

Forms, Workflows and Process Aid		
Scenario	Action	Form or e-workflow to be utilized
PRA Process		
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"> Department must first consult with Talent Acquisition. 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.	<ul style="list-style-type: none"> Submit 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, less than 28 hours per week, paid an hourly rate). For <u>New Staff</u> Short Term and Temporary Assignments (Not for current KSU Employees)	<ul style="list-style-type: none"> The hiring department originator completes the 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 provides the department with a pool of candidates. The Office of Compliance, Equal Opportunity & Affirmative Action reviews the pool of applicants for compliance. 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 Hiring Request Form is located in the HR Forms Library.
Out of Class, Supplemental & Lump Sum Staff Payments		
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.

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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 is 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 is 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. If approved, an ETW is 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. If approved an ETW is 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. If approved, an ETW is initiated by the Employee's Department. 	The Employee Transaction Workflow (ETW) located in Flashline.
Renewal of a Full-Time Term Assignment	<ul style="list-style-type: none"> An ETW is initiated by the Employee's Department. 	The Employee Transaction Workflow (ETW) located in Flashline.
Additional Assignment for a Current Employee	<ul style="list-style-type: none"> An ETW is initiated by the Department that the Employee completed the additional assignment for. 	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 submits the request to the Provost's office. An ETW is 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 a 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 the position has changed and is most appropriately defined as administrative/unclassified, then a Salary Offer Worksheet is initiated by the Department and sent to Compensation. An ETW should then be initiated by the Employee's Department. If position has changed and is most appropriately defined as faculty, then an ETW is initiated by the Employee's Department. 	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. 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. 	The Faculty Load and Compensation system (FLAC) processed through Banner INB and SSB.
Part-time faculty for all additional non-teaching assignments	<ul style="list-style-type: none"> Employee's department will complete an ETW for each assignment. 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. 	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. 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. 	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; if the assignment is a one-time only appointment and under \$500, no additional employment approval is needed Use GA position number 992260. 	The Employee Transaction Workflow (ETW) located in Flashline.

Who Should I Call?

QUICK HELP GUIDE	HR TALENT ACQUISITION 22110	HR RECORDS 28316	HR COMPENSATION 22110	ACADEMIC PERSONNEL 28717	CAREER SERVICES 22360
<i>Employee Type the Department Works With</i>	New Faculty and New Staff Employees	Current Staff Employees (hourly and admin)	Current Staff Employees (hourly and admin)	FT Faculty, PT Faculty & GAs	Student Employees
<i>Workflow, Forms or System used by the Department</i>	<u>People Admin</u> for New Hires	<u>ETW</u> for Current Employee Changes and <u>Hiring Request Form</u> for Short Term Employees	<u>Supplemental Pay Form</u>	<u>ePAF</u> , <u>ETW</u> and <u>FLAC</u>	<u>Campus Works</u>
<i>Payroll Type Hourly</i>	Hourly Rate BW payroll	Hourly Rate BW payroll	Hourly Rate BW payroll	N/A	Hourly Rate BW payroll
<i>Payroll Type Salary</i>	Salary - SM Payroll	Salary - SM Payroll	Salary - SM Payroll	Salary SM, SU & FA Payroll	N/A

Additional Notes