

Temporary Appointment Form Information

NEW APPOINTMENT TYPES

These new types now appear in the Appointment Type list box.

Replacement-Short Term Instructor

Used when an AAUP or part-time/adjunct faculty member fills in for another faculty on a short term duration (e.g. to cover several classes in a day or several days of classes).

F60 = Replacement Instructor, Benefit Eligible employee
F61 = Replacement Instructor, Non Benefit Eligible employee

Staff Part-time Instructor Appointment

A **non-benefits** eligible instructional position. Used when a BENEFITS Eligible STAFF employee teaches 1 or more classes.

F70 = Fall Semester - 9pp, Benefit elig staff
F71 = Spring Semester - 9pp, Benefit elig staff
F72 = Summer I Session - 4pp, Benefit elig staff
F73 = Summer II Session - 4pp, Benefit elig staff

WHEN DO I ACCESS A FORM VIA THE WORKLIST? VIA WMU WORKFLOW?

If a form has been recycled to you, the form is now on your worklist. To update information on the form, you must access the form through the worklist panel.

- Click on the form. When it opens, scroll to the bottom of the form.
- In the lower left hand corner, click the 'Update Appointment Information' box to update info and/or add comments.

If a form is on an approver's worklist and you want to CANCEL the form, you must access the form through the WMU Workflow panel.

- Use the 'Find an Existing Value tab & search for the form you need to cancel.
- Click on the form. When it opens, scroll to the bottom of the form.
- In the lower corner, click the 'Cancel This Appointment' box.

CANCELLING a WMU Electronic Workflow Form

Occasionally a **WMU Electronic Workflow Form** needs to be cancelled. The form INITIATOR can cancel a form, but approvers cannot. The HR office also has the ability to cancel TA forms before the form is entered to PeopleSoft; the Payroll department can cancel IP forms when needed.

Once a form is cancelled, it can no longer be processed.

When the form to be cancelled is on an APPROVER's worklist:

After Logging into PeopleSoft:

1) Access the *WMU Electronic Workflow Form*

- a) 'Click' on WMU Workflow under Menu on the left hand side of screen.
- b) 'Click' on WMU Workflow Forms.
- c) 'Click' on WMU - Temporary Appointment or Incidental Pay Form.
- d) 'Click' the Find an Existing Value tab.
- e) Enter a search value (e.g. the form number, or the employee name or the employee ID etc) and 'Click' on the appropriate form link to open the form that needs to be cancelled.

2) Cancel the *WMU Electronic Workflow Form*

- a) 'Click' on the 'Cancel This Appointment' box located at the bottom located at the bottom of the form.

3) Add comments

- a) A new comment box will appear for new comment entry. To view previous comments, 'Click' on View All or use the arrow button in the Comment box header.