NEW FEATURES: updates to Workflow Forms

On ALL WORKFLOW FORMS
If an employee is new and has never had an employee (PeopleSoft) record, a Date of Birth and an Address will be required to initiate a Workflow form.

- If a birth date or address exist on Banner, the field will auto-populate, and the initiator will not need to complete this field.
- These data are needed to fulfill federal government regulations and requirements.
- Form approvers will NOT be able to see the birth date or the address. Once the initiator has submitted the form, he/she will only be able view the birth date or address.
- Have your new employee complete the 'Personal Data Form' (found on the HR Web site) to obtain data needed to initiate Electronic Workflow forms.

On TEMPORARY APPOINTMENT FORMS
A new warning message will appear if the Social Security Number or the Employee ID (EmplID) entered does not have a match in the PeopleSoft database.

- This is an informational message. It will not stop you from submitting the form.
- The message warns the initiator that no employee is found. If you know the appointee is an employee of WMU, recheck the SSN/EmplID entry and correct if needed. If this is a new employee, click OK to continue.

On HOURLY STUDENT APPOINTMENT FORMS
A new warning message appears if the appointment begin date entered is more than a year in the past.

- This is an informational message. It will not stop you from submitting the form.
- Recheck date to ensure it is correct.

AHA!
OnGoing but Irregular Appointments
If you have an employee that works for you on an ongoing, but sporadic basis, we suggest you appoint this person to a one-year temporary hourly appointment. Then, anytime the person works, you only need to submit hours on KRONOS. No work, no hours reported, no pay generated.

- If there is a change in pay during the one-year timeframe, a transaction form can be submitted to make the pay change.
- When the initial appointment expires, you can submit a new one-year temporary appointment using the temporary appointment form.
- If the employee leaves prior to the end of the appointment, submit a transaction form to terminate the employee.