## Forms, Workflows and Process Aid

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<tr>
<th>Scenario</th>
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<th>Form or e-workflow to be utilized</th>
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<tr>
<td><strong>PRA Process</strong></td>
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| If a position needs to be replaced or an additional position needs added to the department. *For Faculty, Classified, Unclassified, Intermittent, and Term positions.* | • Submit a *Strategic Hiring Position Control Request Form* and receive approval.  
• Initiate a 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 current position from part time to full time or full time to part time. *For Classified and Unclassified positions.* | • Department must first consult with Talent Acquisition.  
• Submit a *Strategic Hiring Position Control Request Form* and receive approval.  
• Initiate a 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. | • Submit a *Strategic Hiring Position Control Request Form* and receive approval.  
• Initiate a PRA to request a waiver of posting.  
• Must meet special requirements listed per policy 3342-6-02.102. | Log into Flashline, select **My Action Items** tab, select Workflows, select **Position Request Authorization (PRA)** |

## Short-Term or Temporary Staff Assignments

| To Request a Short-Term Assignment (part-time, 4 months or less, maximum of 28 hours per week, paid an hourly rate). *For New Staff Short Term and Temporary Assignments (Not for current KSU Employees)* | • A Strategic Hiring Position Control Request Form is NOT necessary for this process.  
• The hiring department originator completes the paper **Short Term Hiring Request Form**.  
• The paper request form is routed for approval signatures.  
• When all signatures are complete, the originator should email the approved form to Talent Acquisition at employment@kent.edu (original copy is not needed).  
• Talent Acquisition posts the job or provides the department with a pool of candidates.  
• The hiring department works with Talent Acquisition to select the candidate.  
• Talent Acquisition submits the final candidate selection documentation to the Office of Compliance, Equal Opportunity and Affirmative Action for approval.  
• Talent Acquisition completes the reference check, background check and additional required pre-employment testing.  
• Compensation reviews and determines the hourly pay rate for the position in comparison with the requested pay rate.  
• Talent Acquisition coordinates the start date with the department and the candidate.  
• Talent Acquisition works with the candidate to complete the required pre-employment paperwork. | The **Short-Term Staff Hiring Request Form** is located in the HR Forms Library.  
*This is a paper form, not a workflow.* |
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| **Staff Promotion for current Unclassified employee** | - Must consult with Compensation for all Promotions.  
- **Salary Offer Worksheet** is initiated by Department and sent to Compensation along with the employee’s resume.  
- Submit a *Strategic Hiring Position Control Request Form (attach completed Salary Offer Worksheet).  
- If approved, an ETW is initiated by the Employee’s Department.  
- An **Employment Agreement** must be completed then signed by the promoted employee. | **The New Employee Transaction Workflow (ETW)** located in Flashline. |
| **Staff Reclassification for a current Classified employee/position** | - Must consult with Compensation for all Reclassifications.  
- **A Position Description Questionnaire (PDQ)** is initiated by Employee and/or Department and sent to Compensation.  
- Compensation completes audit and formalizes position determination via Audit Memo.  
- Submit a *Strategic Hiring Position Control Request Form (attach Compensation’s Audit Memo).  
- If approved, an ETW is initiated by Compensation. | **The New Employee Transaction Workflow (ETW)** located in Flashline. |
| **Staff Title Change only with no change in salary or pay grade** | - Must consult with Compensation for all Title Changes.  
- Work with Compensation if a new Job Description is needed.  
- An ETW is initiated by the Employee’s Department.  
- An Employment Agreement must be completed then signed by the employee. The new Job Description should be attached. | **The New Employee Transaction Workflow (ETW)** located in Flashline. |
| **Staff Change in Salary only with no change in pay grade or title** | - Must consult with Compensation for all Salary Changes.  
- Department submits employee resume to Compensation.  
- **Salary Offer Worksheet** is initiated by Department and sent to Compensation.  
- Submit a *Strategic Hiring Position Control Request Form (attach completed Salary Offer Worksheet).  
- If approved, an ETW is initiated by the Employee’s Department.  
- An Employment Agreement must be completed then signed by the employee. | **The New Employee Transaction Workflow (ETW)** located in Flashline. |
| **Staff Renewal of a Term Assignment (Including Intermittent/INR)** | - If position is University Funded, submit a *Strategic Hiring Position Control Request Form. Intermittent renewals are an exception.  
- If approved, an ETW is initiated by the Employee’s Department.  
- A Renewal Letter should be signed by the employee. | **The New Employee Transaction Workflow (ETW)** located in Flashline. |
| **Staff Additional Assignment for a Current Employee** | - An ETW (As Additional Pay) should be initiated by the Department for whom the work will be done.  
