

Workflow/Approver Change Form Instructions

Workflow Changes-To be made only by the VP

1. Fill in all requested information: Date, Department Name, Department Number, Requestor Name, Requestor Phone Number
2. In the box provided please indicate the change to the Hire Approver Workflow.
 - a. Choose the Employee Type that the workflow need changing
 - b. Choose the role that needs to be Added or Removed
 - c. Check the box in the correct Role column, in the row with the correct Employee Type (can make multiple changes at one time)

Ex. Temp Staff workflow is currently setup as Dept>Dean/AVP>HR Payroll

You would like to add the VP role, and remove the Dean/AVP you would fill the chart out as follows:

	Dean/AVP	VP	Provost
Employee Type			
Regular Faculty	<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Temp Faculty	<input type="checkbox"/> Add <input checked="" type="checkbox"/> Remove	<input checked="" type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Regular Staff	<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Temp Staff	<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Graduate Assistant	<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Add <input type="checkbox"/> Remove
Students	<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Add <input type="checkbox"/> Remove	<input type="checkbox"/> Add <input type="checkbox"/> Remove

Hire Approval Role Changes- To be made only by the Dean and/or VP

1. Fill in all requested information: Date, Department Name, Department Number, Requestor Name, Requestor Phone Number
2. In the box provided indicate the change to the Hire Approval Role

Ex. Dept 2800 has 3 Approvers setup for the Dean role. Joe Smith is the Dean, Jane Doe is a proxy and Jill Hanson is a proxy. Jill is leaving and Bill Miller is going to be the new proxy. You would fill the form out as follows:

Approvers Name	Position Number	Workflow Role	Proxy	Add/Remove
Jill Hanson	00015645	Dean	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Add <input checked="" type="checkbox"/> Remove
Bill Miller	00016894	Dean	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Add <input type="checkbox"/> Remove
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Add <input type="checkbox"/> Remove

Workflow or Hire Approval Change Form for Manager Self Service Hires

Workflow Changes

Date: _____

Department Name: _____

Department Number: _____

Name of Requestor: _____

Requestor Phone Number: _____

Change Requested:

Please check whether the change is to add or remove a role to the workflow.

	Dean/AVP		VP		Provost	
Employee Type						
Regular Faculty	Add	Remove	Add	Remove	Add	Remove
Temp Faculty	Add	Remove	Add	Remove	Add	Remove
Regular Staff	Add	Remove	Add	Remove	Add	Remove
Temp Staff	Add	Remove	Add	Remove	Add	Remove
Graduate Assistant	Add	Remove	Add	Remove	Add	Remove
Students	Add	Remove	Add	Remove	Add	Remove

Signature of Requestor _____

Hire Approval Role Change

Date: _____

Department Name: _____

Department Number: _____

Name of Requestor: _____

Requestor Phone Number: _____

Change Requested:

Please provide the following information.

Approvers Name	Position Number	Workflow Role	Proxy		Add/Remove	
			Yes	No	Add	Remove

Signature of Requestor _____