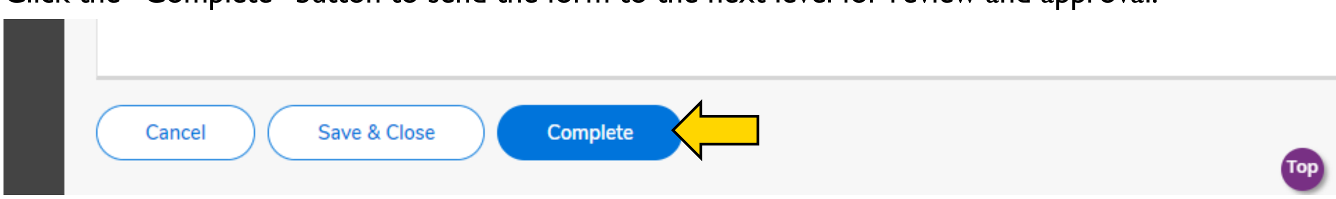
29 * Decision

Submit

Stop

28. **Supervisor** – The name of the supervisor who will be responsible for approving this employee's timesheets.
29. **Decision** – Select "Submit" if the form is finished and needs to be sent to the "Department Approver" for their review and approval. If "Stop" 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 review and approval.



Click "Save & Close" if more information is needed and you wish to put the "Workflow" back in your worklist with 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, or Division Approver)
- What type of Part-Time Authorization is being submitted (Non-Teaching/Non-Credit Teaching)
- Who the employee is trying to hire
- Who submitted the request

HR

From: humanresources@ccri.edu (mailto:humanresources@ccri.edu)
Sent: Friday, December 1, 2023 11:45 AM
To: Flanagan, Fran <fflanagan76@ccri.edu>
Subject: HR Part-Time 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 Authorization for **Knight, Drew** which has been submitted by **Liston, Bethany.**

Login to Workflow to review the request.

Employee Details	
Employee Information	
CCRI ID	12345678
Name	Knight, Drew

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 option to "Submit" (sends the form to the next level approver) or "Stop" (cancels the workflow).

