

Forms, Workflows and Process Aid		
Scenario	Action	Form /or/ e-workflow to be utilized
<u>PRA Process</u>		
If a position needs to be replaced or an additional position needs added to the department. <i>For Faculty, Classified, Unclassified, Intermittent, and Term positions.</i>	<ul style="list-style-type: none"> Receive Departmental approval. Submit PRA. The position will be posted and advertised. 	Log into Flashline , select My Action Items tab, select Workflows , select Position Request Authorization (PRA)
Changing a filled position from part time to full time or full time to part time. <i>For Classified and Unclassified positions.</i>	<ul style="list-style-type: none"> <u>Must first consult with Talent Acquisition.</u> Receive Departmental approval. Submit PRA. The position will be posted and advertised. 	Log into Flashline , select My Action Items tab, select Workflows , select Position Request Authorization (PRA)
Waiver of posting is being requested to hire a specific person without advertising the position. <i>Must meet special requirements listed per policy 3342-6-02.102</i>	<ul style="list-style-type: none"> Submit a PRA to request a waiver of posting. 	Log into Flashline , select My Action Items tab, select Workflows , select Position Request Authorization (PRA)
<u>Short-Term or Temporary Staff Assignments</u>		
Create a short term (4 month or less) assignment. <i>For Unclassified Term Assignments</i>	<ul style="list-style-type: none"> <i>Must consult with Talent Acquisition.</i> 	
Create a short term (4 month or less) assignment. <i>For Classified Temporary Assignments</i>	<ul style="list-style-type: none"> <i>Must consult with Talent Acquisition.</i> 	
<u>Out of Class, Supplemental & Lump Sum Staff Payments</u>		
Out of Class Payments <i>for Classified employees</i>	<ul style="list-style-type: none"> Must consult with Compensation for all Out of Class Payments. 	The Supplemental Pay Form is located in the HR Forms Library
Supplemental Payments <i>for Classified and Unclassified employees</i>	<ul style="list-style-type: none"> Must consult with Compensation for all Supplemental Payments. 	The Supplemental Pay Form is located in the HR Forms Library
Lump Sum Payments <i>for Unclassified employees</i>	<ul style="list-style-type: none"> Must consult with Compensation for all Lump Sum Payments. 	The Supplemental Pay Form is located in the HR Forms Library
<i>For further assistance, please contact Talent Acquisition & Compensation at 22100 or Academic Personnel at 28717</i>		

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Current Employee Job Changes		
Promotion for current <i>Unclassified</i> employee	<ul style="list-style-type: none"> Must consult with Compensation for all Promotions. Department submits employee resume to Compensation. Salary Offer Worksheet is initiated by Department and sent to Compensation. If approved, an ETW will be initiated by the Employee's Department. 	The Employee Transaction Workflow (ETW) located in Flashline.
Reclassification for a current <i>Classified</i> employee/ position	<ul style="list-style-type: none"> Must consult with Compensation for all Reclassifications. A Position Description Questionnaire (PDQ) is initiated by Employee and/or Department and sent to Compensation. If approved, an ETW will be initiated by Compensation. 	The Employee Transaction Workflow (ETW) located in Flashline.
Title Change only with no change in salary or pay grade	<ul style="list-style-type: none"> Must consult with Compensation for all Title Changes. An ETW will be initiated by the Employee's Department. 	The Employee Transaction Workflow (ETW) located in Flashline.
Pay Grade Change only with no change in title	<ul style="list-style-type: none"> Must consult with Compensation for all Pay Grade Changes. An ETW will be initiated by the Employee's Department. 	The Employee Transaction Workflow (ETW) located in Flashline.
Change in Salary only with no change in pay grade	<ul style="list-style-type: none"> Must consult with Compensation for all Salary Changes. An ETW will be initiated by the Employee's Department. 	The Employee Transaction Workflow (ETW) located in Flashline.
Faculty member appointed to an Interim Department Head or Chair position	<ul style="list-style-type: none"> Dean's office will submit request to the Provost's office. An ETW will be initiated by the Dean's Office. 	The Employee Transaction Workflow (ETW) located in Flashline.
<i>Department head, Dean or Chair going back to their Faculty position</i>	<ul style="list-style-type: none"> If there is position number established for the faculty position then YES the department should initiate an ETW. If there is no available position for the faculty position, create a position number through the PRA process then submit an ETW with the new position number for processing. 	The Employee Transaction Workflow (ETW) located in Flashline.
Faculty position has become more Unclassified in nature (or vice versa)	<ul style="list-style-type: none"> Must consult with Compensation and Academic Personnel. If position has changed and is most appropriately defined as administrative/unclassified, then Salary Offer Worksheet is initiated by Department and sent to Compensation Department and then an ETW should be initiated by the Employee's Department and is then routed for approvals. If position has changed and is most appropriately defined as faculty, then an ETW will be initiated by the Employee's Department. 	The Employee Transaction Workflow (ETW) located in Flashline.
Renewal/Extension of all Grant and Non-Grant Term Assignments	<ul style="list-style-type: none"> Employee's department will complete an ETW for the renewal. 	The Employee Transaction Workflow (ETW) located in Flashline.

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Faculty & GA Assignment Processing		
Full-time faculty for overloads and summer assignments	<ul style="list-style-type: none"> Employee's department will complete an ePAF for each assignment. 	The Electronic Personnel Action Form (ePAF) located in Flashline.
Workshop Instructors	<ul style="list-style-type: none"> Employee's department will complete an ePAF for each assignment. 	The Electronic Personnel Action Form (ePAF) located in Flashline.
Graduate Assistants for new and returning assignments	<ul style="list-style-type: none"> Employee's department will complete an ePAF for each assignment. 	The Electronic Personnel Action Form (ePAF) located in Flashline.
Part-time faculty for all teaching assignments	<ul style="list-style-type: none"> Employee's department will process through FLAC for each assignment. 	The Faculty Load and Compensation system (FLAC) processed through Banner INB and SSB.
Part-time faculty for all non-teaching assignments that are related to their faculty assignment	<ul style="list-style-type: none"> Employee's department will complete an ETW for each assignment. 	The Employee Transaction Workflow (ETW) located in Flashline.
Full-time faculty for flat-fee one time payments	<ul style="list-style-type: none"> Employee's department will complete an ETW for each assignment. 	The Employee Transaction Workflow (ETW) located in Flashline
Faculty – NTT for Renewals	<ul style="list-style-type: none"> Submit draft offer letter for Provost Office approval; when signed by faculty member attach to ETW 	The Employee Transaction Workflow (ETW) located in Flashline.
Graduate Assistants for work during breaks or additional assignments	<ul style="list-style-type: none"> Employee's department submits an ETW; additional assignments must have pre-approval via the Additional Employment Form 	The Employee Transaction Workflow (ETW) located in Flashline.

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