Contents

Role of HR Coordinator

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

The Role of the HR Coordinator and HR Administrator

Lila Asante-Appiah and Les Nolan,
Organization & Employee Development

fbo@wayne.edu
for duplicate ID's

Agenda

- Introduction
- About Client Services
- The Role of the Coordinator and Administrator
- Customer Service Success for the HR Professional
- Wrap Up and Personal Development Plan

Session Objectives

As a result of this module, Coordinators and Administrators will be able to:

- Define **WSU Client Service's mission** and how their role fits
- Identify the **knowledge, skills, abilities and values needed** to contribute to the success of this position
- Demonstrate effective **customer service and client partnership** behaviors
- Assess **personal development goals and strengths**

7/2/2013 Slide 3

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Group Resume

- In small groups, create a group resume including such things as:

- ☐ Total Years of WSU HR Experience
- ☐ Education & Certifications
- ☐ Skills
- ☐ Positions Held
- ☐ Outside Interests

- Identify a volunteer to report out.

About Client Services

Lila Asante-Appiah,
Director, Organization and Employee Development

7/2/2013

Slide 5

Where We're Headed
& How We'll Know We Got There

Organization & Employee Development • Total Compensation & Wellness • Business Solutions

Where We're Headed & How We'll Know We Got There

- Better alignment and integration with field and central HR (Creates ONE HR).
- Improve Wayne State University's ability to recruit and manage employees more effectively.
- Greater concentration of HR services to be focused on consultative and strategic efforts (ER/LR, talent management etc.).
- Reduction of unnecessary redundancies and creates greater consistency of service across WSU.
- Leverage technology, best practices & processes to better serve our WSU clients.
- Effectively and efficiently utilize HR resources across the university.
- Better measure the efficiency and effectiveness of HR programs, services and policies which will help with making improvements (data driven decisions).

Defining Administrators & Coordinators Success

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Slide 8

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Successful Administrators and Coordinators

- Communication expertise
- Relationship building
- Flexibility
- Result orientation
- Planning & organizing
- Knowledge of business
- Technology expertise
- Personal Credibility
- Collaborative
- Solutions driven (Gets to "yes")
- Partner (with clients and internal team members)

Trusted Advisor

Staying in Touch

Customer Service Success
for the HR Professional

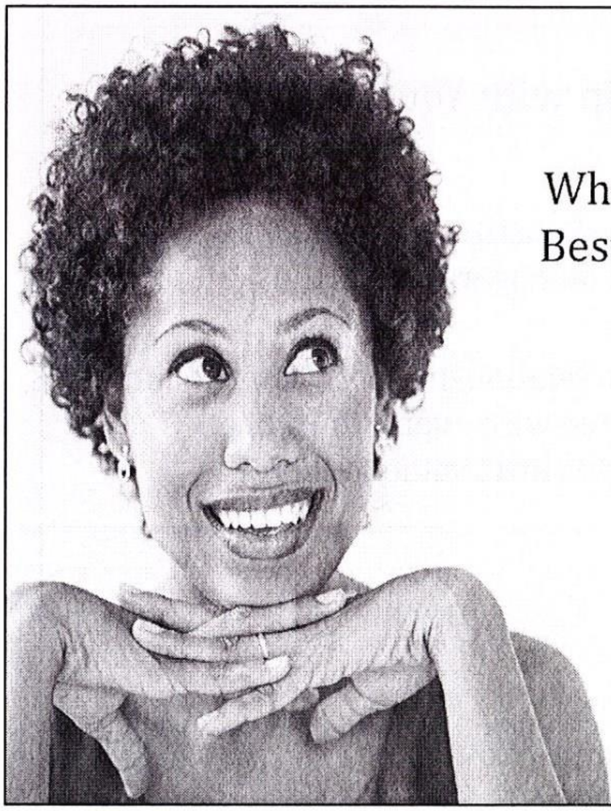
7/2/2013

Slide 11

What does it mean to you?

Put Your Personal Signature on Your Job

7/2/2013 Slide 12



What is Your Personal Best Customer Service Experience?

Creating a Partnership with Your Client

- Research from Roffey Park Institute has shown a massive 40% of non-HR Managers think HR is out of 'touch' with their needs.
- This deterioration in the relationship between HR and the client is set to continue with over a third of all clients feeling like HR adds little value to their business.

Creating a Partnership with Your Client

Group A

- What can HR do to **build better relationships** with their clients?

Group B

- What **initiatives can HR drive** to ensure they are working in partnership?

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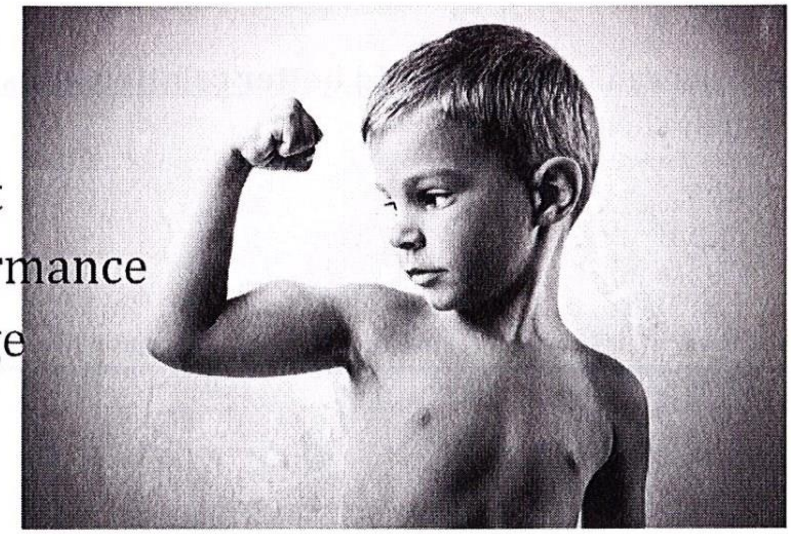
HR Initiatives that Drive Meaningful Change

- Talent
- Performance
- Change



7/2/2013 Slide 16 WAYNE STATE

What is most important?

SUPPORT

HONESTY

COACHING

PRAISE

CLEAR HR ROLE

TOOLS

COMMUNICATION

LISTENING

PARTNERS

7/2/2013 Slide 17 WAYNE STATE

Personal Development Plans

Les Nolan
Organization & Employee Development

7/2/2013

Slide 18

Model for Personal Development

Knowledge

Initiative

Flexibility

Personal Development Plans

The Role of the HR Coordinator Personal Development Plan

For each of the key accountabilities listed below, highlight if the item is a strength you currently possess and can capitalize upon or if it is an opportunity for continuous improvement. It may be helpful to reference the job description, the Client Services mission and strategic direction and the *HR Transaction Support* curriculum overview.

If it is a strength, note specifically how you will plan to use it in the next 90 days to achieve your goals. If it is an opportunity, identify a specific development goal by stating what you would like to learn. Keep in mind SMART goal attributes (specific, measurable, attainable, realistic and time-bound). Provide your development goals to OED for a customized personal development plan. Ideally identify at least 3 development goals that could be met by this *HR Transaction Support* curriculum and Accelerate and other resources.

Knowledge • Initiative • Flexibility
Building

Key Accountabilities *taken from the Job Description*	**Strength**	***OR***	**Opportunity for Improvement**
Monitor Work Performed by HR Administrator		*OR*	
Approve all HR Transactions		*OR*	
Resolve Transactional Problems Related to HR & Payroll Processing		*OR*	
Review HRMS Data to Ensure Accuracy		*OR*	
Code & Enter Data into HRMS		*OR*	
Upload & Index Data into Employee Record		*OR*	
Interpret University Policy Related to Transactional Processing		*OR*	

Wrap Up

Les Nolan
Organization & Employee Development

What's Next?

