



# Adjunct Faculty Payroll Authorization Workflow Processing

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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



Sign In

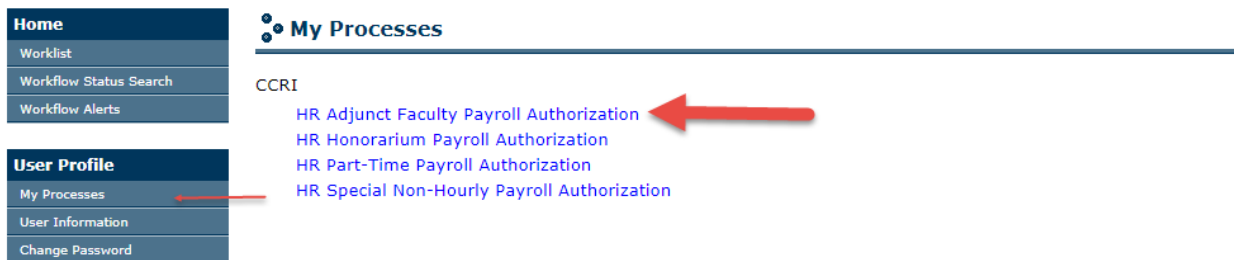
**CCri Authentication**  
Sign-in with your MyCCRI user name and password.

Type your user name and password.

User name:  Example: Domain/username

Password:

Kick off the workflow for your new adjunct faculty member (or returning adjunct faculty member with a lapse of employment of a year or more) by entering a “Workflow Specifics Name”  
Click on “Start Workflow”



**Home**

- Worklist
- Workflow Status Search
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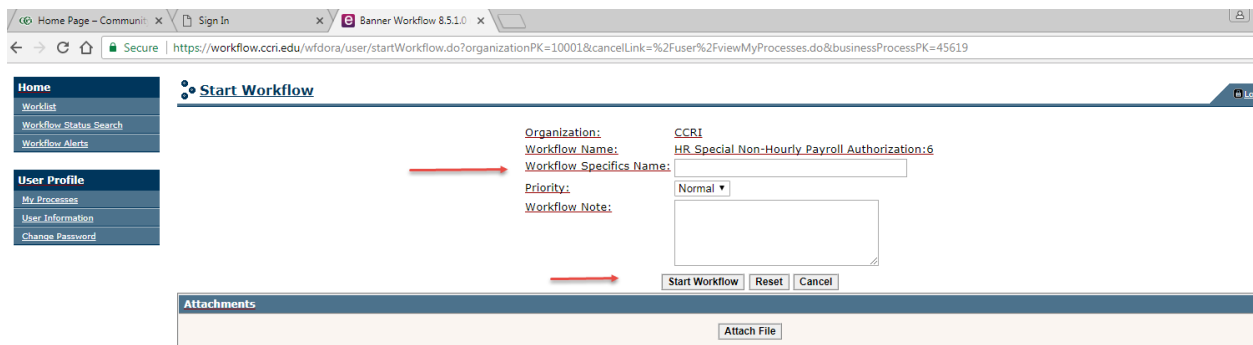
**User Profile**

- My Processes
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**My Processes**

CCRI

- HR Adjunct Faculty Payroll Authorization
- HR Honorary Payroll Authorization
- HR Part-Time Payroll Authorization
- HR Special Non-Hourly Payroll Authorization



**Start Workflow**

Organization: CCRI

Workflow Name: HR Special Non-Hourly Payroll Authorization:6

Workflow Specifics Name:

Priority: Normal

Workflow Note:

**Attachments**

Click Ok

## Start Workflow

[Workflow Help](#)

The workflow was started successfully.



Top powered by **SUNGARD**

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			

1 - 1 of 1 | First | Previous | Next | Last | Go to page: 1

[Show Reserved Items](#)

Enter either the CCRI ID or the SSN of the new adjunct faculty member or returning adjunct faculty member with a lapse of employment of a year or more.

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

To return to the “Worklist” and click on the workflow you just created

**Worklist** Logoff Help

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 05:28:36 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 Adjunct Faculty Authorization – Non-Hourly 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 adjunct faculty member has had a name change, contact Human Resources for the appropriate documentation to complete a name change.

