Employee Transaction Workflow (ETW)

User Guide

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Process Owner	Human Resources Records, Compensation and Academic Personnel
Get help with this process	Human Resources Records at (330) 672-8316, Compensation at (330) 672-2210 or Academic Personnel at (330) 672-8717
Get help with Access and Desktop Issues	Contact the Help Desk, 672-HELP (672-4357) or go to http://support.kent.edu
Get this Document	Watch HR website for revisions to this User Guide

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1. The Employee Transaction Workflow (ETW)

1.1 About the workflow

The employee transaction workflow is used to request and approve a change to an employee's job. The workflow captures specific information electronically, routes it to the appropriate offices for approval, and sends notifications of completion to the appropriate parties once Human Resources Records or Academic Personnel staff have enacted the change in Banner.

The ETW electronic workflow became available for use on February 25, 2015.
The ETW was upgraded on October 21, 2019.

A workflow form is delivered instantly to the next-level reviewer and cannot be lost.
It is stored with a time- and date-stamped record of approvals and can be viewed later.

1.2. Workflow Actions and Notifications

Workflow Role	Submit	Deny	Approve	Complete	Stop
Initiator	✓				
Approver		✓	✓		
Budget Officer		✓	✓		✓
HR Records/ Academic Personnel				✓	✓
Payroll				✓	

Email notification is sent…	Email is sent to…
When a request is submitted for approval	Initiator
When a request is returned for edit by an approver	Initiator and all prior approvers
When a request is approved	Initiator and all prior approvers
When a request is denied	Initiator and all prior approvers

1.3. Frequently asked questions

Q: Which types of employees should the ETW be used for?

A: The ETW is to be used for all staff job changes, supplemental & additional pays. It is also to be used for full time faculty job changes only.

Q: Will I use the ETW for faculty assignments?

A: The ETW will be used for Full-time faculty job changes only. Attach a copy of the signed offer letter. You will continue to submit an ePAF for summer appointments, overloads, and supplemental pays for full-time faculty. You will continue to process part-time faculty appointments (attached to a course) through the Faculty Load and Compensation (FLAC) system. You can submit an ePAF for GAs and part-time faculty members that are to be paid for a non-teaching, faculty related assignment.

Q: Why does the screen state "no matches found" when I enter my name in the Employee's Kent State ID or FlashLine Username fields?

A: Form initiators are not allowed to submit an ETW request for themselves. Have someone else in your office submit the request on your behalf.

Q: What browser should I use for the ETW?

A: Any web browser can be used.

Q: What kind of changes will I be using the ETW for?

A: You will use the ETW for making changes to CURRENT employees. Please contact Talent Acquisition at 330.672.2100 for the initial hire of new temporary or term/short-term employees.

Q: Can a proxy approver be set up in the ETW?

A: Yes, please see the ETW users guide for instructions.

Q: Will the approver that is next in the approval chain receive an email when theyneed to go into Flashline and approver their action?

A: Yes, the approver will receive an email when an ETW is in their queue for approval. Workflows will also be displayed in the Flashline "My List" page.

Q: How will I know when the ETW is completed?

A: Upon completion of the ETW, HR Records or Academic Personnel will click the "complete" button and an email will be sent to the initiator and approvers letting them know when the change will be made.

Q: Can I print a copy of the ETW?

A: Yes

Q: What do I do if there is incorrect information on the ETW?

A: Budget officers have the ability to edit certain information on the ETW. If additional information is incorrect, the approver should deny the request and a new ETW will need to be submitted. You should include a comment to the initiator with the change(s) that need to be made.

Q: How long can an ETW remain in "My Worklist"?

A: The ETW will remain there until action is taken on it by the assigned approver.

Q: What if an approver changes in my department, who should I contact to update the ETW routing?

A: Please contact HR Records at 28316 or hr-records@kent.edu

Q: If the employee I am initiating the ETW for does not have a phone number what number should be used?

A: You can enter the main department phone number.

Q: Can you tell me more about the Shift Information needed for the ETW?

A: Enter first shift if the employee regularly works from 8-5.
As the norm, faculty members should indicate first shift.
Second shift hours would be used if the employee begins their working hours during the afternoon.
Third shift hours would be used if the employee begins their working hours in the late evening.
The "varies" option can be used if the employee works off and on at multiple times during the day.

Q: Can supporting documents be uploaded to the workflow?

A: Yes, supporting documents can be added as an attachment at any approval level.

Q: How do I enter an additional assignment or supplemental pay for a current staff member?

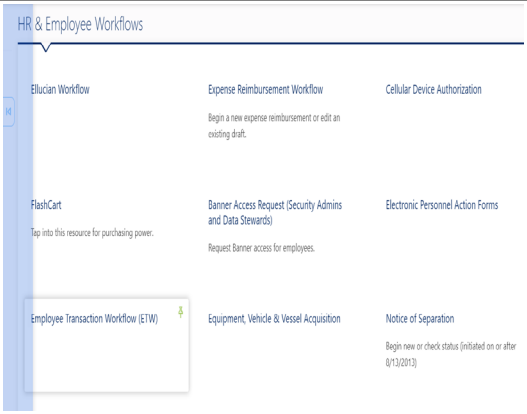
A: Please see page 13 of this User Guide.

