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INTRODUCTION

Part I Overview
Part 1 provides a broad overview of the HR Actions New Hire transaction. Next is a review of the types of transactions and when to use them. Then instructions for logging into and navigating within the different parts and views of HR Actions are given. Lastly initiating, processing, and reviewing HR Actions transactions is covered.

Part II Overview
Only Employee Separation Process is covered in this Part 2. First is a review and information about the process. Then a review of important information needed before starting the Employee Separation Process. We will use a mock database to initiate an Employee Separation Process, move through it touching all areas which may arise in this process, and if possible complete it.
<table>
<thead>
<tr>
<th>Type of Action</th>
<th>When to Use It</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring an Employee</td>
<td>When hiring an employee either new to UAMS, rehiring a former employee or a current employee is transferring.</td>
</tr>
<tr>
<td>Reclassification salary change</td>
<td>The employee’s job duties have changed which may need a new title and possible a salary is expected to change.</td>
</tr>
<tr>
<td>Reclassification with no salary change</td>
<td>The employee’s job duties have changed which may need a new title with not salary change.</td>
</tr>
<tr>
<td>Request a salary change</td>
<td>Request an employee’s salary to change outside of the budget review</td>
</tr>
<tr>
<td>Request a funding source change</td>
<td>To change or correct what accounts an employee’s pay is funded by.</td>
</tr>
<tr>
<td>Employee is changing percent of time</td>
<td>An employee schedule has change from full time to part time, from part time to full time or another percent of time.</td>
</tr>
<tr>
<td>Leave of absence</td>
<td>The employee in going on Leave of Absence with or without pay.</td>
</tr>
<tr>
<td>Return from LOA</td>
<td>To return the employee to active duty, either from LOA with Pay or LOA without Pay.</td>
</tr>
<tr>
<td>Non-employee</td>
<td>To add a non-paid, non-employee to SAP.</td>
</tr>
<tr>
<td>Employee is leaving UAMS</td>
<td>An employee is terminating or leaving UAMS.</td>
</tr>
<tr>
<td>Add or update an employee credentials</td>
<td>To add, revise, or renew an employee’s level of education or licenses and certifications. Used to update information on name badges</td>
</tr>
<tr>
<td>Add or update an employee credentials with salary increase</td>
<td>To add, revise, or renew an employee’s level of education or licenses and certifications and increase salary is expected due to the new license or certification. Used to update information on name badges</td>
</tr>
<tr>
<td>Work contact information has changed</td>
<td>To make work information changes. Such as: Work phone number, slot number, check sort, what clock the employee has to use, fax number, work or cell phone number.</td>
</tr>
</tbody>
</table>
Example of Workflow Process

Hire an Employee

HR Actions, 04/2015
Unit 1: Logging into Employee Self Service & Manager’s Self Service

Logging into ESS/MSS

To access the HR actions you must first log into Employee Self Service.

**STEP 1:** Open the internet and go to https://qaenterprise.uams.edu/irj/portal

![Image of the UAMS login page]

**STEP 2:** Enter your UAMS Domain ID and password. Once you are logged in select the Manager Self-Service tab.

![Image of the ESS/MSS page]

HR Actions, 04/2015
STEP 3: Click on the words ‘HR Actions’.

STEP 4: This opens the HR Actions Tasks & Requests window.

From this window you are able to start all HR actions requests on new or current employees. It also includes any workflows that have been sent to you.
Navigation of and Definitions of the Main HR Actions Request Window

Active Queries

Use the Active Queries section to navigate into different views and display information regarding workflows that you are working on, requested or need to research.

- Workflows with Me as Next Processor – current workflow action requests that have been sent to you to either complete some of the fields and or approve it. This is the default view and can be used as a ‘to do’ work list.
- Active Workflows I am Involved with – workflow action requests you have worked on which have not yet been completed.
- Posted/Cancelled Workflows I was Involved with – workflow action requests that you have worked on which been either cancelled or completed and posted/sent to SAP.
- All Actions – will not be available to all users. This is based on the users security roles in SAP. It is used for overall review and troubleshooting queries.

View: - Only Standard View is available.
New – Use to start a workflow action request
Print Version – not on all views – currently this is inactive
Export – not on all views - currently this is inactive
Columns on the ‘to do’ list

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Action Type</th>
<th>Employee</th>
<th>Status</th>
<th>Create Date</th>
<th>Next Processor</th>
</tr>
</thead>
</table>

- Request Number – Workflow action request number
- Action Type – abbreviation of the type of workflow action request
- Employee – the employee that the workflow is for
- Status – What status the workflow is in
  - In process – The workflow action request is still being worked on
  - Completed – The workflow action request has all of the required review and approvals and waiting to be posted or downloaded to SAP
  - Posted – The workflow action request was successful in posting or updating SAP and the employee’s record
  - Error – There was an issue with the posting or download into SAP
  - Initial – This reflects the workflow action request is in the first stage of the request
- Create Date – The date that the workflow action request was started
- Next Processor – If the workflow is ‘In Process’ it will show who currently has or working the workflow

Navigation and Definitions of the Workflow Action Request

To start a new workflow action request from the main overview window click on the ‘New’ button.

This opens up a pop-up window that allows you to select the type of requested needed.

Once you make your selection click on the OK button.

