Subject: NEW Online Additional Employment Workflow for Grad Students

As an approver, when you are logged in to Flashline, you will see all graduate student requests for Additional Employment that are assigned to you for review and processing.

Step 1

Log into Flashline and click on My Action Items Tab at the top. You will see “My Worklist 2” at the top right of your screen. This worklist will show all tasks assigned to you. (See Exhibit A for an example.)

Step 2

Click on the first item in your list and then the “Take Action” button next to the requester’s name. (See Exhibit B for an example. Note: The student and approver information has been shaded out.)

Step 3

Review the request for additional employment. **Section A is completed by the student** and includes the student’s: name, email address, college, department/school, major, concentration, and year in program; their responses to questions about the additional employment; the unit and appointment term of their current assistantship; and the unit, dates, estimated weekly hours and hiring supervisor of the additional employment.

**Section B is completed by the Graduate Program Director** and is displayed at the bottom of the page. There are two questions the Graduate Program Director must answer before they Approve, Deny, Return to Student or Cancel the request. The two questions are how the additional employment will impact the student’s progress to degree and how the additional employment will affect support for other students in the program. Note: The Request History will be displayed at the bottom of the screen. The history includes the action taken, who the action was taken by, and any comments that were entered. (See Exhibit C for an example.)

Step 4

Enter any questions, comments or concerns regarding the request. Comments are not required when approved; however, comments are required if you deny or send the request back to the student. If the department believes that an exception to the policy is warranted, justification should be included in the comments section. Note: Comments will be visible to the student and other reviewers. (See Exhibit D for an example.)
Exhibit A – Step 1

My Worklist 2 will display graduate students request for Additional Employment

Exhibit B – Step 2

Click “Take Action” to review the request
Additional Employment: RAE23 -

Section A: Completed by Graduate Student

Section A includes the student’s name, email address, college, department/school, major, concentration, and year in program; the student’s responses to questions about the additional employment; the unit and appointment term of the student’s current assistantship; and the unit, dates, estimated weekly hours and hiring supervisor of the additional employment.

Section B: Completed by Graduate Program Director

Section B is completed by the Graduate Program Director. The text fields are required.

The Request History shows who has reviewed and/or taken action on the request.
Comments are required if you Deny or Return the request to the student. Comments are not required when a request is approved; however, comments should be entered if an exception to the policy is requested.