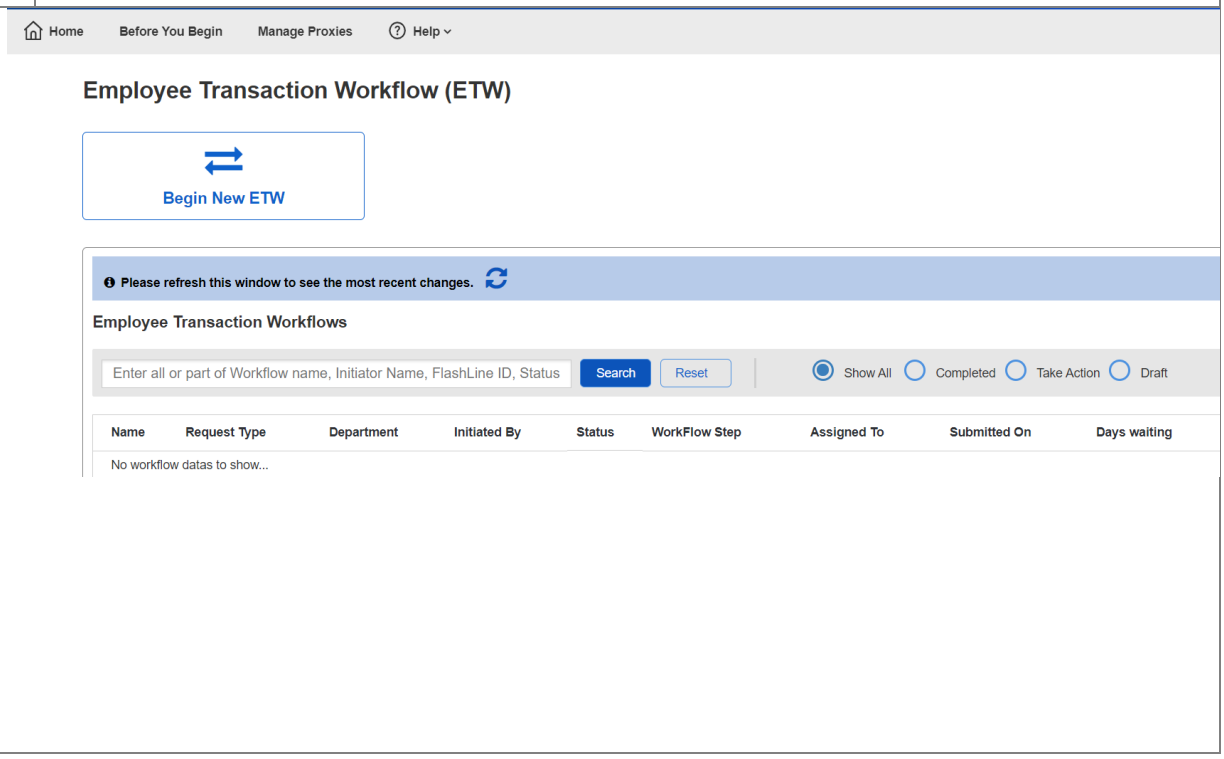
Still Have Questions? Please contact the following:

For **Staff** appointments, contact **HR Records at 330.672.8316**
For **Supplemental Pay,** contact **Compensation at 330.672.2100**
For **Faculty** appointments, contact **Academic Personnel at 330.672.8717**

2. Submit an Employee Transaction Workflow request

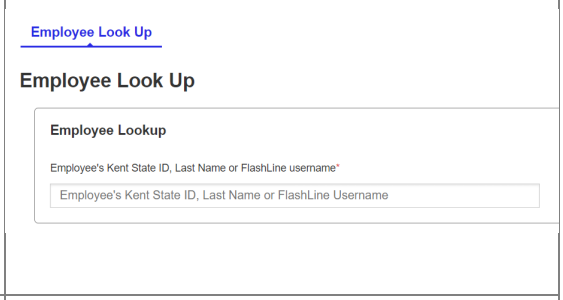
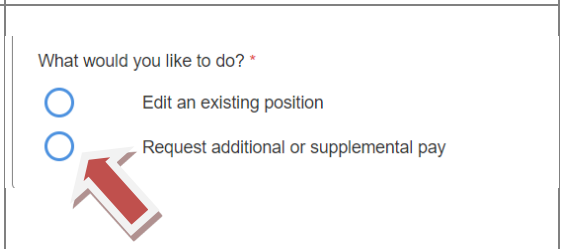
2.1. Initiate a request

Step	Action	Image
1.	Log into Flashline using your Flashline username and password.	
2.	Select the Employee block.	
3.	In the **Workflow and Utilities** pane, click the link for **Employee Transaction Workflow.**	
4.	The workflow screen appears as below.	

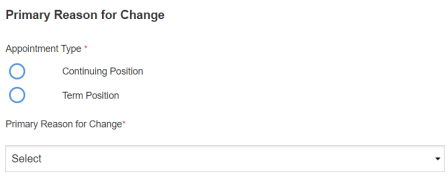
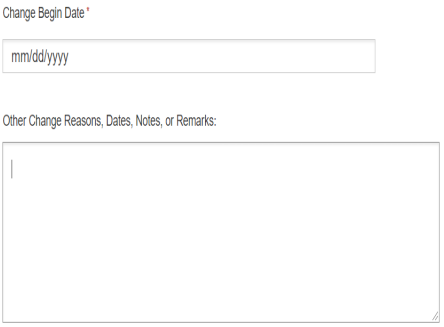


5.	Begin New ETW	

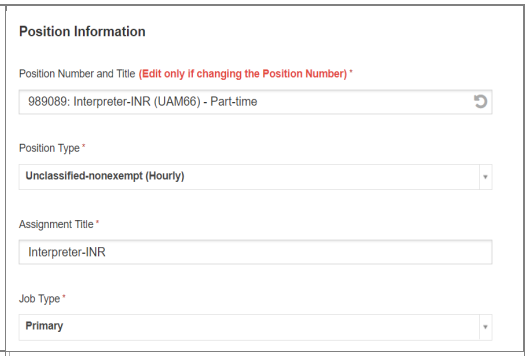
2.2. Employee Look Up

Step	Action	Image
1.	Enter the employee's Kent State ID number, FlashLine Username or their last name.	
2.	Select what you would like to do.	