- Not to be used for additional Faculty or GA assignments. See Faculty & GA Assignment Processing section of this document. | **The New Employee Transaction Workflow (ETW)** located in Flashline. |
| **Faculty member appointed to an Interim Department Head, Chair or Dean position** | - Submit a *Strategic Hiring Position Request Control Form.  
- If approved, an ETW is initiated by the Employee’s Department.  
- An Employment Agreement must be completed then signed by the employee. | **The New Employee Transaction Workflow (ETW)** located in Flashline. |
| **Department Head, Chair or Dean returning to a Faculty position** | - If there is a position number established, the department should initiate an ETW.  
- If a position number is needed, contact the budget office, then submit an ETW with the new position number for processing.  
- A Faculty Contract is generated by Academic Personnel or the Provost Office. | **The New Employee Transaction Workflow (ETW)** located in Flashline. |
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<td><strong>Supplemental &amp; Lump Sum Staff Payments</strong></td>
<td><strong>Supplemental Payments for Classified and Unclassified employees</strong>&lt;br&gt;- Must consult with Compensation for all Supplemental Payments.&lt;br&gt;- Compensation provides recommended supplemental amount.&lt;br&gt;- Submit a <em>Strategic Hiring Position Control Request Form (for 4 months or greater).</em>&lt;br&gt;- If approved, an ETW (As Supplemental Pay) is initiated by the Employee’s Department.</td>
<td>The New Employee Transaction Workflow (ETW) located in Flashline.</td>
</tr>
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<td><strong>Lump Sum Payments for Classified and Unclassified employees</strong>&lt;br&gt;- Must consult with Compensation for all Lump Sum Payments.&lt;br&gt;- Requires VP of HR approval.&lt;br&gt;- If approved, an ETW (As Supplemental Pay) is initiated by the Employee’s Department.</td>
<td></td>
<td>The New Employee Transaction Workflow (ETW) located in Flashline.</td>
</tr>
<tr>
<td><strong>Faculty &amp; GA Assignment Processing</strong></td>
<td><strong>Full-time faculty for overloads and summer assignments</strong>&lt;br&gt;- Employee’s department will complete an ePAF for each assignment.</td>
<td>The Electronic Personnel Action Form (ePAF) located in Flashline.</td>
</tr>
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<td></td>
<td><strong>Workshop Instructors</strong>&lt;br&gt;- Employee’s department will complete an ePAF for each assignment.</td>
<td>The Electronic Personnel Action Form (ePAF) located in Flashline.</td>
</tr>
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<td></td>
<td><strong>Graduate Assistants for new and returning assignments</strong>&lt;br&gt;- Employee’s department will complete an ePAF for each assignment.</td>
<td>The Electronic Personnel Action Form (ePAF) located in Flashline.</td>
</tr>
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<td></td>
<td><strong>Part-time faculty for all teaching assignments</strong>&lt;br&gt;- Employee’s department will process through FLAC for each assignment.&lt;br&gt;- Use department part-time faculty position number and account code for teaching (ex: 61214 during the academic year). DO NOT use position number 992370 for faculty members.</td>
<td>The Faculty Load and Compensation system (FLAC) processed through Banner INB and SSB.</td>
</tr>
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<td><strong>Part-time faculty for all additional non-teaching assignments</strong>&lt;br&gt;- Employee’s department will complete an ePAF for each assignment.&lt;br&gt;- Use department part-time faculty position number &amp; account code for non-teaching (ex: 61215 for part-time faculty &amp; 61214 for all other non-teaching assignments). DO NOT use position number 992370 for faculty members.</td>
<td>The Electronic Personnel Action Form (ePAF) located in Flashline.</td>
</tr>
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<td><strong>Full-time faculty for flat-fee or one-time payments</strong>&lt;br&gt;- Employee’s department will complete an ePAF for payment.&lt;br&gt;- Use department part-time faculty position number and account code for non-teaching (ex: 61214 during the academic year). DO NOT use position number 992370 for faculty members.</td>
<td>The Electronic Personnel Action Form (ePAF) located in Flashline.</td>
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<td><strong>Graduate Assistants for work during breaks or additional assignments</strong>&lt;br&gt;- Employee’s department will complete an ePAF for payment.&lt;br&gt;- Use GA position number 992260.</td>
<td>The Electronic Personnel Action Form (ePAF) located in Flashline.</td>
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<tr>
<td>Employee Type the Department works with</td>
<td>New and Current Faculty &amp; Staff Employees</td>
<td>Current Staff Employees (hourly and admin)</td>
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<tr>
<td>Workflow, Forms or System used by the Department</td>
<td>Page Up for New Hires &amp; Hiring Request Form for Short Term Employees</td>
<td>ETW for Current Employee Changes and Hiring Request Form for Short Term Employees</td>
</tr>
<tr>
<td>Payroll Type Hourly</td>
<td>Hourly Rate BW payroll</td>
<td>Hourly Rate BW payroll</td>
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<tr>
<td>Payroll Type Salary</td>
<td>Salary - SM Payroll</td>
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*Link for the Strategic Hiring Position Control Request Form: [Strategic Hiring Form](#)*