<b>Home</b>	<b>Worklist</b>	<b>Adjunct Faculty Authorization -- Non-Hourly</b>	Hide Menu
Worklist			
Workflow Status Search			
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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.*

\* Name:

\* Street Address:

\* City:

\* State:

\* Zip:

\* Phone:

\* Phone Status

Listed

Unlisted

\* Date of Birth:

Where did employee learn of this job opportunity? (Please be specific when listing web site or publication name.)

\* Department:

\* Campus:

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

\* Organization:

\* Session

Fall

Spring

Summer I

Summer II

Course(s) name and number(s)

\*

Please note that the requesting department will not be able to assign courses to the Adjunct faculty member through Banner and the Adjunct Faculty member will not be able to obtain a MyCCRI username until all information is completed, signed, and returned to the Office of Human Resources and entered into Banner. Thank you.

\* 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 HR Adjunct Faculty Authorization Form is available on their “Worklist” to review.

The email notification will indicate the following:

- What level of approval is needed:
  - Department Approver
- What type of Authorization being requested
- Who is the employee trying to hire
- Who submitted the request

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**From:** workflow@ccri.edu [mailto:workflow@ccri.edu]   
**Sent:** Friday, January 10, 2014 12:59 PM  
**To:** Workflow; Murphy, Melissa J.; Milligan, Terri-Ann  
**Subject:** Adjunct Faculty Authorization Approval Requested

**THIS IS A NOTIFICATION EMAIL ADDRESS - DO NOT REPLY TO THIS EMAIL**

As the Department Approver, 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 Adjunct Faculty Teaching Authorization for Employee Name here which has been submitted by XXXXXX.

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Login to MyCCRI and click on the MyWorkflow tab 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.

Approvers			
Department	Carol Patnaude	Department Decision Date	10-Jan-2014 02:04:36 PM
Approver Comments:		Any comments made, would appear here.	

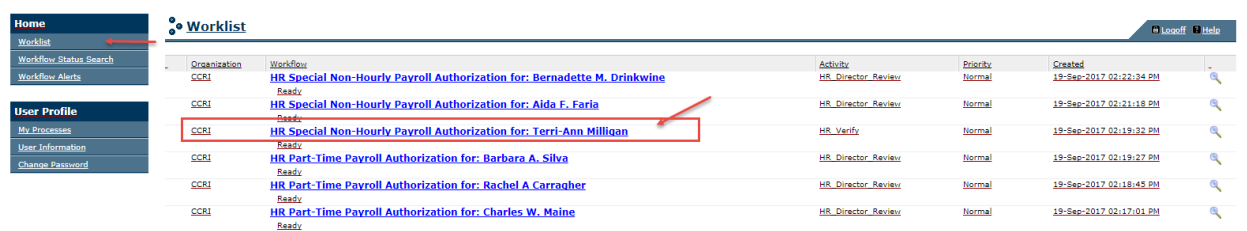
## **Why might I see a workflow that does not belong to me?**

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.