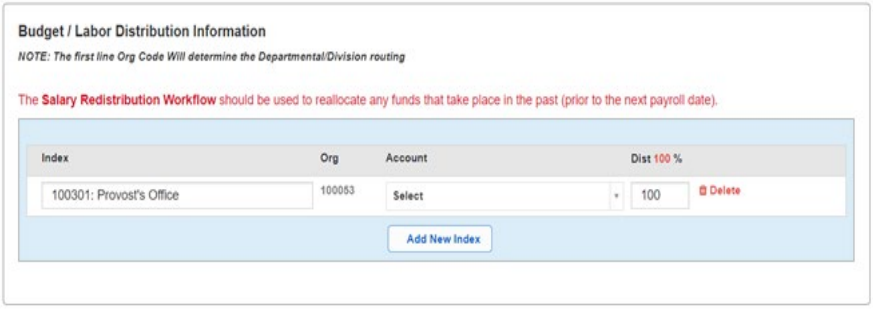
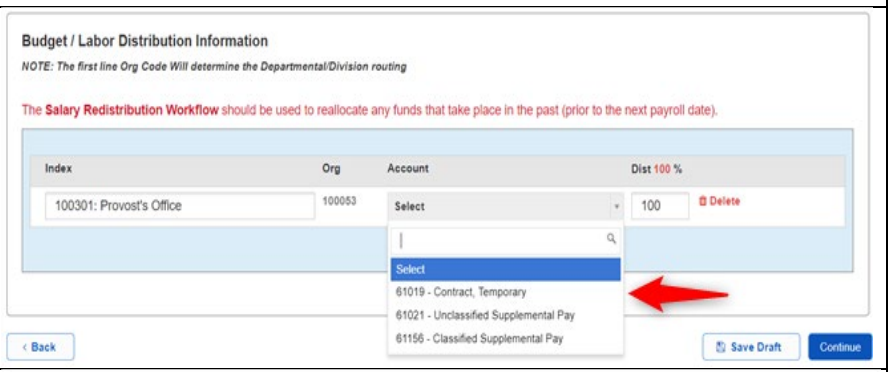
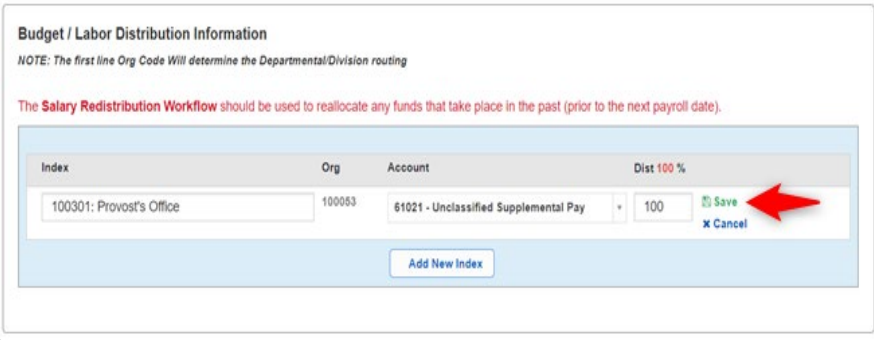
2.3. Reason for Change

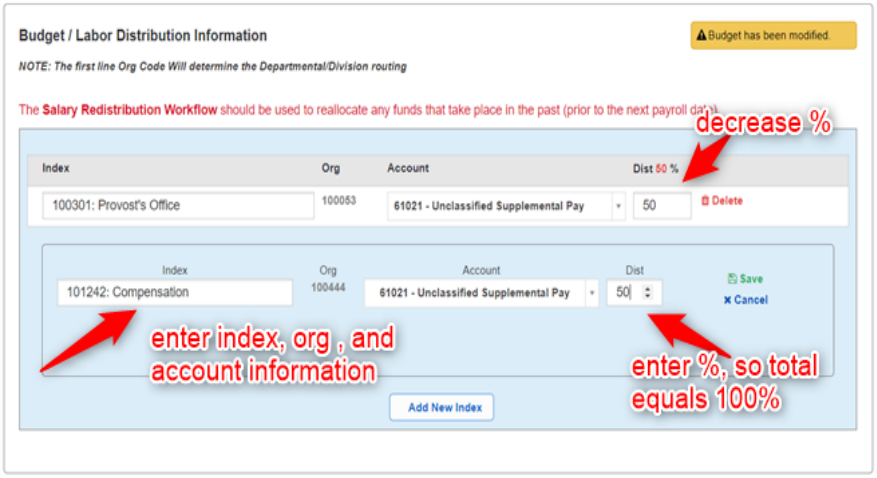
Step	Action	Image
1.	Select the appropriate **Change Reason.** A 'change reason explanations' link is provided.	
3.	Enter Change begin date and additional notes. Click Save & Continue	

2.4. Edit & Review: Position Details

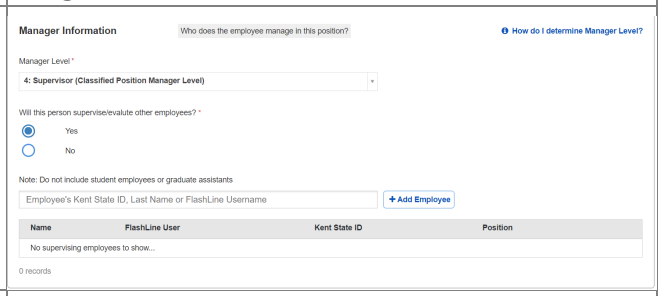
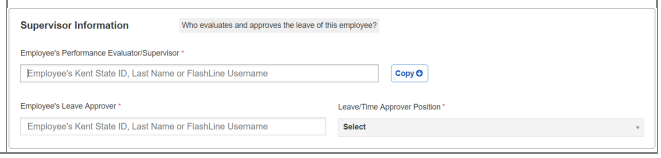
Step	Action	Image
1.	Review the position and complete fields that display, such as job type, hours per week, rate of pay, etc. *Fields are intuitive and will prompt you for the necessary information.*	
2.	Review and edit the building and work as needed.	

2.5. Budget/Labor Distribution Information

Step	Action	Image
1.	The index and org codes will automatically populate from the employee's primary assignment. ***Please note *You will need to 'save' the record after each adjustment to the labor distribution *If more than 5 indexes need to be charged, please add the remaining labor distribution information in the "other change reasons, dates, notes or remarks" block on the 'Reason for Change' Tab.	
2.	Select the **Account** code appropriate for the request.	
3.	Click **Save.**	

4.	If request is split funded, follow these steps: a. Decrease distribution % b. Click **Add New Index** c. Enter new index, org and account information and enter distribution % d. Once all funding sources have been entered, make sure they total 100% e. Click **Save**	

2.6. Edit & Review: Reporting Relationships

Step	Action	Image
1.	Select the **Manager Level** from the list provided and direct reports if applicable	
2.	Enter the employee's supervisor and leave approver. Click Save & Continue.	