The next window to appear depends on the action you requested and at the top of each window you see the following options:
• Check – this option checks for errors fills in text information for what you have entered
• Back – will back out of the action and return to the main window (will not save information) or return to the main window if you have click on save to keep the information for later.
• Save – saves the action however it does not send it the next step.
• Save and Send – saves and sends the action to the next approver or step.
• Delete this Workflow – deletes the HR Action
• Post to SAP – only on selected workflow types with proper authorization will be able to use to download or post to SAP once all information has been completed.

• Request Number – The workflow action request number
• Action Type – The abbreviation of the workflow action type that was selected
• Status – what status or step in the workflow the request is in.
• Current Approver – The person or section within HR that the workflow action request is being worked by
• Next Approver – Once the current approver has completed and approved the workflow by Save & Send, the workflow will be forward to this person or section
• You are - the person who is viewing the workflow's SAP or employee number

The tab has the name of the workflow action type that was selected.

• Transaction Name or Needed Data – The main window of the workflow action with the information or fields to be completed
• Approvers – The list of predetermined approvers and where additional reviewers and approvers can be added
• Change Log – Record of all of changes and approval of this workflow
• Attachments – Attached documents or created notes for this workflow action request.
Unit 3: Processing HR Actions

Processing a workflow action request can be done in as little as four steps* to seven steps at the maximum.

1. Start a workflow*
2. Select the workflow action type*
3. Complete the fields and information*
4. Check the next approver
5. Add any attachments or create notes to support the request
6. Send and Save*
7. Post to SAP – for selected request

**STEP 1: Select the Workflow Action Type**

From the HR Actions Requests window click on the ‘New’ button.

A popup window with a list of the workflow action request types will appear.

**STEP 2: Select the Workflow Action Type** by clicking on the radio button to the left of the type you want to select.
Click on OK to start the requested workflow.

**STEP 3: Complete the information or fields**

Each Workflow Action Request has different information or fields that pertain to that request. The fields are organized in sections. These workflows are also designed so that the initial requester can complete a few fields and forward it to someone else that will have the rest of the information if they do not.

*For Example* – a manager or supervisor hiring a person for their vacant position may only know:

- Applicant’s name
- Applicant’s number
- The position number of the vacation position

In that case the hiring manager or supervisor can start the workflow, complete that information and insert a person name in the approver’s list to complete the rest of the information before sending it to the predetermined approver (if it is a different person).

Each transition has a few required fields that must be completed prior to sending to HR or SAP. These are note by a **red asterisks**

All transition will require:

- Who this will affect
- The effect date of the request
- Reason for the request
- Position number (only on a Hiring an Employee)

**Once you have completed this information, please click on the Check icon**

This will verify that you have the correct person by displaying the name. You may get a **warning message**, however this is normal and a reminder that some additional information is needed before it can be sent to HR or SAP.

Let’s review the different sections that may appear on the action type you selected.  **Workflow Action Request**
• **New Hire Basic Information**

**POLICY Note for Hiring an Employee:** Hiring Managers or Supervisors cannot make an offer to the candidate/applicant until they received approval from the Office of Human Resources Compensation section.

- **Type/Reason** – Required field, use the dropdown to type of new hire as best as you know it.
- **Applicant** – Enter the Applicant’s SAP number
- **Personnel Number** – Leave Blank. If you know that this is a current or former employee and know their previous SAP number you may enter it here.
- **Start Date:** The requested start date of the employee – if unsure, enter in a tentative date. This can always be changed in the system however we must always have a date.
- **Position:** Enter the Position number that you are filling
- **Class Code** – will default based on the position number once you click on ‘Check’
- **Fund** – Enter a fund number, this fund number cannot start with a ‘2’
- **Org Unit** - will default based on the position number

• **Reclassify Salary Change**

- **Type/Reason:** *Reclassify Sal Chg*  
- **Employee Number:** *00000000*
- **Est Change Date:** 
- **Position Number:** *00000000*
- **Org Unit:** *00000000*
- **Requested Title:**
- **Reclassify with No Salary Change**

  - Type/Reason – Required field, use the dropdown to reason for the reclassification.
  - Employee Number – Enter the Employee’s SAP number or search by name using the dropdown search feature
  - Est Change Date: The requested effective date of the reclassification for the employee. At this point click ‘Check’.
  - Position: - This will default once ‘Check’ is clicked
  - Org Unit - will default based on the position number
  - Requested Title – If you have a suggestion of what the new title should be otherwise leave blank.

- **Request a Salary Change**

  - Type/Reason – Required field, use the dropdown to reason for the reclassification.
  - Employee Number – Enter the Employee’s SAP number or search by name using the dropdown search feature
  - Est Change Date: The requested effective date of the reclassification for the employee. At this point click ‘Check’.
  - Position: - This will default once ‘Check’ is clicked
  - Org Unit - will default based on the position number
  - Requested Title – If you have a suggestion of what the new title should be otherwise leave blank.
- **Request for a Funding Source Change Only**

  ![Funding Source Change Form](image)

  - **Type/Reason** – Required field, use the dropdown to reason for the change
  - **Employee Number** – Enter the Employee’s SAP number or search by name using the dropdown search feature
  - **Est Change Date** – The requested effective date of salary change. At this point click ‘Check’. This date has to be at the Beginning of a PAYROLL PERIOD – that means the 1st for a monthly employee and the Sunday date of the first day of week 1 in a bi-weekly pay period for bi-weekly employees.
  - **Position** – This will default once ‘Check’ is clicked
  - **Org Unit** – will default based on the position number
  - **Class Code** – will default based on the position number once you click on ‘Check’

- **Employee is changing the Percent of Time they are working**
### Leave of Absence & Employee is Leaving UAMS

For Leave of Absences - There are 2 types of LOA in SAP. LOA without Pay can be used for employees who need to be off work for an extended period of time but do not have any vacation or sick time available to use. This action will stop benefits and the employee will not be able to get a paycheck.

