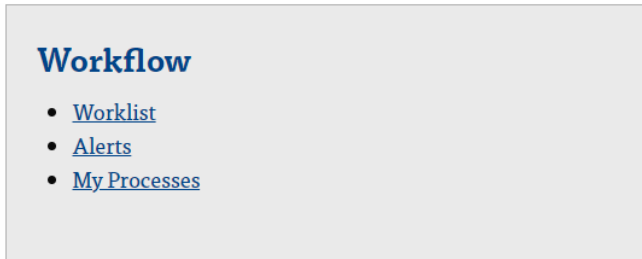


Steps to start a Faculty Activation for Departments

How to Access Workflow

- i. Login to Piratenet
- ii. Click on "Portal"
- iii. Click "Resources"
- iv. Scroll down to "Workflow". (Bottom left)
- v. Click "Worklist"

Example view:



You will be redirected to your Worklist in Workflow.

1. Click on "My Processes" under "User Profile" (on the left)

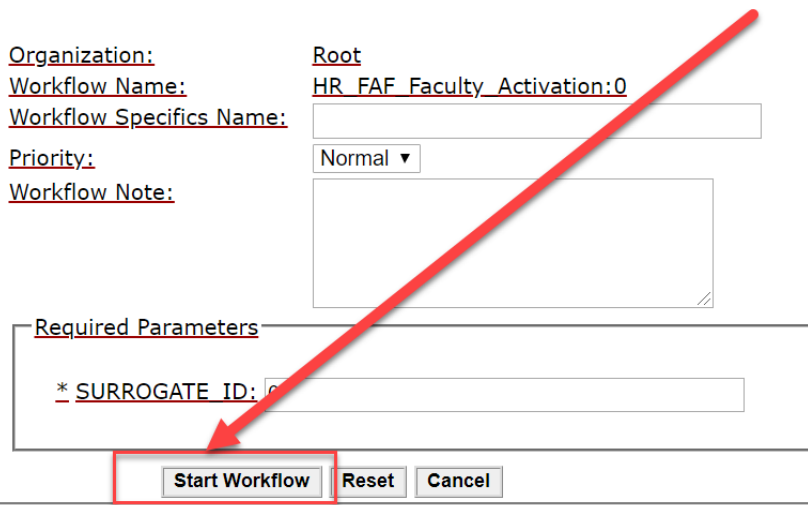
Example View:



2. Click on "HR Submit Faculty Activation"

HR Submit Faculty Activation Form

3. Click "Start Workflow"



The screenshot shows a form with the following fields and controls:

- Organization:** Root
- Workflow Name:** HR_FAF_Faculty_Activation:0
- Workflow Specifics Name:**
- Priority:** Normal ▾
- Workflow Note:**
- Required Parameters:** * SURROGATE_ID:
- Buttons:** Start Workflow, Reset, Cancel

A red arrow points from the top right towards the "Start Workflow" button.

- Click on "Worklist" (Under "Home")



- Within a few moments a task will appear on your worklist titled "FAF- Faculty Activation." Click on the task to start the process.
- If a FAF does not generate refresh the page by clicking worklist on the top left under "Home" until the FAF generates.

Example View:

Workflow

FAF - Faculty Activation requested by

- Click the generated FAF.
- Fill out the Faculty activation form for the new hire, below is an example of the page.



* Last Name:

* First Name:

MI:

* EMail Addr:

Email Addr 2:

* SSN:

* Date of Birth (MM/DD/YYYY):

* Gender

Male

Female

* Street 1:

Street 2:

* City:

* State:

* Zip Code (5 digits):



Nation:

Phone Type:

Phone Area Code:

Phone Number:

Term Related Information

* Term Code: ▼
* Hire Date (DD-MON-YYYY):  

* Employed at SHU in the last 12 months?
 No Yes

* Employment Type
 FullTime Adjunct

* Advisor?
 No Yes

Faculty Category (Rank): ▼
* School: ▼
* Department: ▼
* Index:
* Select a Dept Chair: ▼

9. Click Complete at the bottom of the page to route the Faculty Activation Form to the selected Department Chair for approval.

Steps for a Department Chair to Approve a Faculty Activation Form

1. Department Chairs will receive an email alerting them to approve a Faculty Activation Form
2. Click on the Workflow link in the email to launch Workflow.
3. Review details
4. Select appropriate action.
 - a. Approve – moves the process forward for background check, HR new hire paperwork, and CWID creation.
 - b. Return for Correction – sends the steps back to the Initiator.
 - c. Cancel – Use this option if the faculty member is no longer being hired.