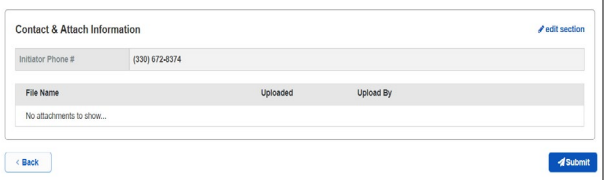
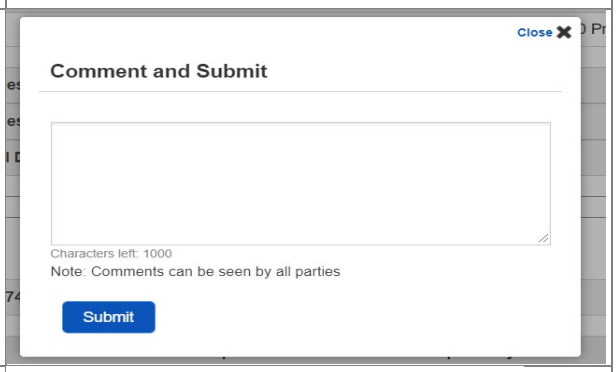
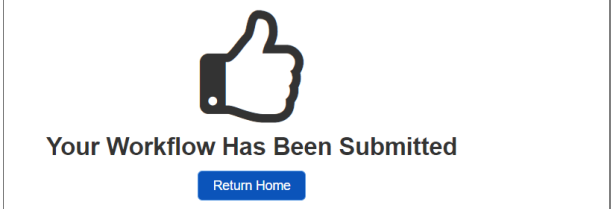
2.7 Contact & Attachments

Step	Action	Image
1.	Upload supporting documentation such as offer letters and employment agreements or any additional information that will be needed to process the job change.	

2.8 Initiator Contact Information

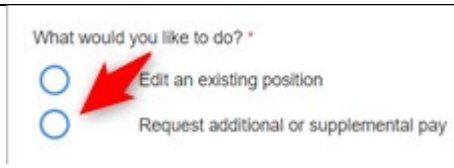
Step	Action	Image
1.	Provide a contact phone number for the initiator of this request. Click Save & Continue	

2.9 Review & Submit

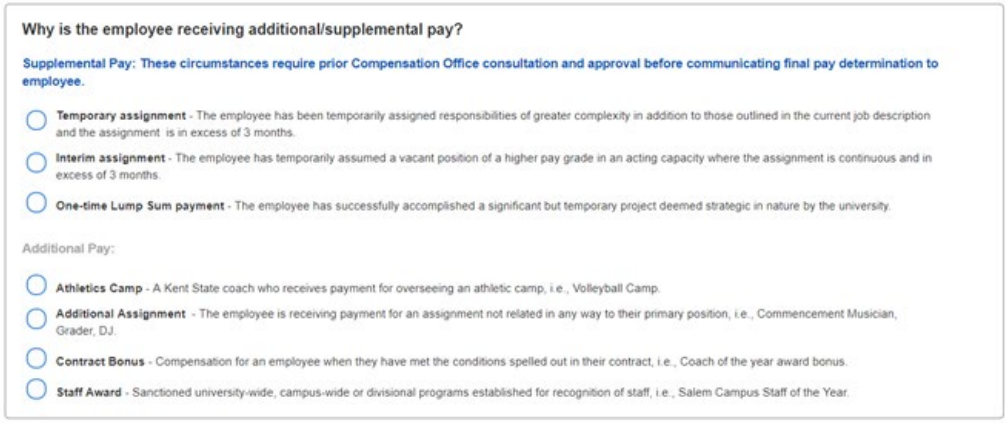
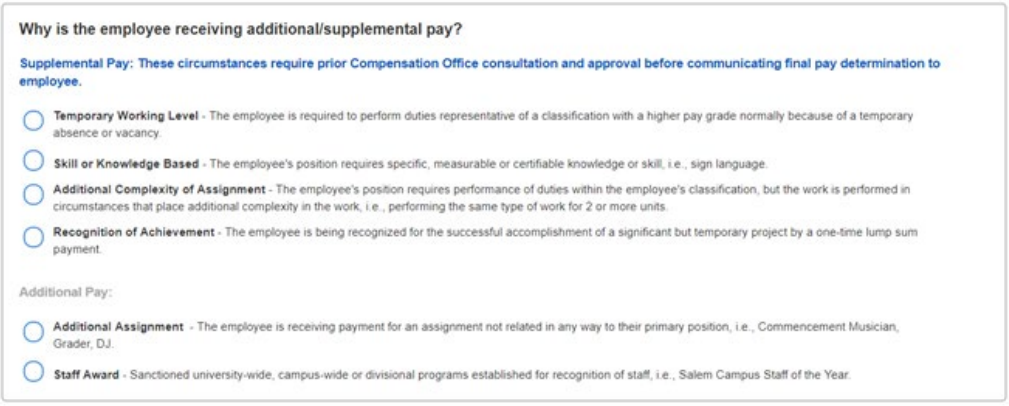
Step	Action	Image
1.	You can click the “Back” button to make any necessary changes or select the “edit section” icon. Click the **Submit** button When the ETW is ready to be routed for approval.	
2.	An additional ‘Comment and Submit’ window will appear. This box will be used for approvers to add additional comments about the transaction.	
3.	A confirmation message will display when the workflow has been submitted.	