Date	Course	Format	Time	Location
7/2	Banner Navigation with WSU Application Overview	Classroom	12:00 - 3:00	UGL Lab A
7/3	Role of the Coordinator/Administrator	Classroom	9:00 - 11:30	3700 AA
7/8	WSU HR Fundamentals	Classroom	12:30 - 2:00	1700 AAB
7/8	EPAF I	Classroom	2:30 - 4:30	1700 AA
7/9	EPAF II	Classroom	12:00 - 2:00	1700 AAB
7/10	EPAF III	Classroom	8:30 - 11:30	1700 AA
7/11	AppXtender	Classroom	8:30 - 10:30	1700 AAB
7/11	Cognos	Classroom	11:30 - 1:30	1700 AA
7/17	Data Entry Post EPAF	Classroom	2:00 – 4:00	TB
7/23	Ethics	Classroom	TBD	TBD
TBD	WaynePM Training	Classroom	TBD	TBD
8/2	Web Time Entry**	eLearning	n/a	Accelerate
8/2	Culture of Respect**	eLearning	n/a	Accelerat
8/2	Higher [illegible] (CUPA-HR Boo[illegible]	[illegible]earning	n/a	Acce

Summary

Today we:

- Defined **WSU Client Service's mission** and how their role fits
- Identified the **knowledge, skills, abilities and values needed** to contribute to the success of this position
- Demonstrated effective **customer service and client partnership** behaviors
- Assessed **personal development goals and strengths**

HR Division of Labor Client Services

Client Services Director

Strategic partner to Executive Leadership
Executes HR strategy & consultative services:
General Employment Practices/Employee Relations/Labor Relations/Organizational Development/Compensation & Benefits/Affirmative Action/Equal Employment Opportunity/Policy Development & Interpretation/Workplace Investigations/HR Regulatory Compliance/HRIS Utilization/Workforce Planning/Talent Acquisition/Career Development/Succession Management/Employee Engagement
Partners with Central offices to execute strategic initiatives (OED, TCW, Payroll, OEO, etc.)
Develops, monitors & modifies client service level agreements
Ensures service expectations are achieved
Provides overall leadership & guidance to HR functional area; directs HR staff activities & workflow
Conducts appraisals & provides coaching & counseling to HR staff

Sr. HR Consultant

Handling Special Projects
Mentoring HR Consultants
Employee Relations Incidents/Labor Relations Consulting (in partnership with LR)
Conduct workplace investigations (with central HR & OEO as appropriate)
Job Analysis/Job Descriptions/Position Classifications (in partnership with TCW)
Interviewing & Selection (participate in search committees)
Staff Development & Conduct Training Sessions
Labor Law Guidance (in consultation with Academic Personnel & LR)
Policy Interpretation & Administration
Organizational Development (in partnership with OED)
Talent Management/Succession Planning (in partnership with OED)
Performance Management/Performance Appraisal Review & Consultation
Leave Management (i.e., FMLA) and Administration
Provides counsel on Promotions, Transfers, Demotions
Counsel & Administer Non-Rep Merit Program
Attendance Management
Employee Reorganization/RIF Administration

HR Consultant

Employee Relations Incidents/Labor Relations Consulting (in partnership with LR)
Conduct workplace investigations (with central HR & OEO as appropriate)
Job Analysis/Job Descriptions/Position Classifications (in partnership with TCW)
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Counsel & Administer Non-Rep Merit Program
Attendance Management
Employee Reorganization/RIF Administration

HR Division of Labor Client Services

Talent Management Coordinator

*Talent Acquisition (job posting – OHS and external sources, resume review**, *conducts phone screens, candidate testing, interview guide development**, *interview & selection** *participation in search committees**, *provide consultation to Hiring Manager on candidate selection** *extend & negotiate job offers** *creates position #'s for new pool/new grant funded positions)*

Provide Guidance to Client on Hiring Practices

OHS Administration and Auditing of OHS

Pre-hire Preparation (background check per policy, reference check, I-9 eXpress, E-Verify)

Facilitates background check process for all employees, students and appropriate volunteers

Conducts New Hire Orientation

Prepares Onboarding Schedules

Conducts Exit Interviews; Compiles & Analyzes Exit Data

I9 eXpress, eVerify Daily Review & Change of Status

Tracks Talent Management Metrics (i.e., retention rates, turnover, new hire failure rate, cost per hire, time-to-fill, vacancy rate, performance appraisal metrics, etc.)

Ensures eVerify Requirement are Fulfilled

Coordinates College Work Study & Student Assistant Hiring Process

Facilitates Work Authorization Process (in partnership with OISS)

Coordinates all Temporary Direct Hires & Temporary Agency Staffing Needs (screens & interviews temp employees & temp staffing candidates)

HR Coordinator

Oversees & Coordinates all HR Transaction Processing and Workflows

Approves all HR Transactions

Resolves Transactional Problems Related to HR & Payroll Processing

Reviews HRMS Data to Ensure Data Accuracy

Codes & Enters Data into HRMS/Uploads & Indexes into Employee Record

Interprets University Policy Related to Transaction Processing

Compiles Statistical Reports from Various Systems (i.e., metrics, temp employee monitoring of hours, labor reports, etc.)

Monitors cyclical events (i.e., renewals, contract end dates, Visa end dates, etc.)

Oversees Electronic Personnel File Requests via Pipeline, In-person & Email

Conducts Research to Evaluate Employment Services

Partners with Various Central Offices (i.e. payroll, central HR) on payroll & other issues related to transaction processes)

Assists With Roll-out of New HR Systems

Monitors work performed by HR Administrator

HR Administrator

Processes HR Transactions & Employee Changes into Various Systems (Banner, EPAF, Halogen,etc.)

Provide guidance on appropriate paperwork required for processing & assistance related to EPAF's

Interprets University Policy related to HR transactions

Prepares PAR's for Reclassifications

Ensures Data Integrity is Maintained with HRMS/conducts Periodic Audits

Uploads/Indexes Documents to Personnel File

Processes Paperwork for all Termination Reasons (i.e., voluntary, involuntary, RIF, retirement, death, etc.)