LOA with pay will just change the employee’s status, it will allow the employee to receive a paycheck and benefits. An employee that is on Catastrophic Leave, Military Leave, or Jury Duty are examples of LOA with Pay.

For Employee is Leaving UAMS – the employee is no longer with UAMS due to resignation, termination, death, RIF, contract complete or other situation. The department completes the required windows to remove the employee from the position.

Do not use a termination action if a person is transferring out of your department. No action is required for the department that is losing an employee to another department.

Be sure to complete the Employee Separation Notification if you have not done so already. *See Part II.*
- **Leave of Absence**
  - Type/Reason – Required field, use the dropdown to reason for the change
  - Employee Number – Enter the Employee’s SAP number or search by name using the dropdown search feature
  - Last Day worked - Enter the last day the employee worked or will be paid to work.

- **Return from Leave of Absence**
  - Type/Reason – Required field, use the dropdown to reason for the change
  - Employee Number – Enter the Employee’s SAP number or search by name using the dropdown search feature
  - First Day of Return - Enter the first day back to work.

**NOTE:** If you are doing a LOA with or without Pay the From Date is the LAST DAY WORKED. For CAT. Leave approved after the employee has been put on LOA you must make them active first and then put them on LOA w/Pay.

- **Work Contact Information has Changed**
  - Type/Reason – Required field, use the dropdown to reason for the change
• Employee Number – Enter the Employee’s SAP number or search by name using the dropdown search feature
• Change Date: The requested effective date of change. At this point click ‘Check’.

Other Sections

• **Work Schedule Information**
  This will come up on the Hiring an Employee, Reclass with a Salary Change, Reclass with No Salary Change, Employee is changing the percent of time they are working, and Work Contact Information has change.
  Some fields may be grayed out on certain request. This is due to it is not needed for this type of request or it is part of another request process.

  ![Work Schedule Information](image)

  • % of Time the Employee will Work? – If they will be working full time – enter 100; if they will be working part time enter the percentage (i.e. 20 hours per week instead of 40 hours would be 50%)
  • Kronos Clock Location – use the dropdown to select
    ▪ For hourly employees select the nearest time clock to the employee’s work location or if they will be using the phone to clock in, select PHO or PHC.
    ▪ For employees who uses Employee Self Service (ESS) to request leave, select ESS
    ▪ For employees who will approve leave request in ESS, select ESA
    ▪ For employees who personally do not use ESS for leave request (ex. Hourly personal) that have the authorization to approve ESS leave request, select (EST)
    ▪ For employee that are monthly paid and do not use ESS for leave request, select ‘NTS’
  • Benefits Eligible? – Click in the box is the employee should be receiving UAMS benefits.
  • Lunch Period – Use the dropdown to select
    ▪ For Hourly employee select the appropriate lunch period and how your department processes overtime, either by paying OT or the use of compensation time COMP.
    ▪ The monthly employees – select 003
  • Employee Group – will default when you click on Check; can be changed if the status of the employee is change by using the dropdown feature
o Employee Subgroup – will default when you click on Check; can be changed if the status of the employee is changed by using the dropdown feature

- **Dept. Contract Information**
  This appears on a Hiring a New Employee and Work Contact Information has changed.
  Some fields may be grayed out on certain request. This is due to it is not needed for this type of request or it is part of another request process.

  **Dept. Contract Information**
  
  - Check Sort
  - Mail Slot
  - Desk Phone Number
  - Fax

  o Check Sort – Use the dropdown to select your department or section
  o Mail Slot # - Enter the UAMS mail routing number
  o Desk Phone Number – Enter the employee’s office phone number with no dashes, periods or other symbols, just numbers. (ex. 5015556666)
  o Fax – Optional – Enter the office fax number

- **Additional Information**
  This section will appear on the Hiring a New Employee, Reclass with a Salary Change, Reclass with No Salary Change, and Work Contact Information has changed.
  Some fields may be grayed out on certain request. This is due to it is not needed for this type of request or it is part of another request process.

  **Additional Information**
  
  - TB & Immunization Windowing Position?
  - Drug Testable Position?
  - Practicing Physician?
  - Faculty Appointment?
  - Special Benefits Package?
  - Are they a current or former UAMS employee?
  - If current UAMS employee, will this be a transfer or a secondary job?
  - Shift
  - Background Check Position

  o TB & Immunization Windowing Position? – Click in the box if the position may have patient contract and will require annual TB windowing and or additional immunization due to their job duties.
  o Drug Testable Position? – Click this box if the position will require a drug test due to their job duties
  o Practicing Physician? - Click this box if the faculty employee will see patients
- Faculty Appointment? – Click this box if the employee in a faculty title has an faculty appointment letter from one of the UAMS colleges
- Primary Appointment Org Unit – Enter the organization unit number of the department that issued the appointment letter, especially if the faculty’s position is in another department.
- Special Benefits Package? – For selected employees a special benefits package may be offered. If so – use the dropdown to select the appropriate benefit plan.
- Are they a current or former UAMS Employee? - Click in the box if you know they are a current or former UAMS Employee or Non-Employee
- If current UAMS Employee, will this be a transfer or a secondary job? – Enter ‘yes’ if they will be transferring or this will be their secondary job with UAMS or another state agency (they will still have another full time job)
- Shift: - This will default based on the position, use the dropdown to change to another work schedule shift.
- Background Check Position - Click on the box if the position needs a background check prior to starting due to their job duties.