3 Initiate Additional or Supplemental Pay

3.1 Employee Look Up

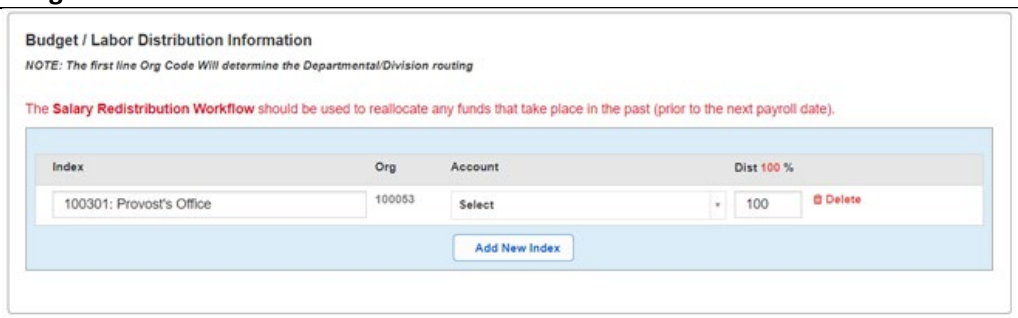
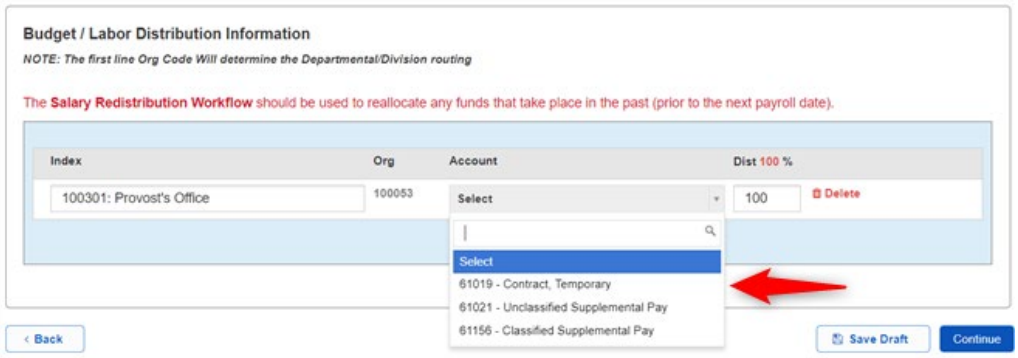
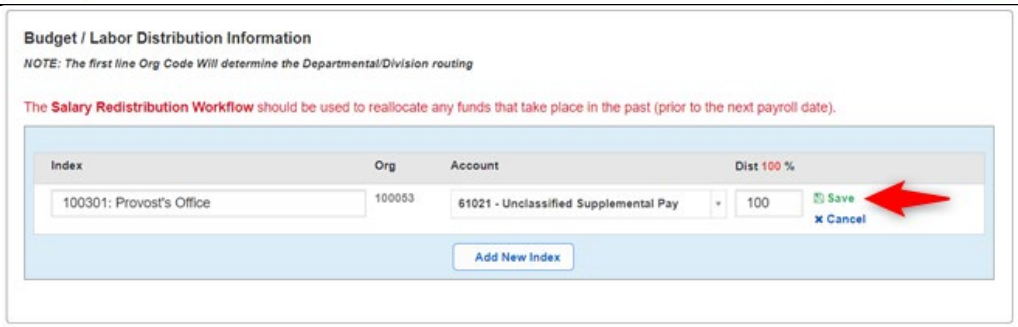
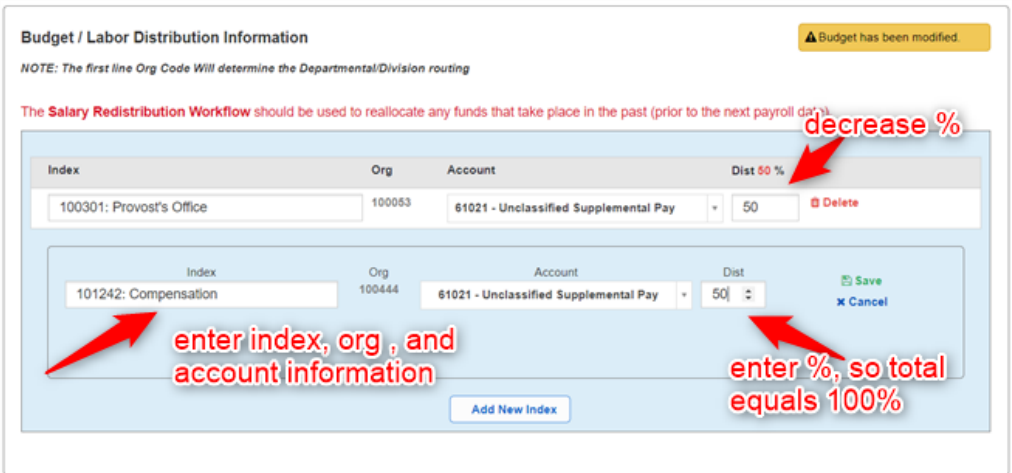
Step	Action	Image
1.	Enter the employee Kent State ID, Last Name or FlashLine username	
2.	Select **Request additional or supplemental pay**. The primary position title will automatically display. Click **Save & Continue**	

3.2 Justification

Step	Action	Image
1.	Select the option that best describes the situation.	**Options for Unclassified Assignment:**  **Options for Classified Assignment:** 
2.	Complete fields that display, such as **requested amount, start and end dates, detailed information to support the request, etc.**	

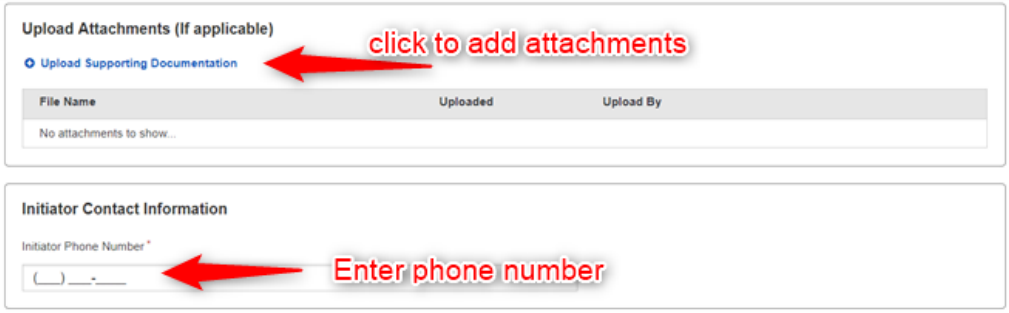
	If selecting a supplemental pay option, consultation with the Compensation Office is required to determine amount of supplement.

3.3 Budget/Labor Distribution Information

Step	Action	Image
1.	The index and org codes will automatically populate from the employee's primary assignment.	
2.	Select the **Account** code appropriate for the request.	
3.	Click **Save.**	
4.	If request is split funded, follow these steps: f. Decrease distribution % g. Click **Add New Index** h. Enter new index, org and account information and enter distribution % i. Once all funding sources have been entered, make sure	

	they total 100% j. Click **Save**	

3.4 Attachments and Contact Information

Step	Action	Image
1.	Upload any supporting documentation.	
2.	Enter your phone number and click **Save & Continue**	

3.5 Review and Submit

Step	Action
1.	A preview of the full ETW will display for your review. You will have an opportunity to edit any field.
2.	Click **Submit** to route the ETW to the next approval level.