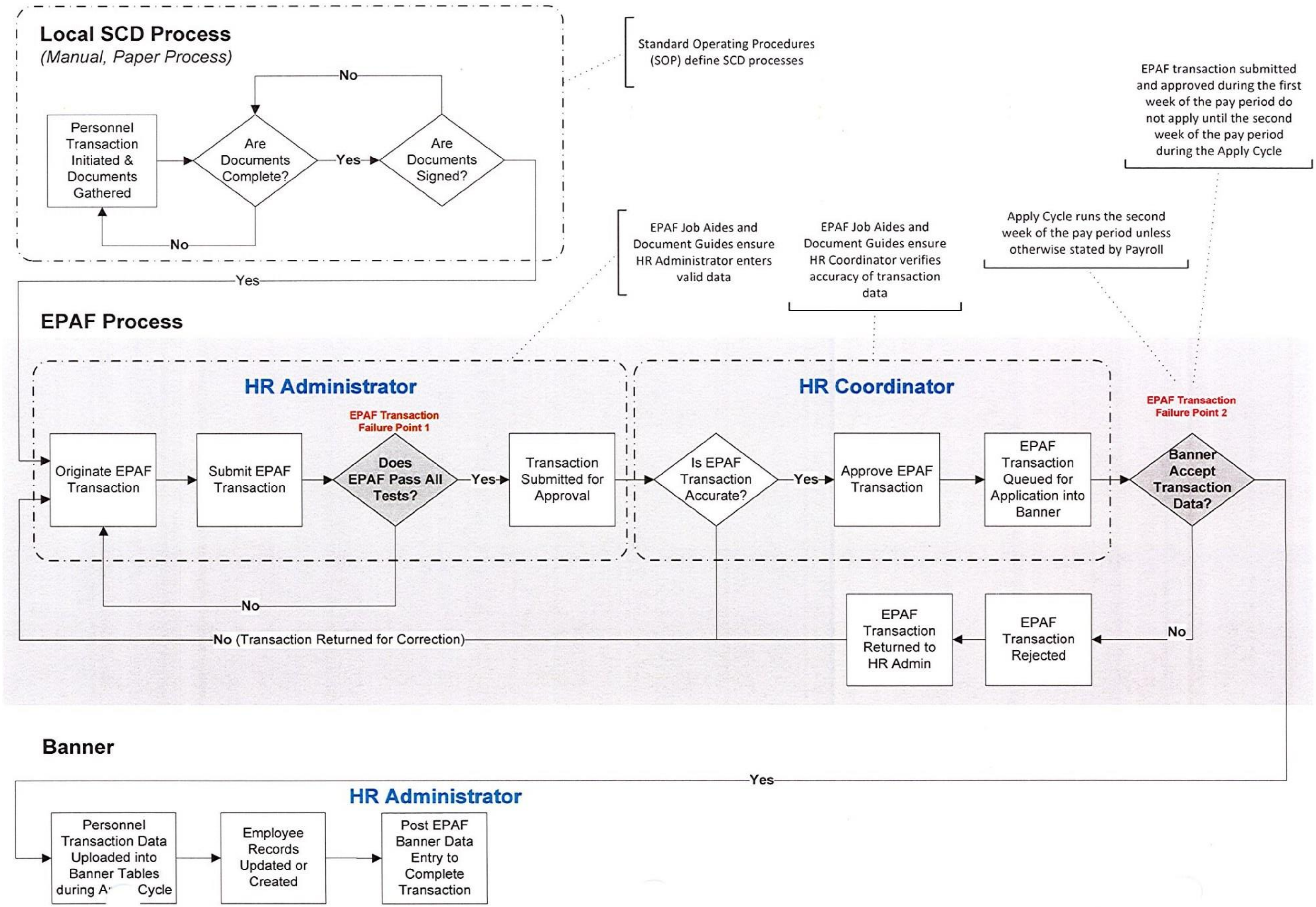
Determines Employee's Eligibility to Receive Leave Bank Payout Upon Termination

Enters Degree & Emergency Contact Information into Banner

Enters Volunteer Faculty Assignments in Banner

Assigns Reviews & Supervisor Reassignment/Proxies in Halogen

WSU Personnel Tra..saction Process



HR Fundamentals

WSU HR Fundamentals

Job Description

It should be reviewed by TCW to get approved

→ talent management

Position Number

Work with Budget or ESC

General (single position), Pool & Grant funded position

↗ creating Talent Manager

Assignment

Pool vs. Single Position Numbers

Banner ID/Access ID

E-class (Employment Classification)

Service Dates

I-9 Completion/Re-verification for Foreign Nationals

OISS Work Authorization

Common I-9 Issues

Social Security Number applied for:

Re-verifications:

Contracts

Effective Date vs. Personnel Date/EPAF Calendar

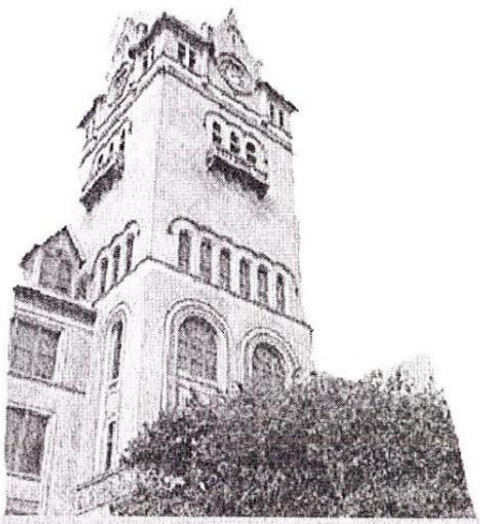
Job Change Reason Codes

Approval Categories

Approval Levels (Mandatory vs. Optional)

EPAF Errors and Warnings

EPAF 101
Basic Concepts



ELECTRONIC PERSONNEL ACTION FORMS

EPAF

Wayne State University
November, 2007

Table of Contents

Welcome to EPAF!

EPAF is an Electronic Personnel Action Form which allows users to process personnel actions electronically, without paper, by submitting changes to information on the General Person, Employee and NBAJOBS forms in Banner.

EPAF enables us to:

- Enter the personnel action on-line
- Define the routing for each action
- Electronically route the action for approval
- Track actions as they move through the approval process
- Apply approved actions to Banner
- Provide an audit trail of all approval/disapproval history

The EPAF process is used to update information on three Banner forms:

- PPAIDEN - Identification Form also know as the General Person Record
- PEAEMPL - Employee Form
- NBAJOBS - Employee Job Form

This guide will introduce you to the basics of EPAF...

Advantages of EPAF

- Accountability for data entry is shifted to the originator
- Speed and efficiency of the process is increased
- Less opportunity for data entry errors
- Ability to track a transaction through the approval queue
- Scanning documents instead of "mailing" them
- **Speed of processing**

Phase 1, Five Categories of EPAFs

- Change to Contract Dates, CONDAT
  - For ESS/Tenure, temporary contract date extension and VISA status update—**NOT** for renewals.

- Account Distribution, LABOR
  - Current and future actions only

- Termination of all WSU Employment, TERM-E

- Termination of Assignment Only - Has Other WSU Employment, TERM-J

- Check - Home - Timesheet Orgn Codes, ORGCDS

EPAF Roles

Originator

The Originator initiates the data entry of the EPAF personnel transaction and submits it to the first level in the routing queue.

Approver

The Approver reviews the EPAF personnel transaction submitted by the originator to ensure that data entry is complete and accurate, and to verify that supporting documentation requirements are met.

FYIer

The FYIer receives a copy of the EPAF personnel transaction to review. This serves only as an "FYI" for the recipient - he or she cannot take action on the transaction.

Applier

The Applier "routes," or applies the EPAF transaction into the Banner database. Here at WSU, this is an automated process.

Key Terminology

Basic EPAF Terminology

Approval Category: Approval Categories are the actions you are performing.	**Approver:** Those who can process EPAFs to Approve, Acknowledge, or Return EPAFs For Correction.
Apply / Applied: This is the final step in the life-cycle of an EPAF transaction where the data is applied to the Banner system. The new / changed data can then be viewed and verified in the appropriate Banner forms and tables.	**Routing Queue:** The sequence of Approvers and FYIers each EPAF must pass through before being *applied* to the Banner database.
Originator: After pre-EPAF steps are complete, Originators: • Gather the required information and supporting documents • Create EPAF transaction in the system • Submit the EPAF to the routing queue • Make any required changes or corrections throughout the review & approval process, until the EPAF "applies" to the Banner system. The person who initiates and submits the EPAF into the *routing queue* for review & application to the Banner System.	**Required Action:** The action the designated Approver is required to take. This is defined for each level or step in the Routing Queue. **There are three action types available for selection in the Routing Queue:** **Approve:** The individual must take action on the EPAF **FYI:** The individual is seeing the EPAF for information only and the EPAF does not have to wait for this person to do something before it can move on. **Apply:** The individual must apply the EPAF to the database (Banner) after final review.