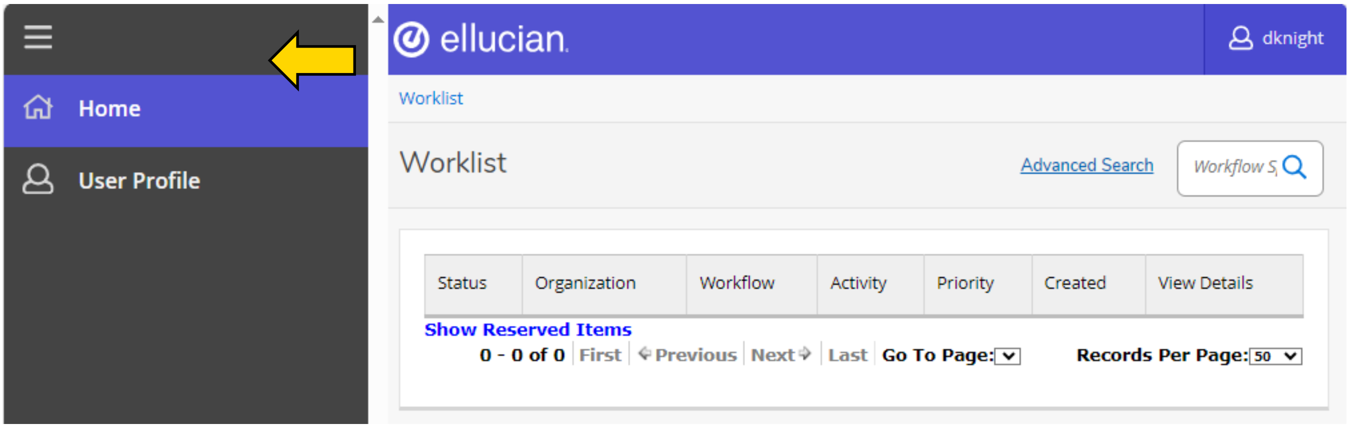
* Decision

- ○ Submit
- ○ Stop

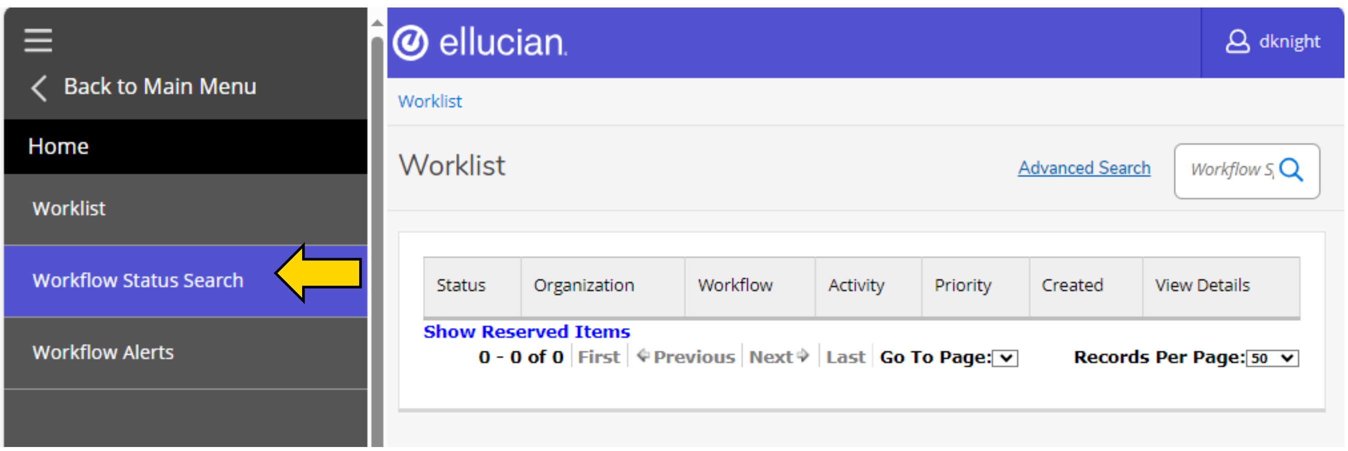
The Approver also has the option of commenting. If a comment is added, it will carry forward to all levels of approval once it is submitted.

Tracking the Status of Your Workflow

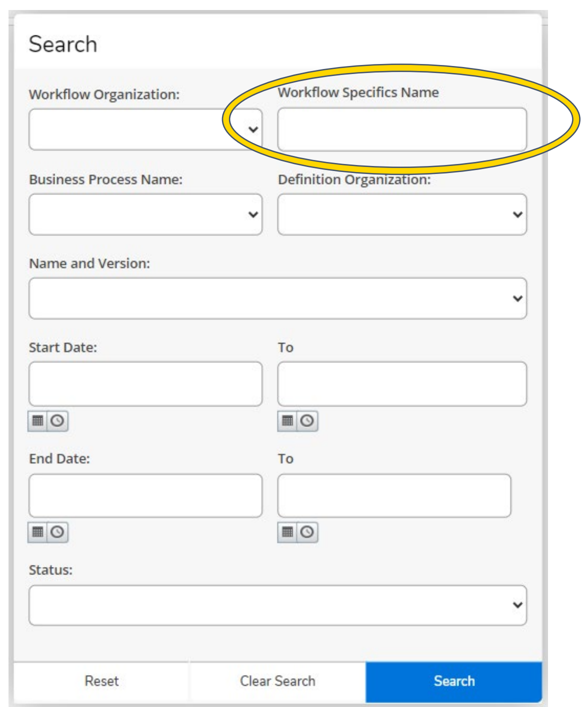
You are able to track the status of your workflow. To do this, click on "Home" in the left-hand sidebar.