4 Approver Roles and Actions

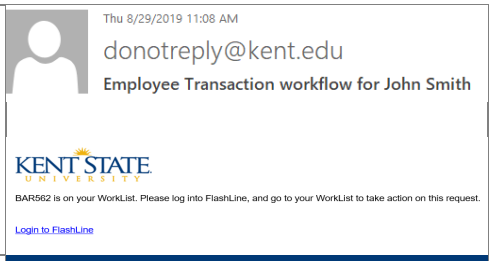
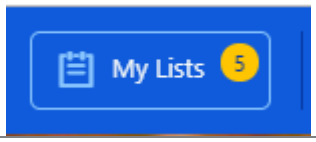
4.1 Definitions

- Approve – your acknowledgement of the action and to move the ETW to the next approver
- Deny – used to stop the workflow. If the ETW is denied, a new ETW must be initiated with corrections
- Release – used to place the ETW back into the approval queue for others to take action, ex. Proxy or group approvals if ETW is denied, a new ETW must be initiated with corrections

Workflow Role	Approve	Deny	Release
Initiator			
Approver	✓	✓	✓
Records/ Academic Personnel	✓		✓

4.2 Open a form that has been routed to you for approval

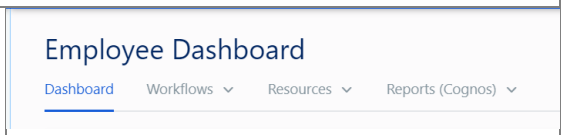
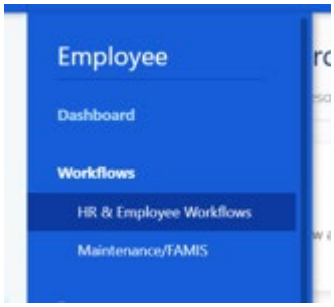
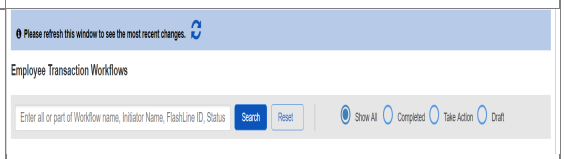
Step	Action	Image

1.	You will receive an email notification from 'do not reply@kent.edu' and you will receive a notification in your worklist. You may access Flashline from the email link or open the workflow from your worklist.	
1.	Log in to FlashLine using your FlashLine username and password.	
2.	Locate **My Lists** tab.	
4.	Click the ETW to open for review/approval link in the lower right corner, for a full-screen view of the list.	Need new screen shot with test ee data
5.	Locate the ETW in the workflow list and click on a form **name** to open the form. Forms created by this Workflow have the prefix **ETW**. You can also click on the email notification link to open the workflow.	

4.3 Submit the decision – combine with approve/deny actions – move to end of section

1.	Review the form information carefully. Scroll to the end of the form, where you will see a list of every person who has had a part in initiating and approving the request. When you submit your decision, your name will be added to the form history. Note that an email link is provided next to each participant's name for your convenience.

5 Check the status of a request

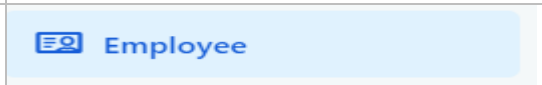
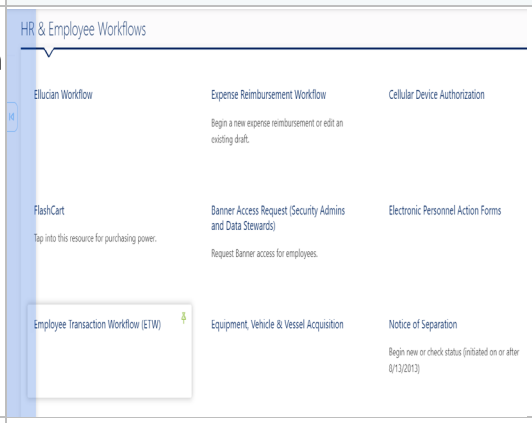
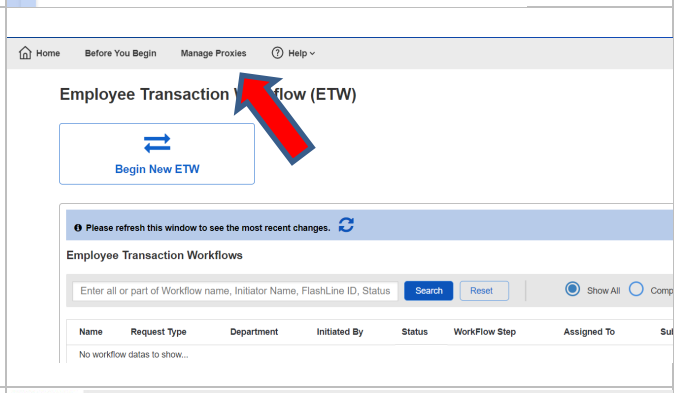
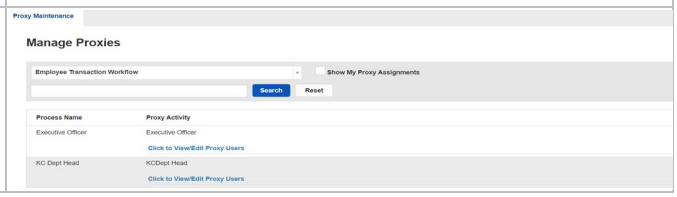
1.	All Initiators and participants in a transaction may check the status of a request. You can view the name of the person who has the form, pending approval.	
2.	Log into Flashline and go to the "**Employee Dashboard**".	
3.	In the **Workflow** pane, click the link for **HR & Employee Workflows.**	
4.	Choose the New Employee Transaction Workflow (ETW). **Please note, ETW's initiated prior to 10/1/19 can be found in the Archived ETW link**	
5.	Enter all or part of the workflow name, Initiator name, Flashline ID or Status Use the percent % sign as a wildcard. In addition, you can sort by the status; completed, take action, draft of all. Select search.	
9.	A list of records appears. You may sort the list by clicking the column headers. • The '**workflow step**' column lists the level of approval and who the action is '**assigned to'**	

6 Work with a Proxy Approver

6.1 Enable your Proxy

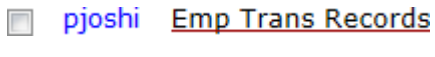
When an approver is away for an extended period, the approval function may be delegated to a designated proxy approver. Only an approver can designate or remove his/her own proxy assignments.

