IN PROGRESS!

Phase II of the Online Workflow project (Student & Graduate Assistant appointments) is on target!

HELP IS AVAILABLE!

Have you forgotten your password? Are you having trouble signing in? If yes, please contact the OIT Help Desk for assistance. 387-HELP

NEED ACCESS for a NEW EMPLOYEE?

Complete the ‘PSHR Electronic Workflow Web Access Authorization’ form found on the HR Web site: www.wmich.edu/hr/forms.htm

IMPORTANT CONTACTS

OIT Help Desk
387-HELP

Human Resources
387-3620

Payroll
387-2935

Budget
387-4275

Hot Tips: frequently asked questions about Electronic Workflow

Q. Why is the Description of Work box restricted to 254 characters?
A. The description of work field should be used for a summary description of the work performed. If more space is required, use the comments section to provide additional information.

Q. Why can’t I access PeopleSoft HRMS though a wireless or off-campus connection?
A. Due to the sensitive nature of the information stored in the system, access is blocked from any connection other than a secure WMU connection. Therefore, the user is unable to connect to the system while traveling or from home.

Q. Why can’t I access PeopleSoft HRMS via my GoWMU sign on?
A. You will be able to in the near future! More information to come.

Q. Where can I find the link to PeopleSoft HRMS?
A. The link is only sent to the user when the initial access is set up. Due to the security of the system, the link is not published anywhere. It is recommended that users save the e-mail or bookmark the link.

Q. How can I ensure my form will go through without being recycled or cancelled?
A. Having off-line conversations and verifying data prior to submitting the form! Although the form provides the opportunity to write comments and/or recycle the form, nothing can replace personal communication. Contact the person or department that can answer your question.

DESCRIPTION of Work

Details about the type of work being done need to be specific enough so Approvers can ensure the payment is being made correctly.

- ‘Working on the XXX project’ is not specific enough.
- “Conducting interviews, maintaining the project database, and coordinating project XXX workflow’ provides better information.

NOTE: Please do not put ‘sensitive’ information (e.g. another employee’s name, specific health related information) in the description or comment fields.