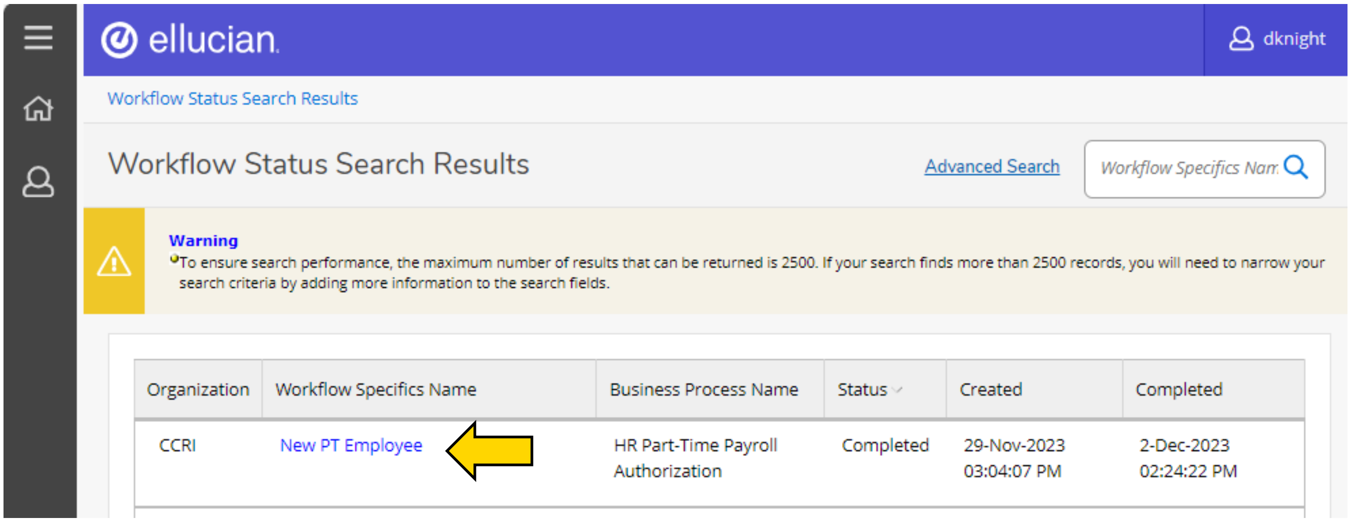
Then select "Workflow Status Search"



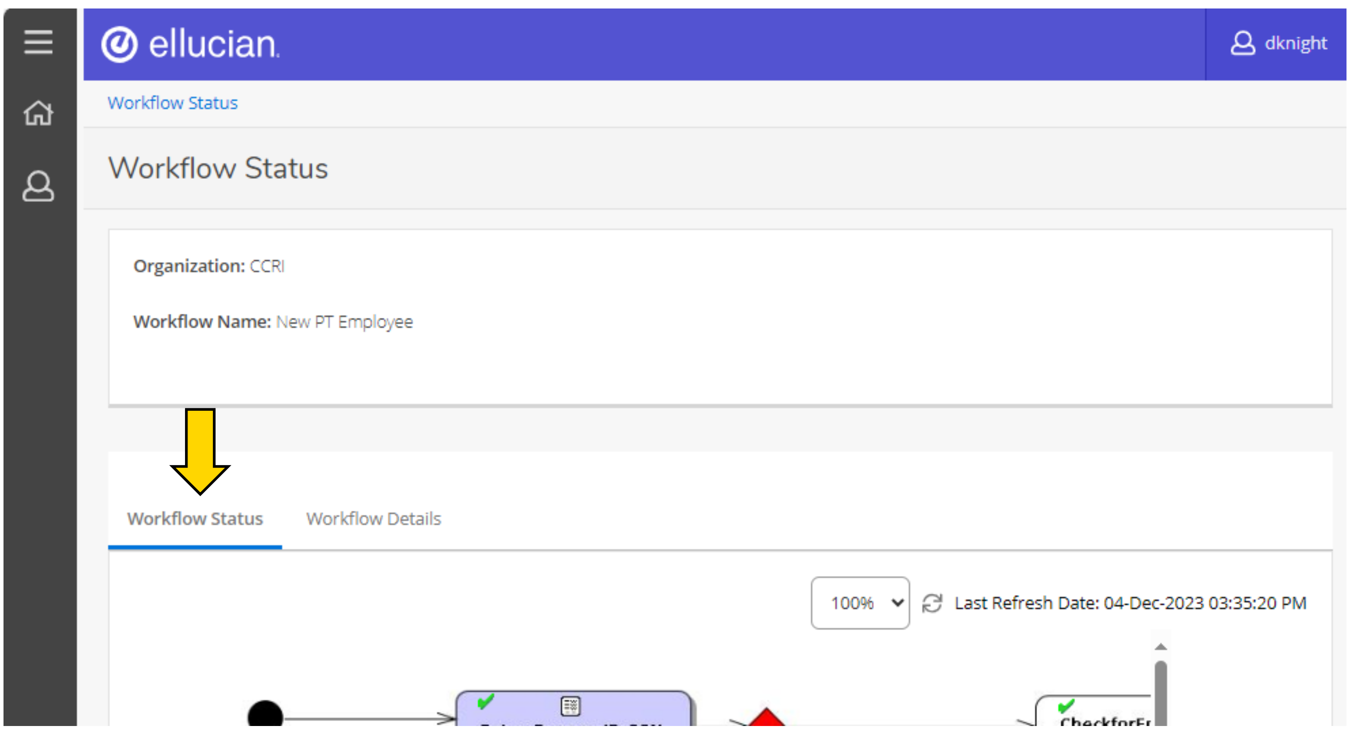
If you know the name of the workflow that was submitted, you can enter it in the "Workflow Specifics Name" text field (ex. Drew Knight). You are also able to search by when it was created, business process name, status, or other attributes in their labeled text fields.