- **Salary Information**
  This section will appear on the Hiring an Employee, Reclass with a salary change, Request for a Salary Change, Employee is change the percent of time they are working, and Add or Update Employee Credentials with a Salary Change.
  Some fields may be grayed out on certain request. This is due to it is not needed for this type of request or it is part of another request process.

| Existing Salary: | 0.00 | Existing Dates: | | Level: |
| Requesting Salary: | 0.00 | Proposed Dates: | 12-31-9999 | Level: |

- Existing Salary – This field will default based on the employee’s current salary. It will be blank for new hires
- Existing Dates - This field will default based on the employee’s current salary effective dates. It will be blank for new hires
- Level – This field will default based on the employee’s position or special requirements. It will be blank for new hires.
- Requesting Salary – Leave Blank; OHR Compensation or OHR Faculty Services section will completed this section at the appropriate time for all new hires. For Current employee – a requesting amount may be entered.
- Proposed Dates - This field will default based on the start or effective date entered earlier
**Funding Information**

This section will appear for Hiring an Employee, Reclass with a salary change, Request for a Salary Change, Request a Funding Source Change Only, Employee is changing the percent of time they are working, and Add or Update Employee Credentials with a Salary Change.

Some fields may be grayed out on certain request. This is due to it is not needed for this type of request or it is part of another request process.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Cost Center</th>
<th>WBS Element</th>
<th>Order Number</th>
<th>Percent</th>
<th>Cost Center Text</th>
<th>Fund Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>115</td>
<td>1000349</td>
<td></td>
<td></td>
<td>100.00</td>
<td>PRD C2C</td>
<td>PROFESSIONAL SERVICE</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td></td>
<td></td>
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<td>0.00</td>
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<td></td>
</tr>
</tbody>
</table>

- **For Hiring an Employee**
  - Existing Dates – This field will be blank
  - Proposed Dates – This field will default based on the start date
  - Funding Splits – enter in the
    - Fund
    - Cost Center or
    - WBS Element or
    - Order Number
    - Percent that is will pay

  for each funding source that will be paying this employee.

  There are 25 lines this section must equal 100%

- **For Current Employees**
  - Click on Retrieve Funding Information to show the employee’s currently funding splits information if changes are needed, otherwise leave blank. To see the Name or long text of the cost center, click on “Check”.
    - Proposed Dates will default based on the start information entered earlier
    - Change or remove the funding information
Special Workflow Request

These requests are more complex or used for special purposes.

- **Non-Employee**

All fields are required unless noted below. Refer to UAMS Administrative Guide Policy 4.5.30. UAMS Privileges will not be granted to any non-employee unless and until the non-employee is in SAP and the individual has completed the electric Confidential Agreement form.

For All Academic Visitors – Approvals obtained by sponsoring college or unit: Prior to do training the Dean/Cabinet Member and Provost approvals, The sponsor must obtain approval from all applicable offices and attach documentation to this appointment form. The sponsor should refer to policy 12.0.0 for any questions.

### Section 1 – Must be completed for all types of Non-Employees

- **Type/Reason** – Required field, use the dropdown to type of non-employee.
- **First Name** – Enter the individual’s First Legal Name
- **Last Name** – Enter the individual’s Last Legal Name.
- **Est. Start Date** - The requested start date of the non-employee needed privileges.
- **Est. End Date** - The last date the non-employee will need privileges
- **Personnel SubArea** – Use the dropdown to select the sponsoring division.
- **Org Unit** - Enter or use the dropdown to select the sponsoring department or organizational unit
- **Non EE Subgroup** – Use the dropdown to select the type of non-employee they are
- **What will they be doing** – detail information on what will they be doing for UAMS.
o UAMS Location – Enter the Building/number of where the individual will be located.

o Name of the Company who employed this person – If this individual is a contractor, please enter in the name of the company. Otherwise leave blank

o Address, City, State Zip – Either the company’s address or the individual’s address.

Section 2: Must be completed for all Academic Visitors

o Visitor Compensation
  ▪ % Time – Enter the percent of time
  ▪ Source of Funds – Click in one of the boxes; UAMS, NONUAMS or N/A (none)
  ▪ If UAMS Funds: Identify Name(s) and Account #(s) – Enter information requested
  ▪ Other Costs (expenses related to the visitor’s use of UAMS resources and facilities) - Click in one of the boxes; UAMS, NONUAMS or N/A (none)
  ▪ If UAMS Funds: Identify Name(s) and Account #(s) – Enter information requested
  ▪ Purpose/ Justification of appointment and scope of responsibilities – Enter the requested information.
  ▪ Additional request for access and privileges – in the section check all privileges that applies and enter any other privileges that has not be noted earlier.
  ▪ Access or Privilege Grid – each line much have a check of either ‘Not Applicable’ or ‘Cleared’.

Add or Update Employee Credentials

This information is used to add credentials to the employee’s ID badge. Employees will be allowed to pick two to have on their ID badge. Education type credentials, such as MD, MBA and BS must be entered on the education window. Certifications and Licenses must be entered as a qualification. If the certification or license is not listed please contact the Office of Human Resources.

