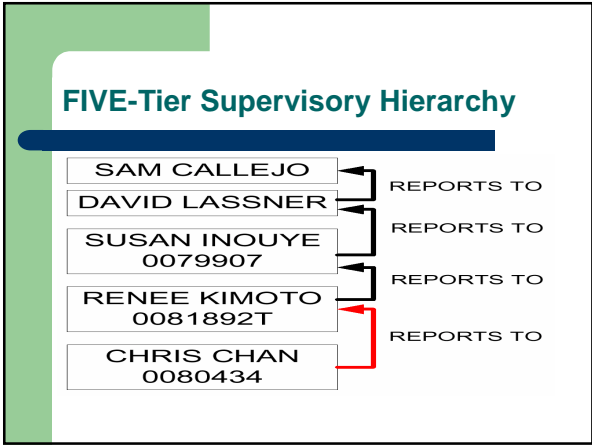


Electronic WorkFlow

Information Technology Services

- ## Background
- Joint open-source project with Indiana and Cornell University
 - Eliminate paper and signatures
 - Centralized data sources: PeopleSoft, FMIS
 - To be integrated with multiple applications

- ## Applications
- Online Leave
 - eTravel
 - BroadBand Applications
 - Contact Information System
 - Position Description Generator
 - Designated New Hire Rate
 - Etc.
 - Individual documents (PDF, attachments)



PeopleSoft Posn Panel - 0080434

- ← Add/Update Position Info
- ← Change My Password
- ▷ Workforce Development
- ▷ Organizational Development
- ▷ Set Up HRMS
- ▷ PeopleTools

Working Title: UH IT SPECIALIST

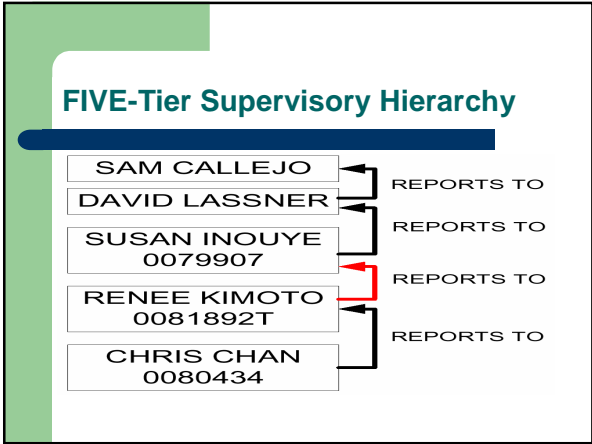
Work Location

*Reg Region: USA United States

Department: 22503100 INFO TEC SVC

Location: MAN Manoa Campus

Reports To: 0081892T IT SPECIALIST



PeopleSoft Posn Panel – 0081892T

Navigation menu:

- Add/Update Position Info
- Change My Password
- Workforce Development
- Organizational Development
- Set Up HRMS
- PeopleTools

Position Details:

Working Title: IT SPECIALIST

Work Location

*Reg Region: USA United States

Department: 22503100 INFO TEC SVC

Location: MAN Manoa Campus

Reports To: 0079907 Dir of Mgt. & Inf Systems

Approvals

- Required approvals based on specific application or document
- Anyone higher in the hierarchy can approve for someone lower in the hierarchy
- Backup or Alternate approvers set by each user, not by Personnel Officers

Approvals (cont.)

- Backup approvers will be in Profiler, set for all applications or individually

My Profile | Backup Approvers | Preparers

Backup Approval for All Applications

UH Username of Backup Approval: cehana Ahana, Cameron

Backup Approval Effective FROM: August 7 2006

Backup Approval Effective TO: August 17 2006

Save Lookup Username

Workflow – Action List

- One consolidated list of transactions requiring your approval or action

Document ID	Date	Title	Route Status	Action Required	Initiator	Deflector	Date Created	Workflow Name	Route Log
2242	08/07/2006	Request for Approval - Cameron, Ahana	EXPIRES	APPROVE	CEHANA	CEHANA	09:40 AM 08/11/2006		
2241	08/07/2006	Request for Approval - Cameron, Ahana	EXPIRES	APPROVE	CEHANA	CEHANA	10:29 PM 08/11/2006		

Workflow – Route Log

Documents (0 of 3137)

Document Title: Request for Approval, Cameron, Ahana

Document ID: 224244444

Created: 09:40 AM 08/11/2006

Initiator: Cameron, Ahana

Last Approved: 09:40 AM 08/11/2006

Route Title: APPROVE

Last Approved: Pending

Route Node(s): Preparers

Action	Taken By	For Deflector	Time/Date	Association
COMPLETE	Cameron, Ahana		09:40 AM 08/11/2006	
APPROVED	Cameron, Ahana		09:40 AM 08/11/2006	
APPROVED	Cameron, Ahana		09:36 PM 08/11/2006	
RESERVED TO PREVIOUS ROUTE LINE	CEHANA		10:29 PM 08/11/2006	Document closed

Action	Requested By	Time/Date	Association
PENDING ACTION REQUEST	Cameron, Ahana	09:40 AM 08/11/2006	

Position Panel Changes

- Addition of Fiscal Officer Code field
- Addition of new Personnel Officer Code field

Work Location

*Reg Region: USA United States

Department: 22503100 INFO TEC SVC

Location: MAN Manoa Campus

Reports To: 0079907 Dir of Mgt. & Inf Systems

FO CODE: PO CODE:

*Company: UH - Board of Regents

Dot-Line:

Job Data Changes – Generic Positions

Override Position Data **BOR Title**

Company: BOR UH - Board of Regents
Business Unit: UHPSS Univ of Hawaii PeopleSoft Sys
Department: 22847832 ECONOMICS
Location: UH UH
Supervisor ID:
Reports To: **ID:**

[Job Data](#) [Employment Data](#) [Earnings Distribution](#) [Benefits](#)

Initial Update/Loading of Data

- OHR to do initial update of FO Code and new PO Code in PeopleSoft
- OHR to provide each department with Excel spreadsheet of all positions
- Departments must provide supervisor for each position
- ITS will load the data electronically into PeopleSoft

Personnel Officer Responsibility (after the initial loading of data)

Must keep the following in PeopleSoft up-to-date:

- Dept Personnel Officer Code
- Dept Fiscal Officer Code
- "Reports to" field (used to create 5-tier supervisory hierarchy)

OHR responsible for Civil Service, Exec/Mgr and Coaches

Questions?

- Profiler and Workflow – Renee Kimoto
- PeopleSoft – HRIS Hotline