- Proxy management must be done from a campus computer, or from off campus via a secure VPN connection. See your desktop support technician for assistance with Cisco VPN.
- If the person you are designating as proxy does not appear on the User list (step 8 below) open a Support request online at support.kent.edu or call 330.672.4357. Ask to have your proxy added to the Employee Transaction Workflow approvers.

1	Log in to FlashLine using your FlashLine username and password.	
2	Select the Employee block.	
3	In the **Workflow and Utilities** pane, click the link for **Employee Transaction Workflow.**	
4	The ETW tool bar will appear.	
5	Select Manage Proxies.	

6	**Add a new proxy:** open 'Click to View/Edit Proxy Users' under the appropriate Process/Role:	• Select 'Add New Proxy' • Find and select your proxy • Select Start and End Dates. End Date defaults to Permanent but this can be changed. • Select Save or Cancel
7	**Update or delete and existing proxy for an individual:** open 'Click to View/Edit Proxy Users' under the appropriate Process/Role.	• You can select an existing row and change the information on that row, i.e., extend the End Date • You can delete a row all together • Select Save or Cancel

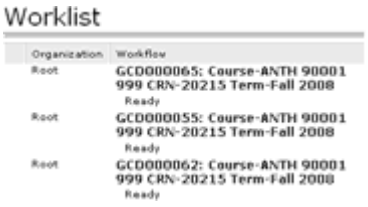
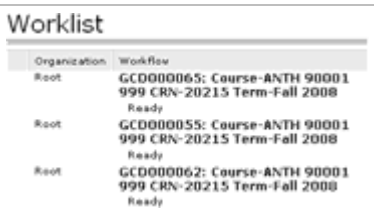
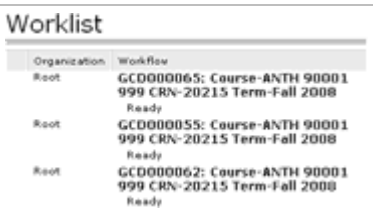
6.2 Disable a Proxy Assignment

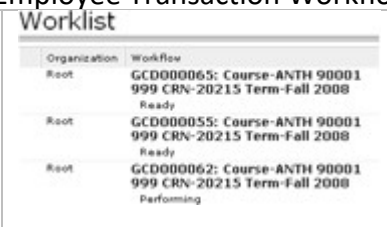
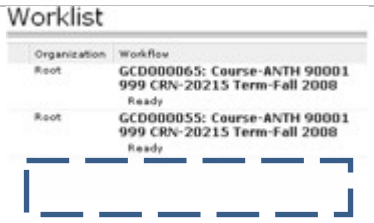
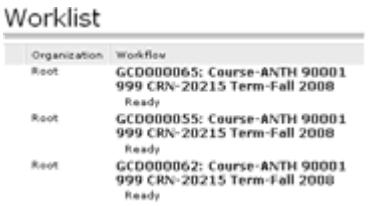
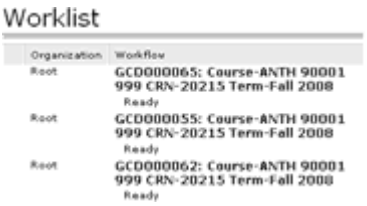
1	To cancel an assignment before the designated date, log in as above. Under **My Proxies**, checkbox the assignment you wish to delete.	
2	Click the **Delete Selected Proxies** button.	

6.3 Share Forms between approver and proxy

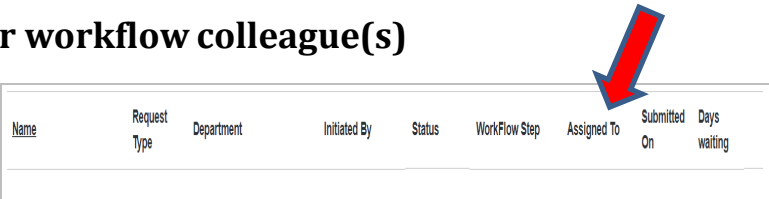
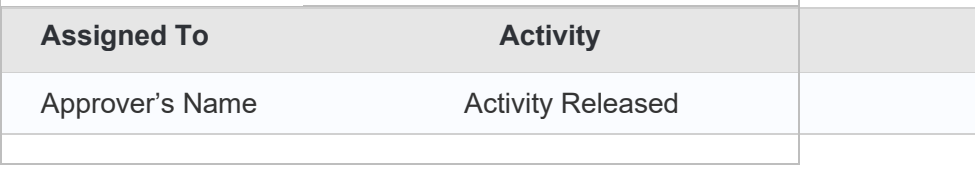
When your proxy is enabled (see previous section) both approver and proxy may access request forms in their Worklists. Opening a form **'claims'** it for you – it becomes invisible to your colleague.
You must **release** the form in order for your colleague to see it.

This is what an approver and proxy see in each situation. (*Generic forms are depicted below*.)

Situation	Approver Sees	Proxy Sees
Your normal, everyday working arrangement. The proxy is **not** enabled, and **cannot** see work.		
Approver enables his or her proxy. Now both can see forms. (Proxy sees only new incoming forms.)		

Approver opens a form, 'claiming' it. The form says '**performing'** instead of '**ready**.' The proxy can no longer see this form.		
Approver has released the form without taking action. The form is again visible to both parties.		

6.4 Release a form to your workflow colleague(s)

1.	*Once you open a workflow, it is assigned to you and only you can see it*.	
3.	Click the **Release** icon. This will allow your Proxy to view and take action on the ETW.	
4.	Once released, the activity history will show the ETW was reassigned	

Appendix 1. ETW Routing & Approval Paths

Non-Academic Staff

1. Initiator
2. Divisional Budget Officer
3. If grant funded, then to Principal Investigator(s)
4. Department Head
5. Compensation
6. Executive Officer
7. If classified, then to Appointing Authority
8. HR Records

Academic Affairs

1. Initiator
2. College Budget Officer
3. Divisional Budget Officer
4. If grant funded, then to Principal Investigator(s)
5. Department Head
6. Compensation
7. Provost Approval
8. If classified, then to Appointing Authority
9. HR Records

* Kent Campus Faculty have same routing as above, except do not route to Compensation and ends with Academic Personnel instead of HR Records.

