

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 Lists” at the top. You will see “My Worklist”. 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

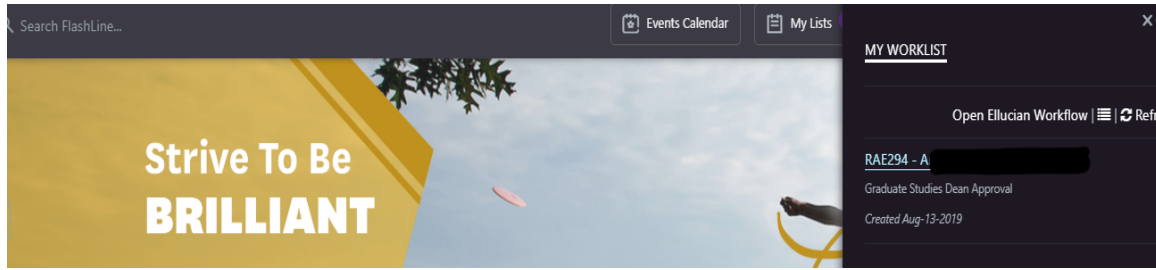


Exhibit B – Step 2

The screenshot displays the "REQUEST FOR ADDITIONAL EMPLOYMENT" search page at Kent State University. The header includes the university logo and navigation tabs for "Submit Request" and "Search Requests". A search bar contains the text "Enter all or part of Workflow name or Status" with "Search" and "Reset" buttons. A checkbox option "Check to include closed and terminated requests" is present. Below is a table with one record:

Initiated By	Request Name	Submitted Date	Status	Pending Step	Assigned To
System/Manager	RAE294 - Jamie Hubbard (111810001)	10-08-2015 08:41:54	Active	Graduate Studies Dean	Take Action

1 record

An arrow points from the "Take Action" button in the table to a callout box containing the text: "Click 'Take Action' to review the request".

Exhibit C – Step 3

Additional Employment: RAE23 - (Name: Jaimie Teekell)

Section A: Completed by Graduate Student

Student Primary Program: Master of Science (MS)

Student
(Name: Jaimie Teekell) (Email: jteekell@kent.edu)

College
 College of Comm and Info (CI)

Department/School
 Library and Information Sci (LIS)

Major
 Information Arch/Knowledge Mgmt (IA&M)

Concentration
 User Experience Design (UXDE)

Year in Program
 2 - Second

How will the additional employment impact your degree progress?
 I will still graduate on time.

How will the additional employment promote your career goals?
 I will gain experience in...

Current Assistantship	Requested Additional Employment
Program or Unit Dining Term Fall 2015 - Part Time	Program or Unit Dining Additional Weekly Hours 4 hours Date Range 10/19/2015 to 12/17/2015 Hiring Supervisor <small>(Temporary Service Manager (000000))</small>

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?

Request History:


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

4 records

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

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

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.*