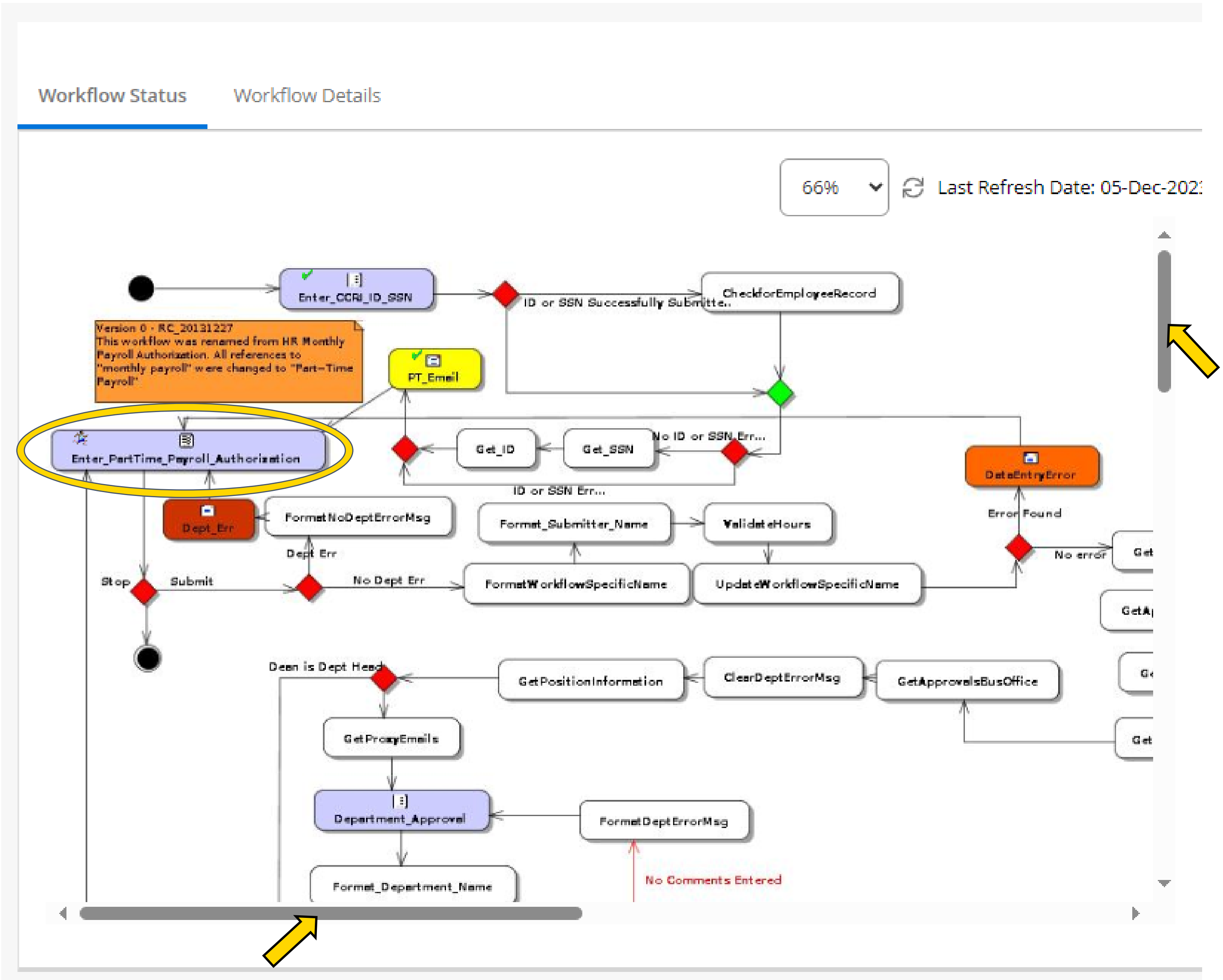
This will bring up the search results. Click on the workflow you are looking to see the status.



This brings up the Workflow Status screen. Scroll down to view the "Workflow Status" or the "Workflow Details."