- Type/Reason – Required field, use the dropdown to reason for the change
- Employee Number – Enter the Employee’s SAP number or search by name using the dropdown search feature
- Date Credentials Confirmed: The requested effective date of change. At this point click ‘Check’.
- **Education section** – only use to record an education with or without a degree or training event
  - Start - Enter the Date that they started school or training
  - Graduated or Stopped – Enter the date the employee graduated or stopped attending
  - Type of School – Use the dropdown and select the type of school they attended
  - Name of School Attended – Enter in the name of the school or training company
  - Results of Attending – Use the dropdown to select the type of degree or certification they received or to reflect that they only attended
  - Branch of Study – use the dropdown to select the area of study their major was in.

**Example:**

<table>
<thead>
<tr>
<th>Education section</th>
<th>Date Attained</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>02-23-2016</td>
</tr>
<tr>
<td>Graduated or Stopped</td>
<td>02-26-2016</td>
</tr>
<tr>
<td>Type of School Attended</td>
<td>Workshop</td>
</tr>
<tr>
<td>Name of School Attended</td>
<td>Alumnae Manager</td>
</tr>
<tr>
<td>Result of Attending</td>
<td>Attended</td>
</tr>
<tr>
<td>Branch of Study</td>
<td>00000</td>
</tr>
</tbody>
</table>

- **Certifications/Licensures** – only use to record an employee’s completion of a certification or issued a license
  - Object ID – Use the dropdown to selection Certifications/Licenses. This should be the only folder that should be used in the section. Others folders are available, however please did not use them.
• Click on the Triangle next to ‘Certifications/Licenses’ to open additional folders.

Those that have capital letters a space then a – (dash) are available for printing on the name badge.

• Scroll down until the specialty area the certification or license is located. Click on the triangle next to it to open the known license and certification in that area.

• Find the certificate or license, click on the box in the second column named ‘Boolean’. Make sure it creates a checkmark.
• Click on Apply

- Start Date – Enter the date the license or certification was issued
- End Date – Enter the date that license or certification expires; if it does not have an expiration date then enter 12-31-9999
- Proficiency – Use the dropdown to select Current.

Example:

<table>
<thead>
<tr>
<th>Certifications/Licensures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualification Group: 0K</td>
</tr>
<tr>
<td>ID rel.object: 50000139</td>
</tr>
<tr>
<td>Qualification: [ ]</td>
</tr>
<tr>
<td>Object ID: 50000940</td>
</tr>
<tr>
<td>Start date: 02-26-2015</td>
</tr>
<tr>
<td>End Date: 02-28-2018</td>
</tr>
<tr>
<td>Proficiency: [ ]</td>
</tr>
</tbody>
</table>

**If this is a Faculty Member and related employees who need to be loaded into the FacFacts System ONLY complete the following steps –**

• Open the General Skills folder, and then click on the Academic folder, finally click on the Faculty folder.

• There are 3 different indicators to select from. Only select one of the following.
  1) FacFacts Indicator – formerly Fac Indicator
  2) COM Administrative Reporting Purpose Only
  3) ACH Report Indicator – For UAMS employees located on ACH campus

You can make additional selections as needed, such as the VA Faculty and tenure tracks.

• **Add or Update Employee Credentials with a Salary Change**

This requests work the same as above with the addition of Salary information and Funding Information (if needed).

**STEP 4: Check the Next Approver**

Next select ‘Approvers’ to review and any other necessary employee.
The first line is the Initial person or the person who started the workflow. When you first access this section it will list the predetermined reviewers and approvers. If a department or divisional approver is required and this is the first time you have used this process, the system will preselect a department or divisional approver based on reporting relationships. If you have already used the system the department or divisional approver will be the same as the last time you used this process.

**Please note for faculty positions; click on Save and the system will automatically change routing from HR Compensation to HR Faculty.**

If the predetermined person is incorrect or you need to change the person follow these steps:

1. Highlight the line of the person you need to change

2. Click on Delete – this will remove the employee and now it should have a highlight on the line your name.

3. Click on Add After and a new selection section should appear at the bottom.
4. The previous department or divisional approver’s SAP number will appear. Use the dropdown to select a different approver from the pre-approved list. Click on OK.

To add other reviewer or individuals that have authorization to update these workflows the process is very similar.

1. Highlight the line that the new approver or review needs to follow.
2. Click ‘Add After’. New information will be shown on the bottom of the page to determine who you are adding.
3. Enter the SAP or use the search function by clicking on the dropdown icon to find the SAP number. Click on OK.
4. Once selected click on OK again.
5. Now the new person is inserted.
Notice in the window shot above you has the option to receive notifications of the progress of the workflow. If you have the options checked, you will receive emails to let you know each time the workflow is approved or complete. If you do not have this selected, you will only receive an email when it is necessary for you to process the workflow.

**STEP 5: Add any attachments or create notes to support the request**

All salary requests must have accompanying justification. Other request may need additional information or justification. Click on Attachments to create notes or to add documents.

Click ‘Add an Attachment’.  
Addition information will appear on the bottom of the window.
To attach a File, click on Browse. This will open a file upload window. Find the needed document and click Open.

The file will appear next to the Browse icon.

Click on Upload

The file is now attached.
To Create a Note, click ‘Add an Attachment’

Click on Note radio button and additional information will appear.

In the Note Title field, key in a title.
In the Note Text, enter the needed information.
When the workflow is posted the attachments will download to the Services for Object section of the employee’s PA 20 record. The Service for Object is the icon to the left of “Display HR Master Data” heading.