Key Terminology, Continued

Transaction Status: The status of the EPAF itself - where it is in the approval process. These statuses are usually more relevant for an Originator. **There are eight approval process Status indicators:**

Waiting: The EPAF is in the process of being created and has not yet been submitted. An EPAF in Waiting status can be deleted by the Originator by selecting the Delete button on the EPAF form.	**Complete:** The EPAF has been applied to the database and the requested changes have been made in Banner.
Pending: The EPAF is in the Routing Queue and requires action by the Approver(s).	**Disapproved:** The EPAF has been disapproved by an Approver. The other Approvers in the Routing Queue (after them) no longer need to take action. The EPAF was stopped.
Return for Correction: The Approver has returned the EPAF to the Originator for correction. The EPAF can then be corrected by the Originator and re-submitted. Once an EPAF is in Return for Correction status, it is as if it were never submitted.	**Void:** The Originator has Voided the EPAF. It is no longer a valid transaction. The Originator can Void the EPAF at any time during the approval process.
Approved: The EPAF has been approved by all of the Approvers in the Routing Queue, but it has not yet been applied to the database.	

Key Terminology, Continued

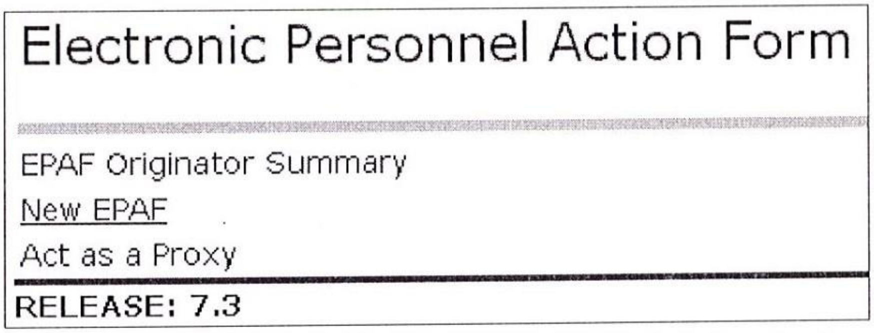
Queue Status: The status of the EPAF for each individual defined in the approval queue.

The approval Queue Status categories are:

Pending: The Approver(s) needs to take action.	**In The Queue:** The EPAF is on its way to you as an Approver but it needs action at a lower level. The status changes to Pending when the transaction reaches you.
Approved: The Approver has reviewed and approved the transaction.	**Acknowledge:** An Approver designated with the action of FYI has seen the EPAF.
Disapproved: The Approver has reviewed and disapproved the transaction.	**Overridden:** A Superuser has approved an EPAF, prior to receiving all approvals from those defined in the normal approval queue. In this case, the Queue Status would read "Overridden" for all Approvers remaining in the Routing Queue that the EPAF has not reached.
Void: The transaction has been voided. This is only a valid status for Originators.	**Removed from Queue:** The EPAF has either been Voided by the Originator or Disapproved by an Approver. The EPAF is no longer a valid transaction. This is the Queue status the remaining Approvers would see.
FYI: Indicates that the EPAF transaction has been sent to you for your information only. No action is required. The EPAF will continue on through the Routing Queue.	**Return For Correction:** The EPAF has been returned to the Originator for correction.
More Information: If the Approver needs more information before they can take action, they can change the status to More Information to let others in the Routing Queue know that they are working on it.	**Applied:** The EPAF has been applied to the database. The new data can be verified / viewed in the Banner forms and tables.

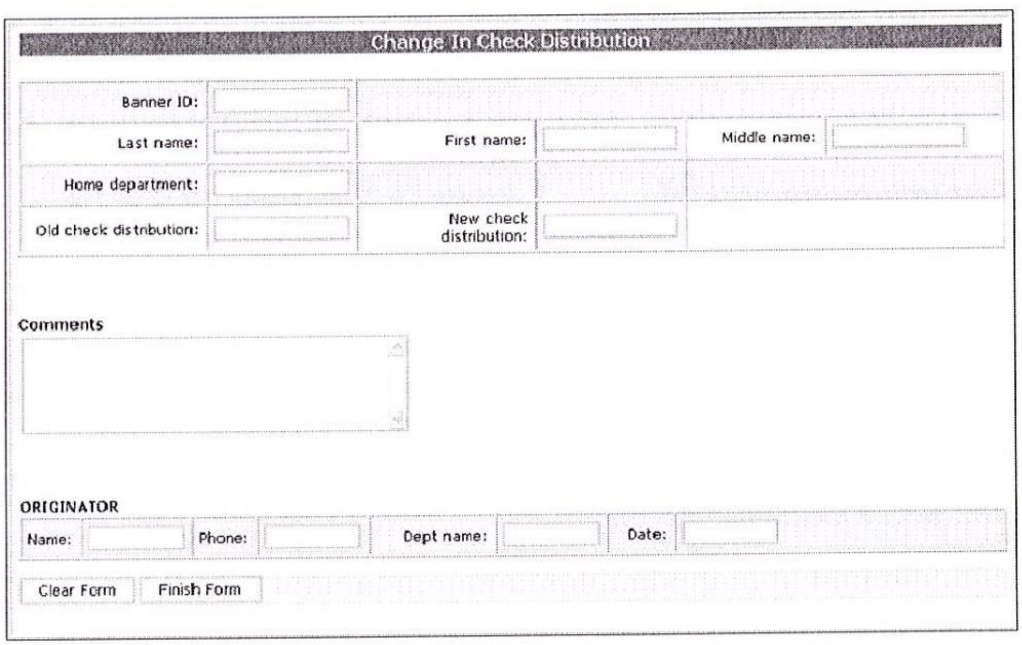
Originator EPAF Menu

The menu for those who are authorized to originate or create EPAFs looks like this.

