Subject: NEW Online Additional Employment Workflow for Grad Students

As an approver, when you are logged in to Flashline, you will see all graduate student requests for Additional Employment that are assigned to you for review and processing.

Step 1

Log into Flashline and click on My Action Items Tab at the top. You will see “My Worklist 2” at the top right of your screen. This worklist will show all tasks assigned to you. (See Exhibit A for an example.)

Step 2

Click on the first item in your list and then the “Take Action” button next to the requester’s name. (See Exhibit B for an example. Note: The student and approver information has been shaded out.)

Step 3

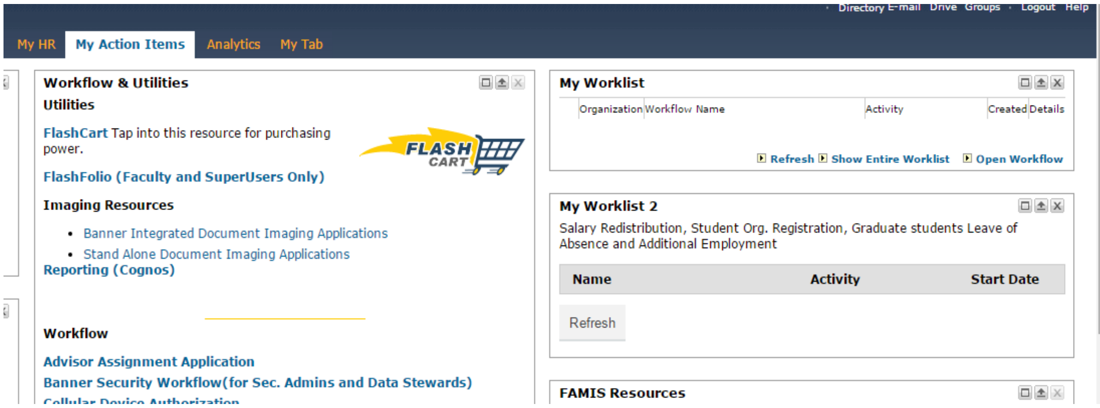
Review the request for additional employment. **Section A is completed by the student** and includes the student’s: name, email address, college, department/school, major, concentration, and year in program; their responses to questions about the additional employment; the unit and appointment term of their current assistantship; and the unit, dates, estimated weekly hours and hiring supervisor of the additional employment.

Section B is completed by the Graduate Program Director and is displayed at the bottom of the page. There are two questions the Graduate Program Director must answer before they Approve, Deny, Return to Student or Cancel the request. The two questions are how the additional employment will impact the student’s progress to degree and how the additional employment will affect support for other students in the program. Note: The Request History will be displayed at the bottom of the screen. The history includes the action taken, who the action was taken by, and any comments that were entered. (See Exhibit C for an example.)

Step 4

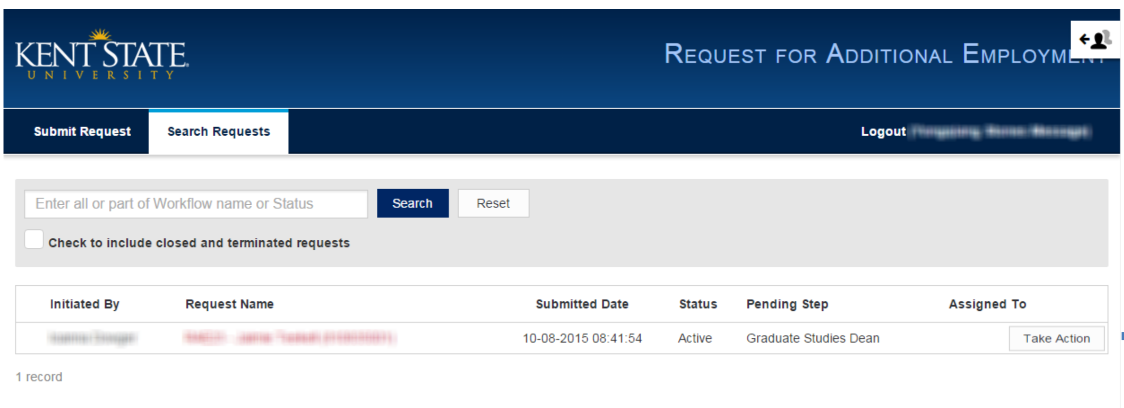
Enter any questions, comments or concerns regarding the request. Comments are not required when approved; however, comments are required if you deny or send the request back to the student. If the department believes that an exception to the policy is warranted, justification should be included in the comments section. Note: Comments will be visible to the student and other reviewers. (See Exhibit D for an example.)

Exhibit A – Step 1



My Worklist 2 will display graduate students request for Additional Employment

Exhibit B – Step 2



Click "Take Action" to review the request

Exhibit C – Step 3

Additional Employment: RAE23 - [illegible]

Section A: Completed by Graduate Student

Student Primary Program: Master of Science (MS)

Student
[illegible] [illegible]@kent.edu

College
College of Comm and Info (CI)

Department/School
Library and Information Sci (LIS)

Major
Information Arch/Knowldge Mgmt (IAKM)

Concentration
User Experience Design (UXDE)

Year in Program
2 - Second

H[illegible] act your degree progress?

I will still graduate on time.

[illegible] romote your career goals?

I will gain experience in...

Current Assistantship

Program or Unit
Dining

Term
Fall 2015 - Part Time

Requested Additional Employment

Program or Unit
Dining

Additional Weekly Hours
4 hours

Date Range
10 19 2015 to 12 17 2015

Hiring Supervisor
[illegible]

Section A includes the student's name, email address, college, department/school, major, concentration, and year in program; the student's responses to questions about the additional employment; the unit and appointment term of the student's current assistantship; and the unit, dates, estimated weekly hours and hiring supervisor of the additional employment.

Section B: Completed by Graduate Program Director

How will the additional employment impact Jaimie Teekell's progress to degree?

How will the additional employment affect support for other students in the program?

Approve | Deny | Return to Student | Cancel

Section B is completed by the Graduate Program Director. The text fields are required.

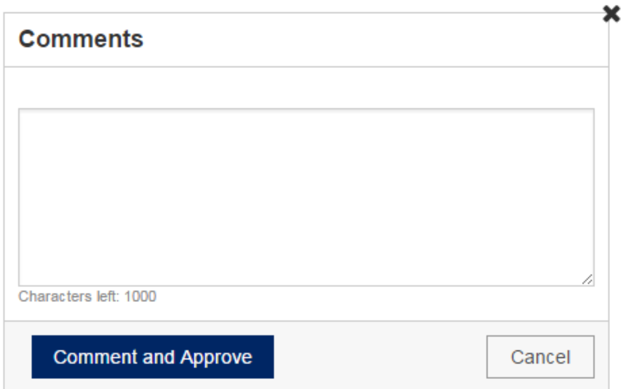
Request History:

Submitted By	Submitted Date	Status	Action Taken By	Comments
[illegible]	10-08-2015 08:41:54	Submitted		
[illegible]	10-08-2015 08:42:00	Approved	Graduate Program Director	
[illegible]	10-08-2015 08:43:16	Approved	College Dean	
[illegible]	10-08-2015 08:43:33	Approved	Hiring Chief Administrator	

4 records

The Request History shows who has reviewed and/or taken action on the request.

Exhibit D – Step 4



Comments are required if you Deny or Return the request to the student. Comments are not required when a request is approved; however, comments should be entered if an exception to the policy is requested.