Click the little triangle to bring up the selection window.
Click on Attachment List to view attachments – the Created On is the date that it was posted in SAP and not the effective date.

**STEP 6: Save and Send**
If you need to come back to the workflow later you can just click on Save. Now you can exit the ESS and it will still be in your to do box.

If you are ready to send to the next step in the workflow, click on Save and Send. This will send it to the next person in the approver list and you window to change to the main ‘to do’ window.

You can exit the system at this point, however if you still show the workflow window do to step 7.

*What Happens Next?*

See **Unit 5** for each Workflow process.

Hopefully most workflow action requests will flow without any issues or changes.
Please refer to *Unit 6* for How to handle errors.

**STEP 7: Post to SAP – for selected request**
The following transaction can be submitted directly into SAP:

- Work Contact Information has changed
- Add or Update Employee Credentials
- Request a Funding Source Change Only – Only with special security access privileges.

On these transaction, once you click on Send and Save a new header will appear.

Send and Save has been replaced with ‘Post to SAP’. Click on Post to SAP. The window should change to the main ‘to do’ window.

If there was an issue with the posting, the workflow will now show on the window with an error listed.
All reviewers and approvers will be sent a workflow notification email in your Outlook inbox. This will be your indicator that you have a workflow in your ‘to do’ box to review and approve.

Reviewing or approving a workflow action request is very similar to requesting the workflow. It can be done in as little as four steps* to seven steps at the maximum.

1. Select the workflow*

2. Verify the workflow action type information that has been completed*. At this point you can
   a. Complete missing fields and information
   b. Make corrections or changes
   c. Delete this workflow – this will end the request and remove it from the system.

3. Check, change or add approvers
   a. If changes were made it is highly suggested that you insert the name of the individual that started the workflow request so that they are notified of the change. Once they click on Send and Save it will continue to the next approver or processor.

4. Add any attachments or create notes to support the request

5. Send and Save*

6. Post to SAP – for selected request
Most of the workflows are designed with a simple process:

Initial Entry (Send & Save) → Department or Divisional Approver (Send & Save) → OHR

These would include Hiring an Employee, both Reassignment, Salary change, Leaving UAMS, Adding Licenses or Certification with a salary increase, non-employees.

Additional reviewer or approvers can be inserted at any part of the process.

The Hiring an Employee Workflow Action Request is more complex and has some special policies associated with it that all manager’s and supervisor must be aware of.

Initial Entry (Save & Send) → Department or Divisional Approver (Save & Send) → OHR Recruitment (Save & Send) → OHR Compensation or Faculty Services Group (Save & Send) → Initial Employee (Save & Send) → OHR Recruitment → Post to SAP

Hiring an Employee – the requester completes the information and clicks on Save & Send to the preapproved Department or Divisional Approver. Once the Department or Divisional Approver clicks on Save & Send it goes to OHR Recruitment. They will ensure that the applicant meets the minimum qualifications of the position then forward it to OHR Compensation unless they are in a faculty title, then it will be sent to the OHR Faculty Services (FS) section.

Compensation or FS will review the information and determine the appropriate salary. They will attach an offer letter and click Save & Send. The workflow will return to the requester with the salary noted on the workflow and the offer letter that should be used when making an offer to the applicant.

Once the Applicant has accepted the position, the request needs to confirm the start date and other information and click on Save & Send. The workflow will proceed to HR Recruitment for start date verification and if applicable ensure the background check and drug test result has returned with acceptable results. They will post the information and update SAP.

The following transaction for a very simple process:

Initial Entry (Send & Save) → OHR

EE Percent of Time Change, Leave of Absence, and Return from LOA

Initial Entry (Send & Save) → Post to SAP

Funding Change, Add/Update License or certification with no salary increase, and/or contact information changes.
Once the workflow is posted to SAP an F9 note is created on the 0000 Action screen with the Workflow number associated with the transaction for a cross reference.
Unit 6: How to Handle Warnings and Errors

Entering, reviewing or approving a workflow action request can create warnings and errors. What do they mean?

First you need to determine what is it.

⚠️ This is the symbol for a warning. This is communicating to you that an important field has not yet been completed by yourself or someone else. A workflow action request can be forwarded to others within your department or divisions with this warning. However if the workflow is forwarded to HR it will become an error. These fields must be completed prior to sending to OHR.

❗️ This is the symbol for an error. This field must be corrected prior to it being sent to the next reviewer or approver.

**Common Warnings and Errors:**

<table>
<thead>
<tr>
<th>Message</th>
<th>Correction</th>
</tr>
</thead>
<tbody>
<tr>
<td>There is no department approver entered</td>
<td>Click on Approvers and insert a department/division approver</td>
</tr>
<tr>
<td>Position and fund are required fields</td>
<td>Enter in the position number and the fund</td>
</tr>
<tr>
<td>Date is required field</td>
<td>Enter in the date</td>
</tr>
<tr>
<td>Employee Number is a required field</td>
<td>Enter in the employee number</td>
</tr>
<tr>
<td>Position is required field</td>
<td>Enter in the position number of the employee (note that this error will show when the field is grayed out. Enter the employee number and click on ‘Check’).</td>
</tr>
</tbody>
</table>
Part II: Employee Separation System

The Employee Separation System is an electric notification process and a mechanism to ensure that all of UAMS' property is returned including name badges, keys and any equipment on loan.