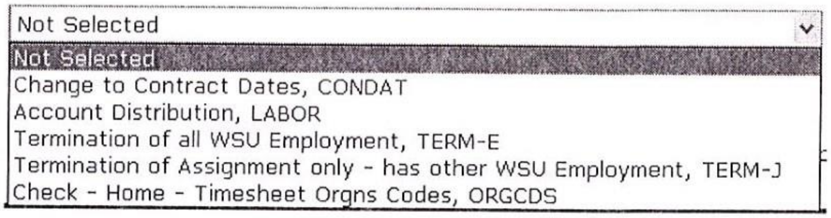


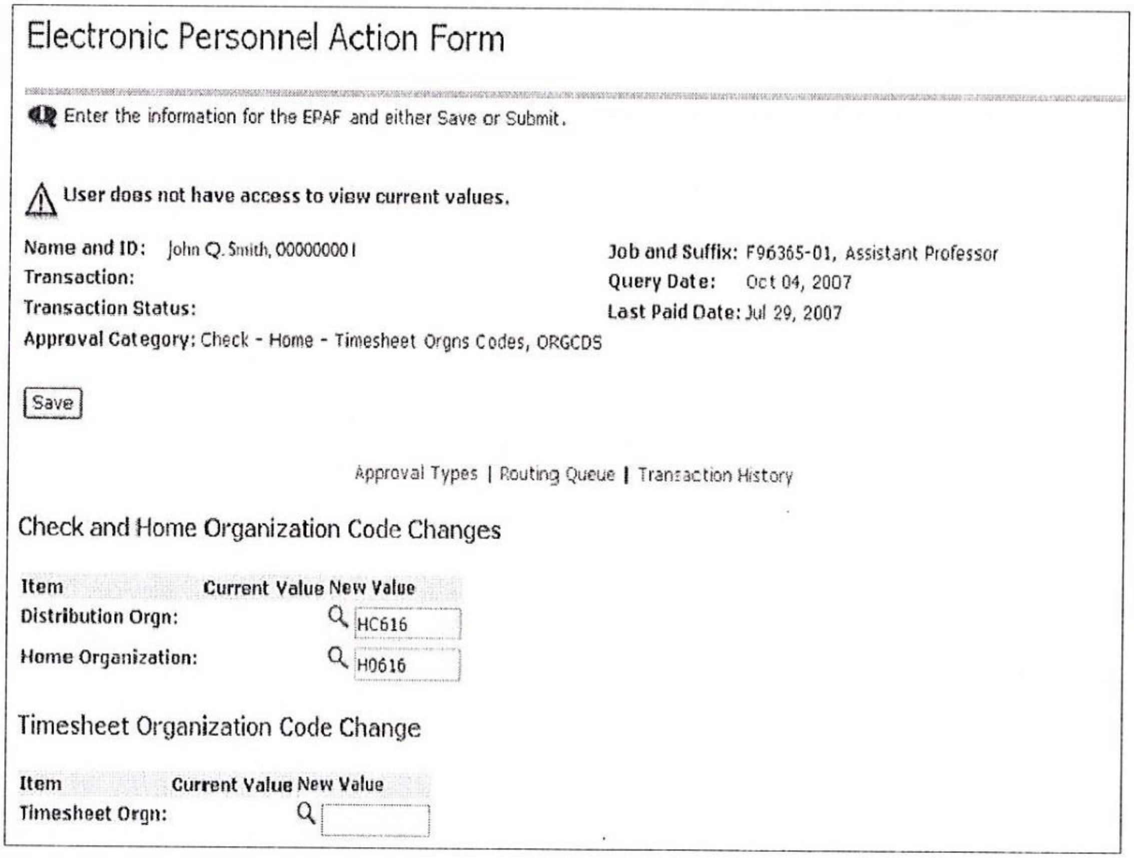
Out With the Old, In With the New

From now on, you will not use the HR Web forms to execute personnel changes.



Instead, you will go to EPAF, select the appropriate transaction category, complete several fields, and click Save and Submit! In a nutshell that's all there is to it.


Not Selected
Not Selected
Change to Contract Dates, CONDAT
Account Distribution, LABOR
Termination of all WSU Employment, TERM-E
Termination of Assignment only - has other WSU Employment, TERM-J
Check - Home - Timesheet Orgns Codes, ORGCDS


Electronic Personnel Action Form

Enter the information for the EPAF and either Save or Submit.

User does not have access to view current values.

Name and ID: John Q. Smith, 000000001
Job and Suffix: F96365-01, Assistant Professor
Transaction:
Query Date: Oct 04, 2007
Transaction Status:
Last Paid Date: Jul 29, 2007
Approval Category: Check - Home - Timesheet Orgns Codes, ORGCDS

Save

Approval Types | Routing Queue | Transaction History

Check and Home Organization Code Changes

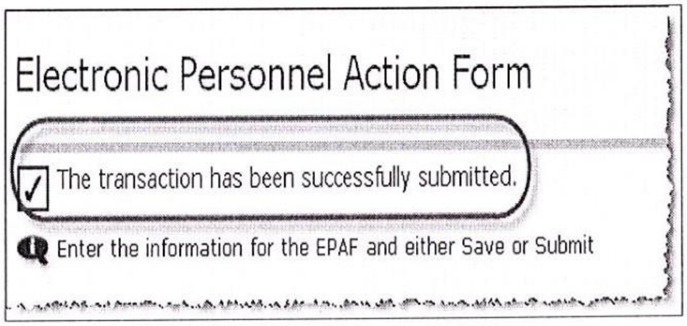
Item	Current Value	New Value
Distribution Orgn:		HC616
Home Organization:		H0616

Timesheet Organization Code Change

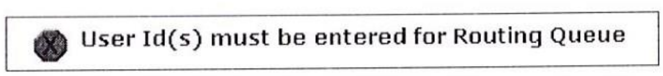
Item	Current Value	New Value
Timesheet Orgn:		

Messages

If the EPAF transaction is successfully submitted, a message appears at the top of the form and the Transaction Status changes to Pending.



If there are **errors in the EPAF data**, a message appears and an error message displays under Errors and Warning Messages. The Originator must correct the errors, then Save and Submit again.



The system also issues **warning messages** if it detects something that is technically correct but may be cause for concern. If a warning is found, the EPAF still submits successfully, but a Warning Message appears under Errors and Warning Messages on the form.

Errors and Warning Messages

Type	Message Type	Description
Termination Information - End NBAJOBS Assignment	ERROR	Invalid Date for Jobs Effective Date. Format is MM/DD/YYYY.

EPAF Originator Summary

The EPAF Originator Summary provides a snapshot of information about each EPAF submitted. This summary provides a way to view the transaction status as it moves through the routing queue:

The **Current** tab shows the transaction status:

- Waiting
- Return for Correction

EPAF Originator Summary

Current | History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Click on "HELP" for a more detailed explanation.

Transaction Status: All / Return for Correction Go

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions

1 - 4 of 4

EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Statu
Carravallah, Camille Non-rep Professional Tech, P94233-00		181942	Change to Contract Dates	Aug 28, 2007	Aug 28, 2007	Return for Correction
Klain, Larry Program/Project Director IV, N96150-00		181927	Account Distribution		Aug 27, 2007	Waiting
Passanante, Mary Beth Manager III, N97670-00		181929	Account Distribution		Aug 27, 2007	Waiting
Swartout, Lynita L. Non-rep Professional Tech, P94233-00		181917	Change to Contract Dates		Aug 23, 2007	Waiting

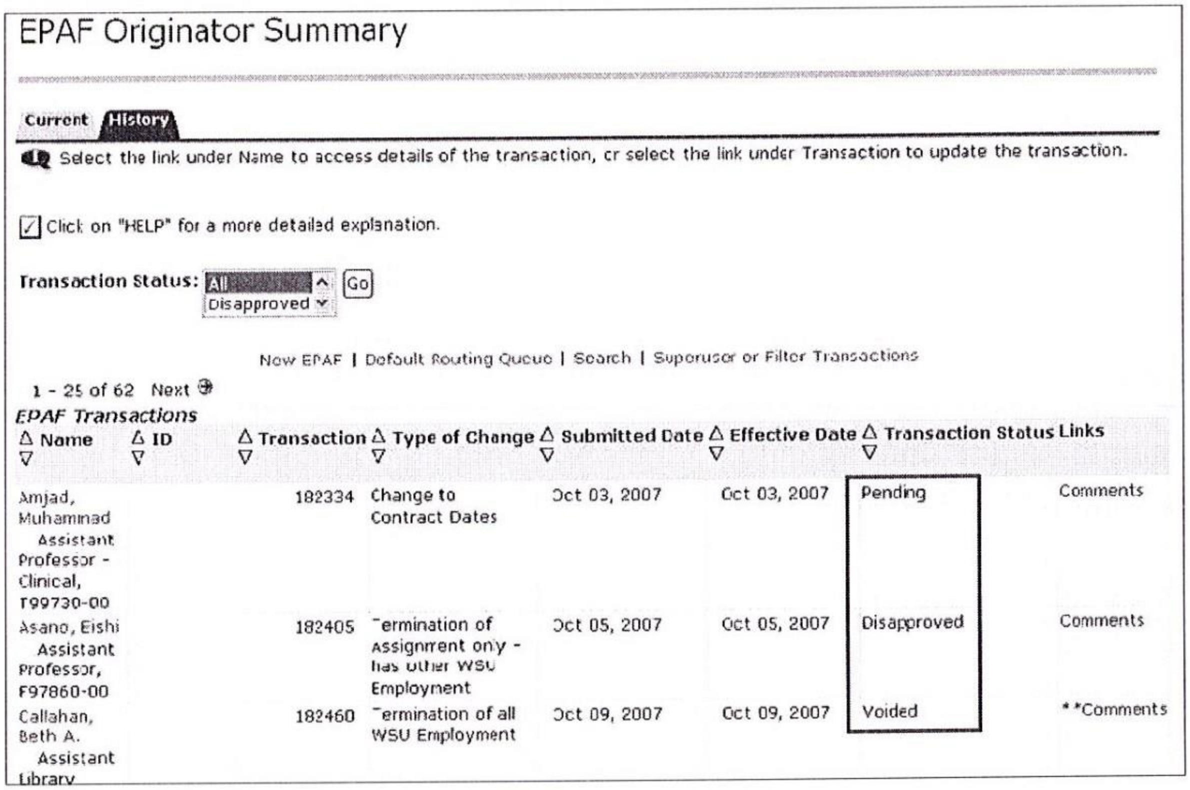
1 - 4 of 4

The History tab shows transactions with the status of:

- Pending
- Approved
- Complete
- Disapproved
- Voided

To access details of a transaction, click the name or number associated with the transaction. Users can then update transactions when necessary.

