

MOVING FORWARD!

Phase II of the Online Workflow project is in progress. This phase will include Student and Graduate Assistant appointments.

HELP IS AVAILABLE!

If you have problems related to passwords or processing a PSHR Electronic Workflow form, please contact the OIT Help Desk.
387-HELP

IMPORTANT CONTACTS

OIT Help Desk
387-HELP

Human Resources
387-3620

Payroll
387-2935

Budget
387-4275

9 Hot Tips: *things to know about Electronic Workflow*

- ❶ The system is only accessible via a secure WMU connection. You cannot access the system using a wireless connection.
- ❷ Over 1500 Temporary Appointment Forms have been submitted via the online system since it went live.
- ❸ The average time it takes for a temporary form to go from initiation to authorized status is 2 days! **WHAT AN IMPROVEMENT!**
- ❹ The 'Description of Work' box on the Temporary Appointment forms is limited to 254 characters. Use the 'Comment' box for additional description information and job notes.
- ❺ To update or take action on a form, you must access the form via the WORKLIST. If you access a form through the 'search' function, you cannot update information.
- ❻ To see all the comments at once, click on the 'View All' link in the 'Comments' section.
- ❼ Timeout reminder messages are just that, a reminder! The status of the form does not change. However, you will continue to get a 'reminder' message until you take action (e.g. approve, deny, recycle) on the form.
- ❽ Temporary appointments are active one year from the start date. Once the temporary appointment has expired, a NEW Temporary Appointment Form must be processed. You cannot extend a temporary appointment.
- ❾ The Initiator has the ability to cancel a form at any time during the approval process; they may also ask for a form to be recycled to them for correction.

UPDATING INFORMATION ON A RECYCLED FORM

To update information on a Recycled form, you must FIRST 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. This will allow you to correct or change data fields AND/OR to enter a comment in the 'Comment' box.

Click on 'SAVE' when done changing / updating/correcting data
The form will be recycled back through ALL approvers again.