This process is initiated by the manager, supervisor or designee and requires them to collect department related items from the employee prior to them leaving UAMS or a department. This process includes all employees, including temps, faculty, non-employees and students.

This process must be completed for the following reasons:
- An employee is leaving UAMS, regular or temporary employee
- Transferring to another department within UAMS
- A non-employee is no longer associated with UAMS
- An employee changing from a regular position to a temporary position, including moving to PRN

The system will notify the following department so that they can ensure no outstanding items exist for the employee depends on the reason the employee is leaving and other factors:
- Parking
- Key Shop
- Library
- Health Information Management
- Payroll
- Employee Manager or Supervisor
- IT

It will send an email to the employee with additional instructions and information, including links to the HIPAA system, exit interview and benefit information. It will also be the confirmation notice that you have accepted the resignation from the employee in their current role. For this reason we request that you start this process as soon as you have accepted the resignation.

Once the employee is ‘Cleared’ by all required sections, an employee will be sent to the payroll department to notify them how to handle the employee last check or payment of any outstanding vacation, comp time, or holiday pay.

Each item that is cleared means – the employee does not have, the employee has returned or it is not applicable.

Logging into the Employee Separation System

To access the Separation System you must first log into Employee Self Service.

STEP 1: To go directly to the Employee Separation System - Open the internet and go to https://qaenterprise.uams.edu/irj/portal

Use the following link to access the UAMS Employee Separation

For Production or Live Processing:

If you are in ESS – a link will be place on the main Manager Self Service page

Log in using your standard UAMS User Name and password. It does have a single sign-on that requires you to click on OK the first time.
Step 1: To start the separation process - Click Create Form, this is located in two (2) different stops.
Once the create form is clicked additional information will appear on the window.

**Step 2:** Use the Name field to search for the name or key in the SAP # if you know it.

When entering the name – use the last name. If you place an ‘*’ after a few letters it will come up with a list of your employees that match it.
Click on the correct employee to select the employee that is changing status.

After a few seconds, some of the fields will populate based on their employee or non-employee record.
Step 2: If the employee is leaving UAMS and has another email that we can contact them on if needed; enter it in the Secondary Email field, otherwise leave blank.

Step 3: In the Final Check Mail to Address section – If the employee wants their check mailed to the current mailing address on their employee record then click in the box next to Employee Address Verified.

Otherwise Change the address to the new location and click the employee Address verified.

Step 4: Likewise, verify where the employee wants their W2 mail to. If the employee wants the W2 to be mailed to the same location as their final check, click the box next to ‘Same as Final Check’, otherwise change to new location.
**Step 5:** Enter the Last Day that they will be working, either by using the dropdown calendar or enter the date.

**Step 6:** Indicate if they are eligible for rehire by clicking next to Yes or No

**Step 7:** Use the dropdown to select the reason the employee is leaving either your area or UAMS.

*Selection the most important reason is critical in the process. The reason will affect clearing requirements and the type of employee notifications sent.*

*For example: an employee is transferring from one department to another department within UAMS, if ‘Transfer to another UAMS Position’ is not selected notifications will be sent that this employee is leaving UAMS (including to the employee).*
Step 8: A comment box is also provided to enter in any additional comment about the separation.

Comments

Transferring to another dept within UAMS

Step 9: Click on Save at the top right section of the window.

When you click save the window a green confirmation bar will appear and the window will change with a summary of what you have entered and include some additional fields.

Email notifications to the employee, the employee’s manager and required clearance departments will be sent out when you have clicked on the Save icon as well.
Example of one of the emails sent:

Hi, Kimberlee Finne

This is to acknowledge the acceptance of you leaving your current position with UAMS. Please review "What Happens to My Benefits when I Leave UAMS" and read the following information carefully.

We have been informed that your last day at UAMS will be Feb 26, 2015. We want to process your final check for your sick/vacation pay. But first, we need you to do a few things before you leave. Below you will find listed the things that you need to take care of as you leave UAMS, please review. Furthermore, if you feel this was created in error, please contact your supervisor or HR.

1. You must fill out the HIPAA Clearance form before you leave. [GO →]
2. Please fill out the exit interview questionnaire: [GO →]
3. If you have a loan with the Credit Union, you will need to make arrangements with them regarding repayment. Their emails are eva@uamsfcu.com and brock@uamsfcu.com or you can reach them at 501-686-6410
4. Please remove any UAMS parking decals and return your key card to your manager if you have one. Also, if you have outstanding parking tickets or other financial obligations, they will need to be paid in full before leaving. You can contact UAMS parking at parking@uams.edu or 501-526-7275

Submit the following to your supervisor on your last day:

1. UAMS ID Badge
2. UAMS Keys
3. UAMS issued equipment (laptop, cell phone, pagers, etc.)

We wish you the best as you leave UAMS.
NOTE: At this point you can exit the system to complete the process at a later date, especially if the employee has not left UAMS or has not turned in their items.

To Exit – Click on Logout within the red header next to your name.
When you return the separation form will be in your ‘To Do’ listing or ‘Pending Forms’.

Click on the employee’s name to open the separation form as above. (We will cover the new icons letter in the process.)

**Step 10:** On this window you can update the Secondary Email if needed
Step 11: The Employee’s Department Responsibility

It is now requested that the employee’s supervisor, manager or designee gather items that are associated with the department and recording that the employee has turned them in. Recording the return can be done one at a time or all at once.