Regional Campus

1. Initiator
2. Divisional Budget Officer
3. If grant funded, then to Principal Investigator(s)
4. RC Dean
5. Compensation
6. Provost Approval
7. If classified, then to Appointing Authority
8. HR Records

* Regional Campus Faculty have same routing as above, except do not route to Compensation and ends with Academic Personnel instead of HR Records.

President's Office

1. Initiator
2. If grant funded, then to Principal Investigator(s)
3. Department Head
4. Compensation
5. Executive Officer

6. If classified, then to Appointing Authority
7. Appointing Authority
8. HR Records

Supplemental Pay Routing

1. Initiator
2. Department Head (if Regional Campus, then to RC Dean)
3. Compensation
4. Divisional Budget Officer (if President's office, skips this approval)
5. If grant funded, then to Principal Investigator(s)
6. Executive Officer
7. If Lump Sum, then to VP Human Resources
8. Payroll
9. HR Records

Appendix 2. Employee Transaction Workflow assistance

For assistance with questions about how to fill out the **ETW or the workflow process**, contact **HR Records at (330) 672-8316**.

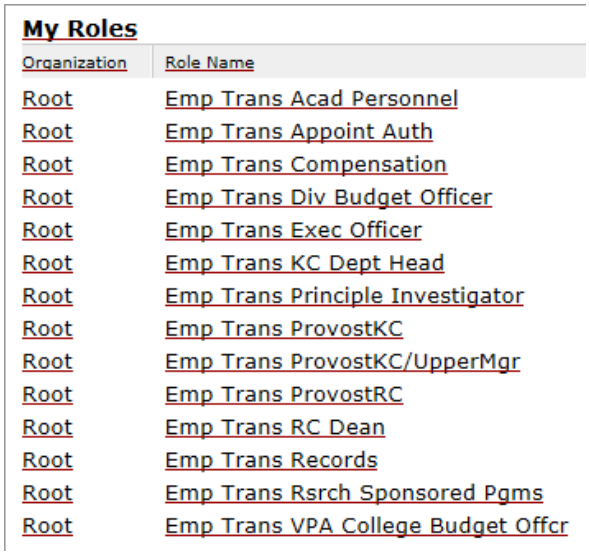
For assistance with **budget information** needed to complete a form, contact **your department/college/campus/division business manager**.

For assistance with questions about **academic positions** contact **Academic Personnel at (330) 672-8717.**

For assistance with **compensation (pay) and supplemental pay** related questions, contact **Compensation at (330) 672-2100**.

Appendix 3. Workflow Proxy Approver Role Names

When designating your Workflow Proxy Approver, select your role name.
You will not see all the roles listed below, only the one(s) to which you have been assigned.



My Roles

Organization	Role Name
Root	Emp Trans Acad Personnel
Root	Emp Trans Appoint Auth
Root	Emp Trans Compensation
Root	Emp Trans Div Budget Officer
Root	Emp Trans Exec Officer
Root	Emp Trans KC Dept Head
Root	Emp Trans Principle Investigator
Root	Emp Trans ProvostKC
Root	Emp Trans ProvostKC/UpperMgr
Root	Emp Trans ProvostRC
Root	Emp Trans RC Dean
Root	Emp Trans Records
Root	Emp Trans Rsrch Sponsored Pgms
Root	Emp Trans VPA College Budget Offcr

Appendix 4. Determining an FTE & Manager Level Listing

FTE FOR STAFF EMPLOYEES			
FTE	Hours/Day	Hours/Week	Hours/Pay
0.680	5.50	28.00	56.00
0.625	5.00	25.00	50.00
0.500	4.00	20.00	40.00
0.375	3.00	15.00	30.00
0.250	2.00	10.00	20.00
0.125	1.00	5.00	10.00

UNCLASSIFIED POSITION MANAGER LEVELS		
UNCLASSIFIED	DEFINITION	MANAGER LEVEL
Executive	Is responsible for top leadership of a division, college, campus, or school.	9
Senior	Directly reports to Executive level with either major management responsibility within the unit of university-wide responsibility and reporting.	8
Departmental	Directs the strategy and implementation of one or more functions; has budget responsibility.	7
Intradepartmental	Has supervisory responsibility with a department, but does not have responsibility for the whole department.	6
Student Employee Supervisor	Regularly hires, schedules, and oversees work of only student employees and can hire students in Campus Works.	5
No Supervisory Responsibilities	Does not directly supervise employees.	0
CLASSIFIED POSITION MANAGER LEVELS		
CLASSIFIED	DEFINITION	MANAGER LEVEL
Supervisor	Exercises authority on behalf of the manager; designs and directs work procedures. Recommends hiring and firing, performance review,	4
Working Supervisor	Recommends hiring and firing, performance review, discipline; directs work, scheduling, training, and assigns duties.	3
Lead Worker	Coordinates workflow, training; assigns duties; performs job that is being supervised.	2
Student Employee Supervisor	Regularly hires, schedules, and oversees work of only student employees and can hire students in Campus Works.	1
No Supervisory Responsibilities	Does not directly supervise employees.	0

Appendix 5. Before You Begin, ETW Checklist

Prior to starting the ETW, you will need the following information:

- **Employee Information**

name or Kent State University ID and position number.

- **Reason for submitting request**

reason for job change, appointment type, change begin date and end date (if applicable).

- **Position Information**

position number, position type, position/assignment title, job type, full-time/part-time, organization codes, physical work location, work phone, assignment type, pay grade, annual salary/hourly rate, job FTE, hours per week, job shift.

- **Budget Information**

index number, org code, account number, distribution percent, start date and end date (if applicable) and any additional funding information.

- **Management Information**

who does the employee manage in this position? manager level, employees supervised.

- **Supervisor Information**

who evaluates and approves leave for this employee? supervisor/evaluator, leave approver.

- **Attachments**

any supporting documentation to be uploaded (employment agreements, offer letters, salary offer worksheets, etc.)

- **Supplemental Pay**

supplemental pay requests require consultation with the Compensation Office. Please call 2-2100 before you begin.

IMPORTANT NOTE: If your request will include the reallocation of funds that took place in the past (prior to the next payroll date), then a Salary Redistribution Workflow should be used to reallocate those past funds.

Once you have gathered the information above, please continue.