EPAF Originator Summary, Continued



EPAF Originator Summary

Current | History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Click on "HELP" for a more detailed explanation.

Transaction Status: All / Disapproved Go

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions

1 - 25 of 62 Next

EPAF Transactions

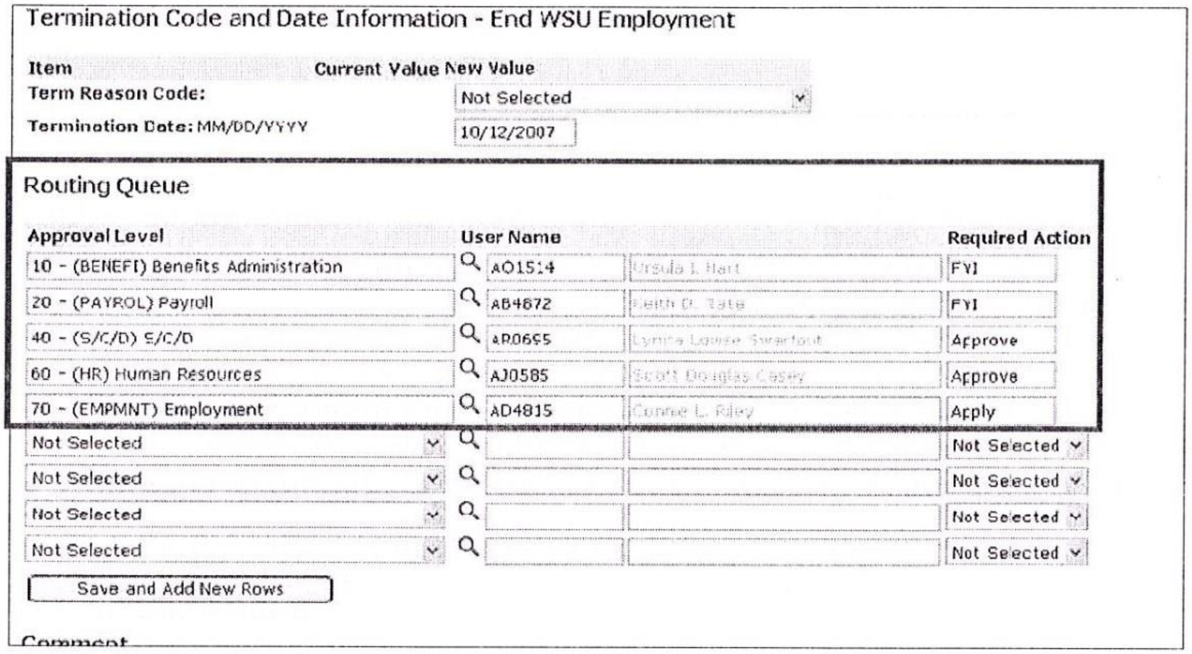
Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status	Links
Amjad, Muhammad Assistant Professor - Clinical, T99730-00		182334	Change to Contract Dates	Oct 03, 2007	Oct 03, 2007	Pending	Comments
Asano, Eishi Assistant Professor, F97860-00		182405	Termination of Assignment only - has other WSU Employment	Oct 05, 2007	Oct 05, 2007	Disapproved	Comments
Callahan, Beth A. Assistant Library		182460	Termination of all WSU Employment	Oct 09, 2007	Oct 09, 2007	Voided	**Comments

What is a Routing Queue?

Currently, when you originate a personnel transaction, it is sent through a number of people for review before it is data entered into the Banner database.

In EPAF, the same thing is done, but is sent to people electronically through what is called a routing queue.

The routing queue specifies the individuals through which an EPAF must be reviewed (approval levels) before it is "applied" to the Banner database.



Termination Code and Date Information - End WSU Employment

Item	Current Value	New Value
Term Reason Code:		Not Selected
Termination Date: MM/DD/YYYY		10/12/2007

Routing Queue

Approval Level	User Name		Required Action
10 - (BENEFI) Benefits Administration	AO1514	Ursula I. Hart	FYI
20 - (PAYROL) Payroll	AB4872	Keith D. Tate	FYI
40 - (S/C/D) S/C/D	AR0695	Lynne Louise Swartout	Approve
60 - (HR) Human Resources	AJ0585	Scott Douglas Casey	Approve
70 - (EMPMNT) Employment	AD4815	Connie L. Riley	Apply
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected
Not Selected			Not Selected

Save and Add New Rows

Comment

Each EPAF routing queue has been setup with mandatory levels that you cannot change. The required actions for each level have also been set. Required Actions include:

- Approve
- FYI
- Apply

These mandatory levels are referred to as the "default routing queue."

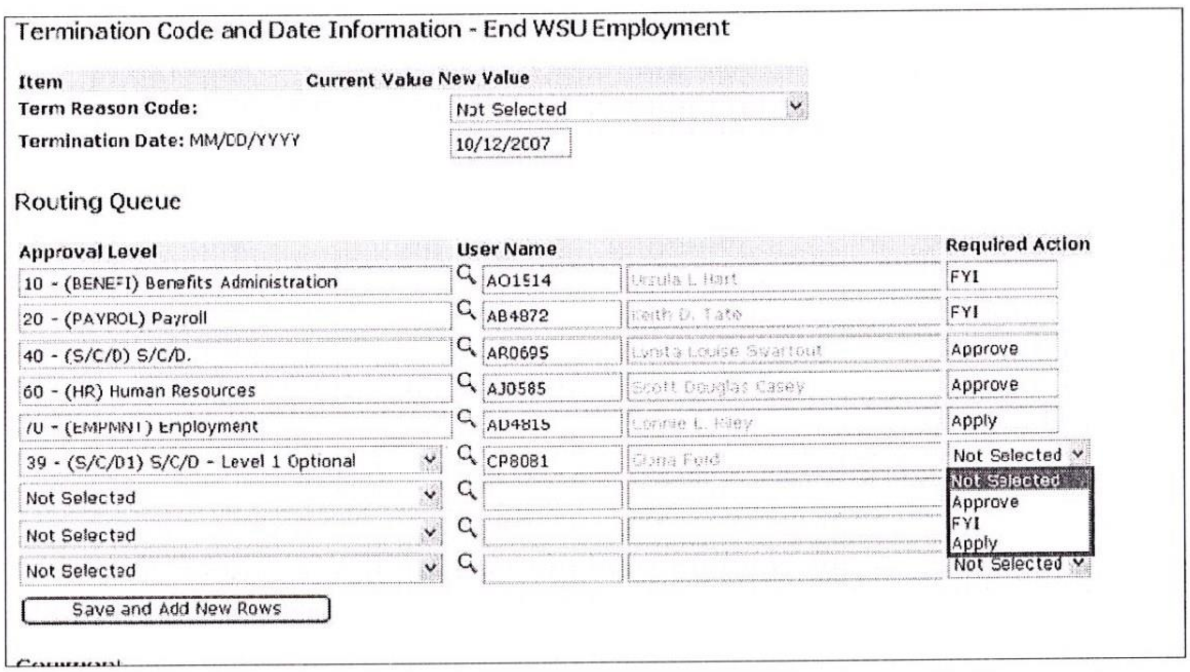
Customize the Routing Queue

Based upon your department's needs, you may need to setup additional approval levels.

