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)

FIVE-Tier Supervisory Hierarchy

PeopleSoft Posn Panel - 0080434

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DAVID LASSNER
SUSAN INOUYE 0079907
RENEE KIMOTO 0081892T
CHRIS CHAN 0080434
**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

**Workflow – Action List**
- One consolidated list of transactions requiring your approval or action

**Position Panel Changes**
- Addition of Fiscal Officer Code field
- Addition of new Personnel Officer Code field
Job Data Changes – Generic Positions

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