

Electronic Workflow Information

WHICH APPOINTMENT TYPE DO I USE?!

- Q:** What does 'benefits eligible' mean in the appointment type description? Does this mean the job is benefits eligible?
- A:** The 'benefits eligible' descriptor refers to the employee ~ is the employee benefits eligible or not?
- Q:** Why do we need to choose an appointment based on whether or not the employee is benefits eligible?
- A:** Benefits eligible employees with additional (temporary) appointments are charged two (2) fringes: FICA and retirement. Thus we need to have the correct appointment type selected in order to have the fringes applied correctly.
- Q:** When do I select the Benefits Eligible Appt vs. the Non-Benefits Eligible?
- A:** If the employee is in a benefits eligible position, then the appointment type selected must specify benefits eligible as well.

NEW WEB PAGE for ELECTRONIC WORKFLOW!

A new Web link has been added to the main Human Resources Web site for PSHR Electronic Workflow!

To access the PSHR Electronic Workflow Web page go to: <http://www.wmich.edu/hr/> and click on the Electronic Workflow link on the left hand side of the page.

Once you are at the PSHR Electronic Workflow Web page, you will find the newest versions of the User Guides, information regarding project status update and access to new and archived issues of Workflow News and Forms Forum.

UPDATED USER GUIDE AVAILABLE!

The newest versions of the guides are on the Web site!

QUESTIONS? SUGGESTIONS?

If you have suggestions or questions on Workflow or the User Guides, please contact us at: 387-3620.

NEW! Gross Up Functionality for Incidental Payments!

- Academic Awards, Distinguished Teaching Awards and Student Awards will be grossed up automatically.
- Staff Awards can be grossed up upon request.
- A grossed up payment will be exclusive of deductions; the payment amount entered on the form will be the amount paid.

Any payments that are grossed up must be processed manually by the Payroll department. Please contact the Payroll office to make arrangements to pick up the checks.

Kronos Correction E-mail Notification

When/Why do I need to complete a KRONOS correction form?

- If you submit an hourly temporary appointment form with an end date that falls within a pay period that has already been processed, a KRONOS correction form must be processed because a payline is not created for the person.
- NEW! You will receive an e-mail notification reminding you to process a KRONOS correction form when a past dated hourly form is submitted.

PSHR Electronic Workflow Web Access Authorization

When does this form need to be completed?

- If your (new) employee has never had access to the PeopleSoft Workflow system, an *Access Authorization* form must be completed.

Where can I find the *Access Authorization* form?

- On the HR Web site via the HR Forms link: www.wmich.edu/hr/forms.html