For example, in addition to your regular approver, perhaps your department head needs to review all personnel actions. It's the originator's responsibility to add these levels to the routing queue, or "customize the routing queue."

It's possible to customize your routing queue with each transaction. However, it saves time and increases the efficiency of processing if you create your own personal "default" routing. By doing this, each time you create an EPAF transaction, it will automatically insert your personal, S/C/D specific routing and reviewer selection.

NOTE: You still have the ability to customize the routing queue again, at the time of creating a new EPAF, for transactions that require it.



Termination Code and Date Information - End WSU Employment

Item	Current Value	New Value
Term Reason Code:		Not Selected
Termination Date: MM/DD/YYYY		10/12/2007

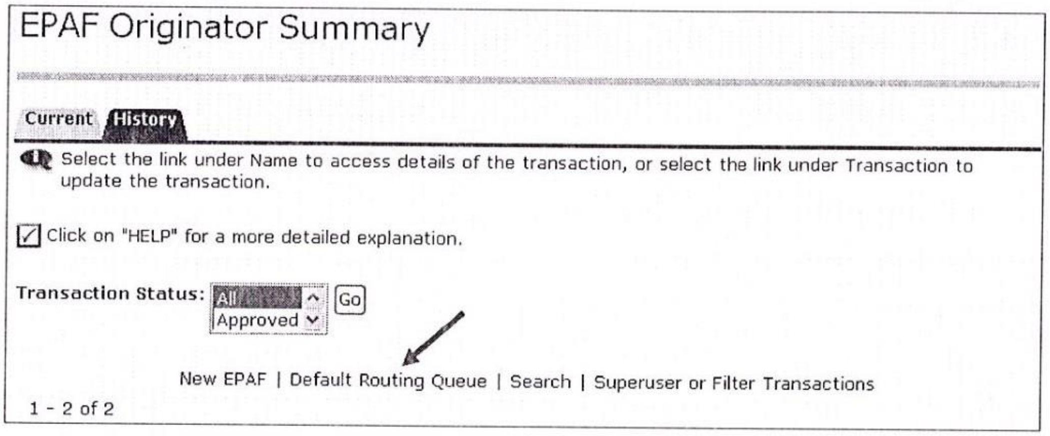
Routing Queue

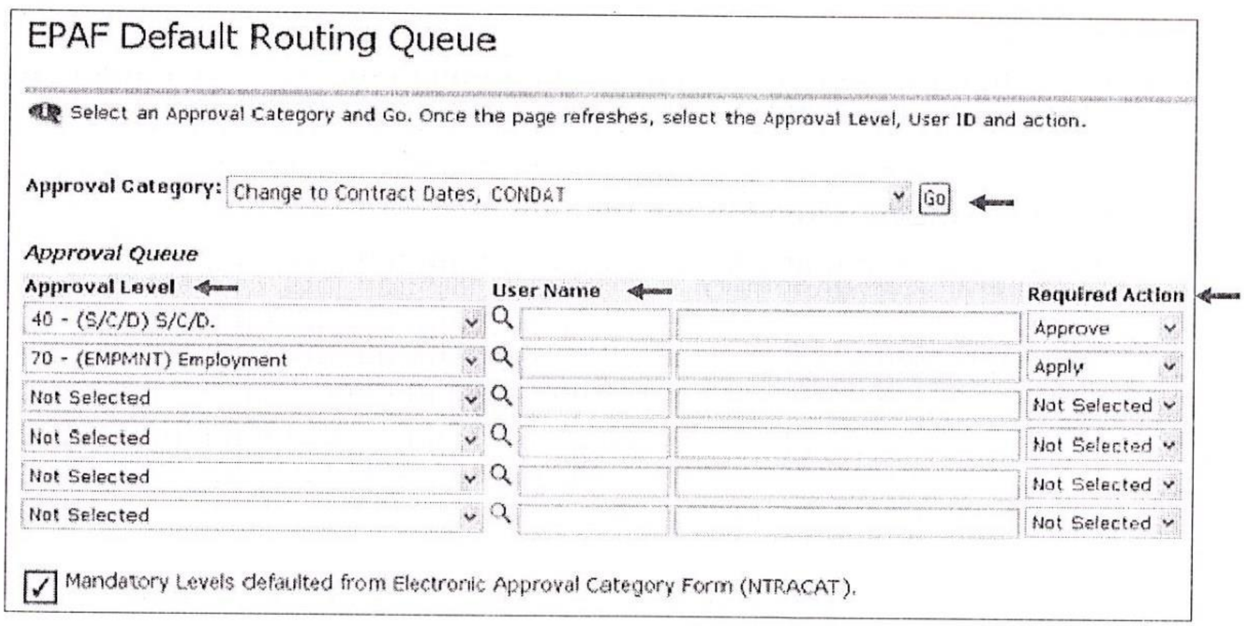
Approval Level	User Name		Required Action
10 - (BENEFI) Benefits Administration	AO1514	Ursula L Hart	FYI
20 - (PAYROL) Payroll	AB4872	Keith D. Tate	FYI
40 - (S/C/D) S/C/D.	AR0695	Lynita Louise Swartout	Approve
60 - (HR) Human Resources	AJ0585	Scott Douglas Casey	Approve
70 - (EMPMNT) Employment	AD4815	Connie L. Riley	Apply
39 - (S/C/D1) S/C/D - Level 1 Optional	CP8081	Diana Ford	Not Selected (Not Selected / Approve / FYI / Apply)
Not Selected			
Not Selected			
Not Selected			Not Selected

Save and Add New Rows

To customize and setup your default routing queue:

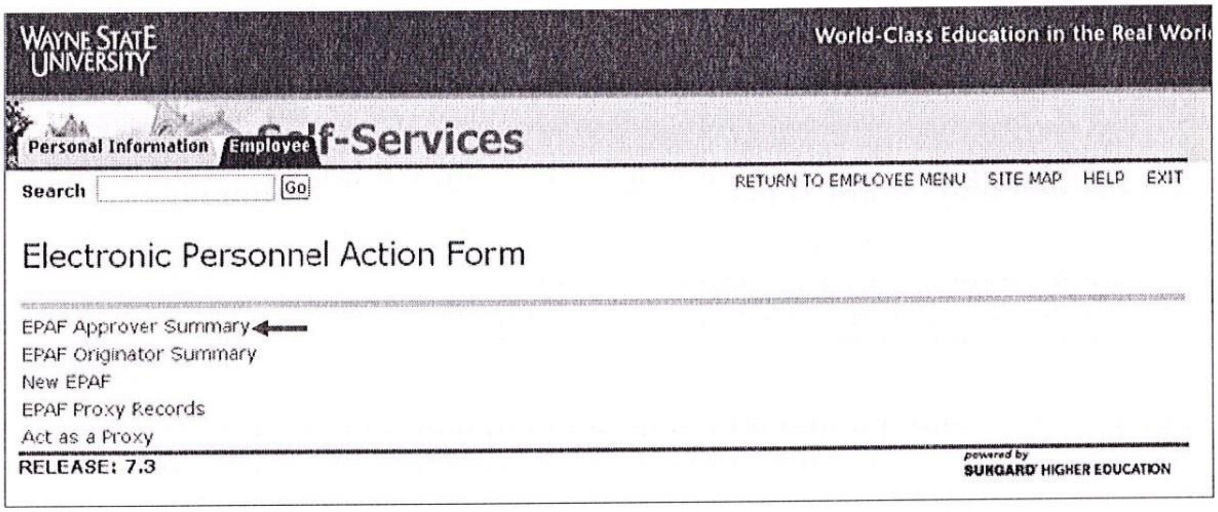
1) At the bottom of the Originator Summary screen, click **Default Routing Queue.**
2) Select the **Approval Category** for which the routing queue is being created and click **Go.**
3) Select the desired **Approval Level**, **User Name** and **Required Action.**
4) Click **Save and Add New Rows.**





Approver EPAF Menu

The menu for those authorized to approve EPAFs looks like this.