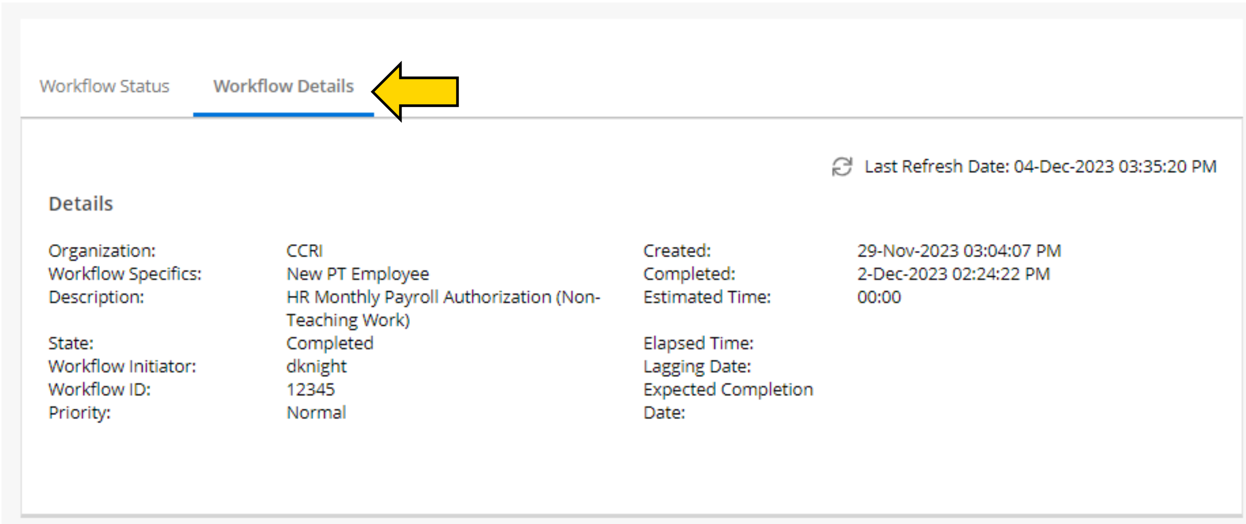


The "Workflow Status" features a box with a process flow chart. Follow the arrows/processes until you find the step with the "Running Man" icon.  Use the scrollbars on the right and bottom to view the whole chart.

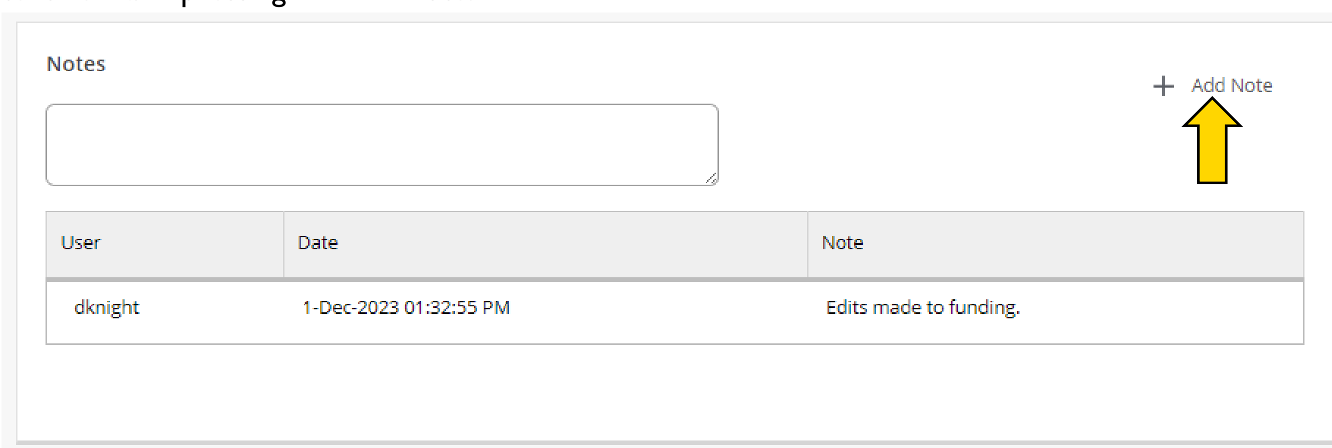


Once you have located the running man, you will be able to determine at what part of the process or at what approver level it is at.

The "Workflow Details" features a box with more information such as who intiated the workflow, the description, elapsed time, etc.



Below is a section for any notes that have been added. You can also add notes here by typing in the text field and pressing "+ Add Note."



Further down is a section for any documents attached to the workflow. You can add documents pressing "Attach File."