On the last day of employment the manager, supervisor or designee must gather from the employee their name badge, keys that may have been issues to them, any equipment such as laptops, cell phones or pagers and any other item(s) the employee may have on loan from the department. The collection of these items must be record as followed:

**Individual clearing - Name Badge**—If the employee is leaving UAMS, the employee must turn in the badge at the end of his shift. Record this by clicking in the box next to ‘Name Badge:

- If the employee did not turn in his name badge as requested, do not check or ‘clear’ the employee.
Keys – If the employee has been issued keys to offices, closets or any other item, the employee must turn in these items when no longer ended however no longer than the end of their last shift. Record this by clicking in the box next to Keys and listing the numbers stamped on each key. Listing the key numbers is critical to this process. The Key Shop will review the keys that have been turned in to the manager to their master list. If the Key Shop shows that any keys are still outstanding, the employee will not be cleared. The Key Shop will notify the employee and manager of missing keys and the employee must visit the Key Shop to make any restitution to pay for missing keys or turn in the keys. The supervisor, manager or designee is responsible to return the gathered keys to the Key Shop.

If no keys were issued to the employee, click in the box next to Key to indicate the employee is clear for this item.

Equipment - If the employee has returned the equipment that was issued to them or did not have any issued, click on the box next to Equipment. If they were issued a laptop and returned it, list the equipment number in the equipment field.

If the employee has been equipment and did not return it, do not check the box.

Other - If other items have been issued to the employee and has been returned or the section is not applicable, check the box next to Other.

Reason(s) for not clearing – If you did not check or clear the employee of any items a reason must be included.
Holiday Hours – If the employee has any unused holiday time, enter the number of hours (up to 96). This amount will be included on the email sent to payroll.

Comp Hours – For hourly employee, if the employee has any unpaid comp time, enter the number of hours (up to 240 hour). This amount will be included on the email sent to payroll.

Repayment of Funds – This section is for special situations where an employee must repay UAMS for various reason. Enter in the amount own and complete the reason for the repayment. Payroll may contact you for additional information. This amount will be include on the email sent to payroll.

**Group Clearing**
If you click in the box next to Clear all

It will check or clear all items for the employee
Once you have entered all the information or at any point click on Save on the up right of the window to return to the main window.

**I have cleared the employee – Now what?**

- You have cleared your employee, now what do I do with the items that I have collected?
  - Name Badge – Please send to the UAMS Police Department at Slot# 583 attn: Security Dept.
  - Keys – Return to the Key Shop within 30 days, otherwise the department will receive an IDT for non-returned keys.
  - Equipment & Other – based on department or division protocols.
- You have cleared your employee however they are still on your pending window.

The employee will remain there until all section has cleared them for the next 30 days. If the has not been cleared after 30 days it will not be in your pending file, however they remain uncleared. You can locate them by click on ‘My Employees’.

If you want to print the separation from, click on the print icon. It will create a printable PDF.
### Employee Separation/Clearance Form

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>SAP Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kimberlee L Finne</td>
<td>00001534</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address for Final Check</th>
<th>Address for W2</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Sea Port Road</td>
<td>1 Sea Port Road</td>
</tr>
<tr>
<td>Sandy Beach, FL 25101</td>
<td>Sandy Beach, FL 25101</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Primary Email</th>
<th>Secondary Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:FINNEKIMBERLEE@UAMS.EDU">FINNEKIMBERLEE@UAMS.EDU</a></td>
<td><a href="mailto:retirement4me@sqk.net">retirement4me@sqk.net</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reason for Separation</th>
<th>Eligible for Rehire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Different job experience</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Day</th>
<th>Prepared By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 28, 2015</td>
<td>UAMS/FinneKimberleeL - 2384</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Items</th>
<th>SAP #</th>
<th>Date</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>VCF HR Information &amp; Analytics</td>
<td>All Clear</td>
<td>2384</td>
<td>2/11/2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name Badge</td>
<td>2384</td>
<td>2/11/2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Keys</td>
<td>2384</td>
<td>2/11/2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
<td>2384</td>
<td>2/11/2015</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other</td>
<td>2384</td>
<td>2/11/2015</td>
<td></td>
</tr>
<tr>
<td>Campus Police/Parking</td>
<td>ID Badge, Parking</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library</td>
<td>Books, Materials</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical Plant</td>
<td>Keys</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HIPAA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Records</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>Benefits</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- There are situations that the employee can not complete the HIPAA form and the supervisor, manager or designee must complete this process. Click on the HIPAA icon to start that process.
If you are the supervisor, manager or designee; scroll to the next page to complete the Department Supervisor or proxy section. Once this section is completed click on Save in the upper right hand corner.
If you need to resend email notifications to the employee or manager, click on the email icon. This will send to their UAMS email and to the secondary if noted.

If one of the clearing departments shows any outstanding issues that must be resolve, the employee and the employee’s supervisor will receive an email about what is outstanding. The employee will not be clear until all area have stated there are no outstanding issues. Please remember that any vacation or sick time will not be processed until the employee has been cleared.

I have entered a notification however it was in error or the employee changed their mind and is now stay – how do I fix that?

Click on the employee’s name or line on the Pending Forms page. In the upper right corner next to save is “Stop Process”
Click on Stop Process icon. This will bring up another window to give a reason why you are wanting to stop the process.

Pick the most appropriate reason and click on Save. This will send emails to the clearing departments, to the manager and to the employee notifying them of the change.

It will also turn the employee’s line red with a line through it.

If at any time the employee or supervisor has any question on the status, they should call the Office of Human Resources Employee Services at 501-5650.