

## IN PROGRESS!

Phase II of the Online Workflow project (Student & Graduate Assistant appointments) is on target!

## HELP IS AVAILABLE!

Have you forgotten your password? Are you having trouble signing in? If yes, please contact the OIT Help Desk for assistance. **387-HELP**

## NEED ACCESS for a NEW EMPLOYEE?

Complete the 'PSHR Electronic Workflow Web Access Authorization' form found on the HR Web site:  
[www.wmich.edu/hr/forms.htm](http://www.wmich.edu/hr/forms.htm)

## IMPORTANT CONTACTS

OIT Help Desk  
387-HELP

Human Resources  
387-3620

Payroll  
387-2935

Budget  
387-4275

## Hot Tips: frequently asked questions about Electronic Workflow

**Q.** Where can I find the link to PeopleSoft HRMS?

**A.** The link is only sent to the user when the initial access is set up. Due to the security of the system, the link is not published anywhere. It is recommended that users save the e-mail or bookmark the link.

**Q.** Why can't I access PeopleSoft HRMS through a wireless or off-campus connection?

**A.** Due to the sensitive nature of the information stored in the system, access is blocked from any connection other than a secure WMU connection. Therefore, the user is unable to connect to the system while traveling or from home.

**Q.** Why can't I access PeopleSoft HRMS via my GoWMU sign on?

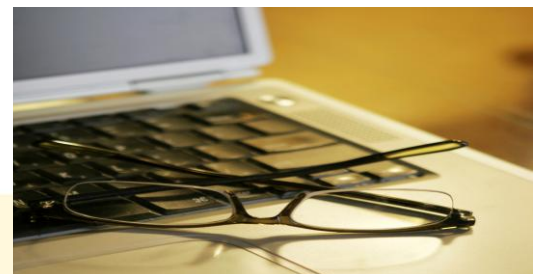
**A.** You will be able to in the near future! More information to come.

**Q.** Why is the Description of Work box restricted to 254 characters?

**A.** The description of work field should be used for a summary description of the work performed. If more space is required, use the comments section to provide additional information.

**Q.** How can I ensure my form will go through without being recycled or cancelled?

**A.** Having off-line conversations and verifying data prior to submitting the form! Although the form provides the opportunity to write comments and/or recycle the form, nothing can replace personal communication. Contact the person or department that can answer your question.



## DESCRIPTION of Work

*Details about the type of work being done need to be specific enough so Approvers can ensure the payment is being made correctly.*

- *'Working on the XXX project' is not specific enough.*
- *"Conducting interviews, maintaining the project database, and coordinating project XXX workflow" provides better information.*

*NOTE: Please do not put 'sensitive' information (e.g. another employee's name, specific health related information) in the description or comment fields.*