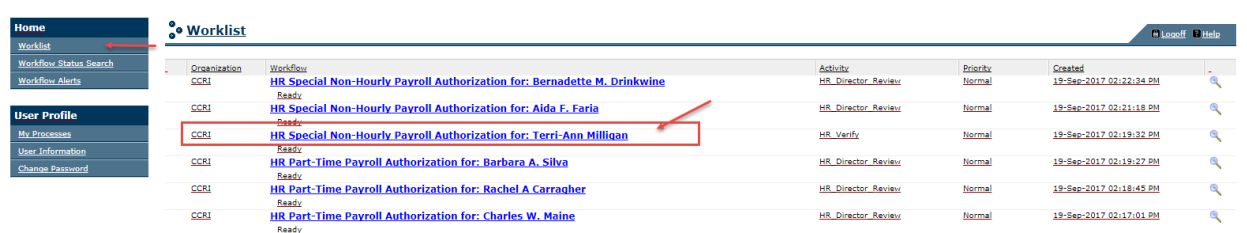


# Tracking the Status of Your Workflow

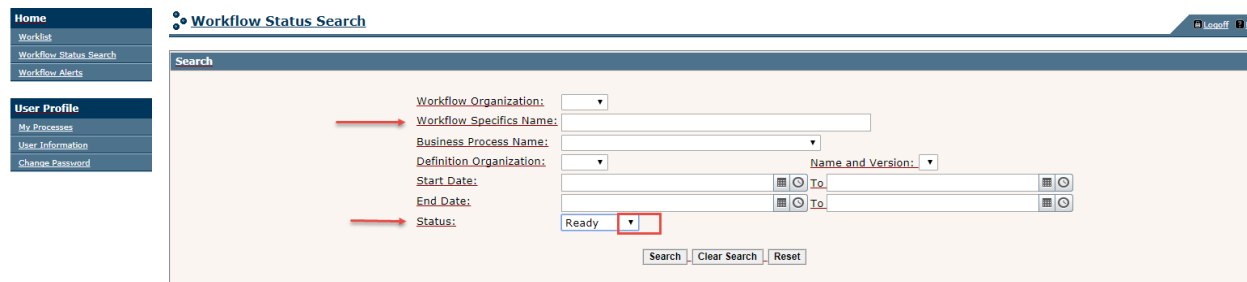
You are able to track the status of your workflow. To do this, click on “Open Workflow” from your worklist.



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. 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

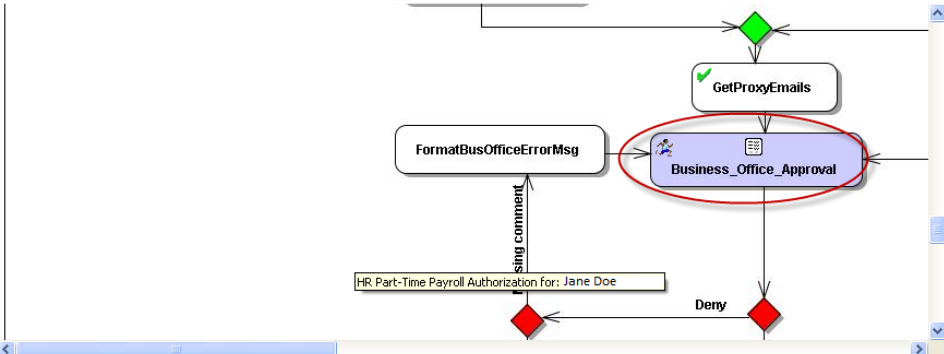
[Workflow Help](#)

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

Workflow Status | Workflow Details

100%

[Stop Workflow](#) Last Refresh Date: 13-Jan-2014 09:26:36 AM



## Approved Workflows

Once the request for a new adjunct faculty member or an adjunct faculty with a lapse of employment for a year or more has been approved, an approval email will be generated. As long as the employee has completed all required paperwork and the workflow has been completed and approved, then 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 2:04 PM  
**To:** Human Resources  
**Cc:**  
**Subject:** Adjunct Faculty Authorization for Jane Doe Approved

The Adjunct Faculty Authorization for **Jane Doe** has been approved

Please review the information below.

### Approved Employee Details

CCRI ID	91000000
SSN	
Date of Birth	
Name	Jane Doe
Address	
Phone	
Source of Job Opportunity	
Department	Human Services - 207
Campus	Knight Campus - KN
Organization	WA5070
Course(s)	HMNS-2200 Assesment Interviewing for Treatment Planning
Session	Spring
<b>Approvers</b>	
Department	Carol Patnaude
Department Decision Date	10-Jan-2014 02:04:36 PM

Approver Comments:

At the bottom of the form you need be able to see when it was reviewed and submitted by the appropriate Approvers. If the approver made any comments, they would be noted under the Approver Comments section.

## What else is needed to hire an adjunct faculty member?

In addition to the respective workflow authorization form, each potential adjunct 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.

### Notes:

- If there is a lapse of employment at CCRI of one year or more, all new employment forms will be required.
- If an adjunct 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.