

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

The screenshot shows a user interface with a top navigation bar containing 'My HR', 'My Action Items', 'Analytics', and 'My Tab'. The main content area is divided into two columns. The left column, titled 'Workflow & Utilities', includes sections for 'Utilities' (with a 'FlashCart' logo), 'Imaging Resources' (listing Banner and Stand Alone Document Imaging Applications), and 'Workflow' (listing Advisor Assignment Application, Banner Security Workflow, and Cellular Device Authorization). The right column, titled 'My Worklist', contains two sub-sections. The top one is a table with columns for 'Organization/Workflow Name', 'Activity', and 'Created/Details', with buttons for 'Refresh', 'Show Entire Worklist', and 'Open Workflow'. The bottom one is 'My Worklist 2', which lists 'Salary Redistribution, Student Org. Registration, Graduate students Leave of Absence and Additional Employment' and features a table with columns for 'Name', 'Activity', and 'Start Date', along with a 'Refresh' button. Below this is a 'FAMIS Resources' section.

My Worklist 2 will display graduate students request for Additional Employment

Exhibit B – Step 2

The screenshot shows the 'REQUEST FOR ADDITIONAL EMPLOYMENT' page. At the top, there is a navigation bar with the Kent State University logo and a 'Request for Additional Employment' title. Below this is a secondary navigation bar with 'Submit Request' and 'Search Requests' tabs, and a 'Logout' link. The main content area features a search bar with the text 'Enter all or part of Workflow name or Status', a 'Search' button, and a 'Reset' button. Below the search bar is a checkbox labeled 'Check to include closed and terminated requests'. The search results are displayed in a table with the following columns: 'Initiated By', 'Request Name', 'Submitted Date', 'Status', 'Pending Step', and 'Assigned To'. A single record is shown with the following data: 'Initiated By: [Name]', 'Request Name: [Name]', 'Submitted Date: 10-08-2015 08:41:54', 'Status: Active', 'Pending Step: Graduate Studies Dean', and 'Assigned To: [Name]'. A 'Take Action' button is located in the 'Assigned To' column. Below the table, it says '1 record'.

Click "Take Action" to review the request

Exhibit C – Step 3

Additional Employment: RAE23 - Jaimie Teekel (jaimie.teekel@kent.edu)

Section A: Completed by Graduate Student

Student Primary Program: Master of Science (MS)

Student
Jaimie Teekel (jaimie.teekel@kent.edu)

College
 College of Comm and Info (CI)

Department/School
 Library and Information Sci (LIS)

Major
 Information Arch/Knowledge Mgmt (IAKM)

Concentration
 User Experience Design (UXDE)

Year in Program
 2 - Second

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.

Hi Jaimie Teekel (jaimie.teekel@kent.edu),
 How will the additional employment impact your degree progress?
 I will still graduate on time.

Hi Jaimie Teekel (jaimie.teekel@kent.edu),
 How will the additional employment promote your career goals?
 I will gain experience in...

Current Assistantship	Requested Additional Employment
Program or Unit Dining	Program or Unit Dining
Term Fall 2015 - Part Time	Additional Weekly Hours 4 hours
	Date Range 10-19-2015 to 12-17-2015
	Hiring Supervisor <small>Christopher Brown-McGee (cbrownm)</small>

Section B: Completed by Graduate Program Director

How will the additional employment impact Jaimie Teekel's progress to degree?
 How will the additional employment affect support for other students in the program?

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

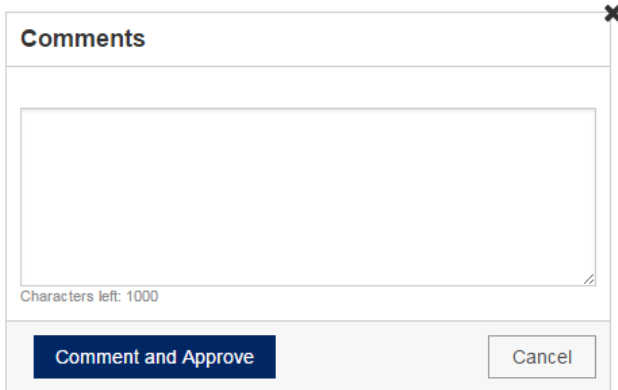
Request History:

Submitted By	Submitted Date	Status	Action Taken By	Comments
<small>Jaimie Teekel</small>	10-08-2015 08:41:54	Submitted		
<small>Jaimie Teekel</small>	10-08-2015 08:42:00	Approved	Graduate Program Director	
<small>Jaimie Teekel</small>	10-08-2015 08:43:16	Approved	College Dean	
<small>Christopher Brown-McGee</small>	10-08-2015 08:43:33	Approved	Hiring Chief Administrator	

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

4 records

Exhibit D – Step 4



The image shows a 'Comments' dialog box. At the top left is the title 'Comments' and a close button 'x'. Below the title is a large, empty text input area. At the bottom left of the text area, it says 'Characters left: 1000'. At the bottom of the dialog box, there are two buttons: 'Comment and Approve' (a dark blue button with white text) and 'Cancel' (a light gray button with black text).

→ *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.*