The Approver Summary

Approving an EPAF involves reviewing the transaction "package" to ensure that the data entry is complete and accurate and that all required documentation is accounted for.

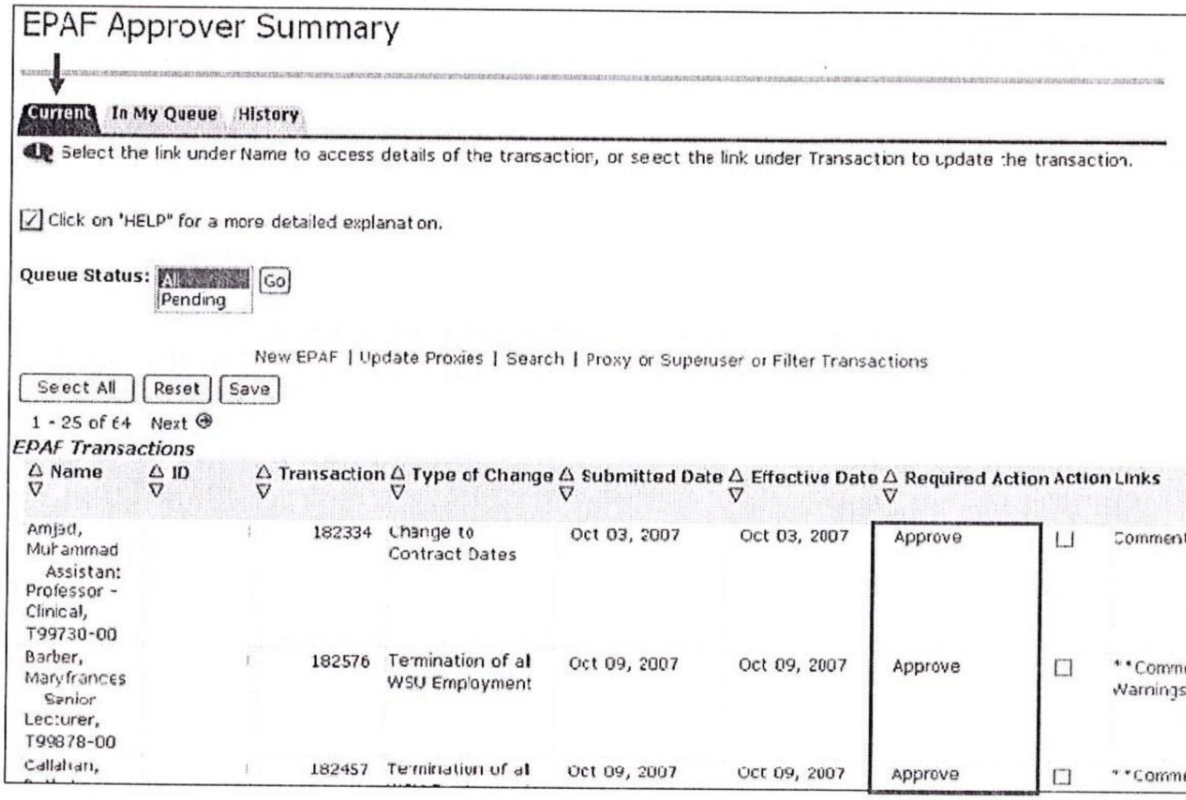
Let's start at the Approver Summary.

1. Click **EPAF Approver Summary.**

   This is where Approvers look to see which EPAFs currently require the **approve** action. To review a specific transaction, click the name or transaction number.

The Approver Summary, Continued

2. In the **Current** tab, transactions with a queue status of Pending, FYI, More Information, or Apply will display.

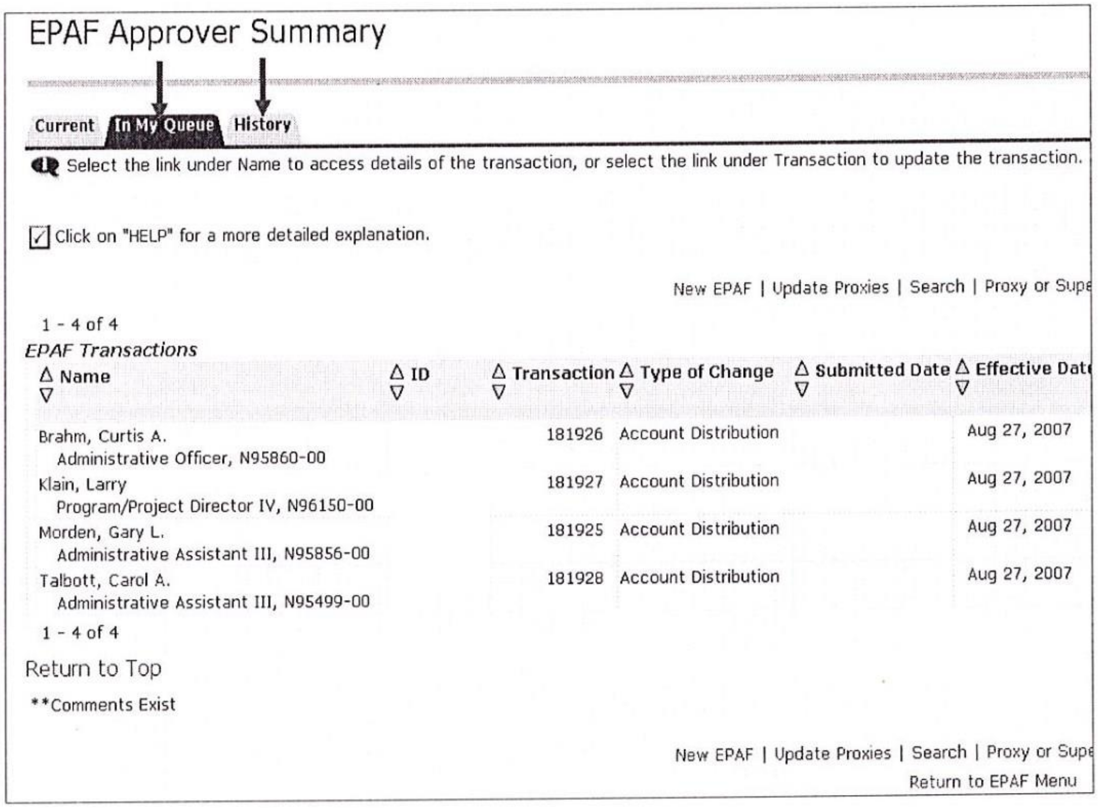


This is where Approvers look to see which EPAFs currently require the **approve** action. To review a specific transaction, click the name or transaction number.

1. In the **In My Queue** tab, only transactions with the queue status of "in the queue" will display. A status of In the Queue means that the EPAF is on its way to you but needs action at a lower level.

2. In the History tab, transactions with the queue status of approved, acknowledged, overridden, applied, disapproved, voided, and removed from queue will be displayed.

The Approver Summary, Continued



EPAF Approver Summary

Current | In My Queue | History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Click on "HELP" for a more detailed explanation.

New EPAF | Update Proxies | Search | Proxy or Supe

1 - 4 of 4

EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Dat
Brahm, Curtis A. Administrative Officer, N95860-00		181926	Account Distribution		Aug 27, 2007
Klain, Larry Program/Project Director IV, N96150-00		181927	Account Distribution		Aug 27, 2007
Morden, Gary L. Administrative Assistant III, N95856-00		181925	Account Distribution		Aug 27, 2007
Talbott, Carol A. Administrative Assistant III, N95499-00		181928	Account Distribution		Aug 27, 2007

1 - 4 of 4

Return to Top

**Comments Exist

New EPAF | Update Proxies | Search | Proxy or Supe

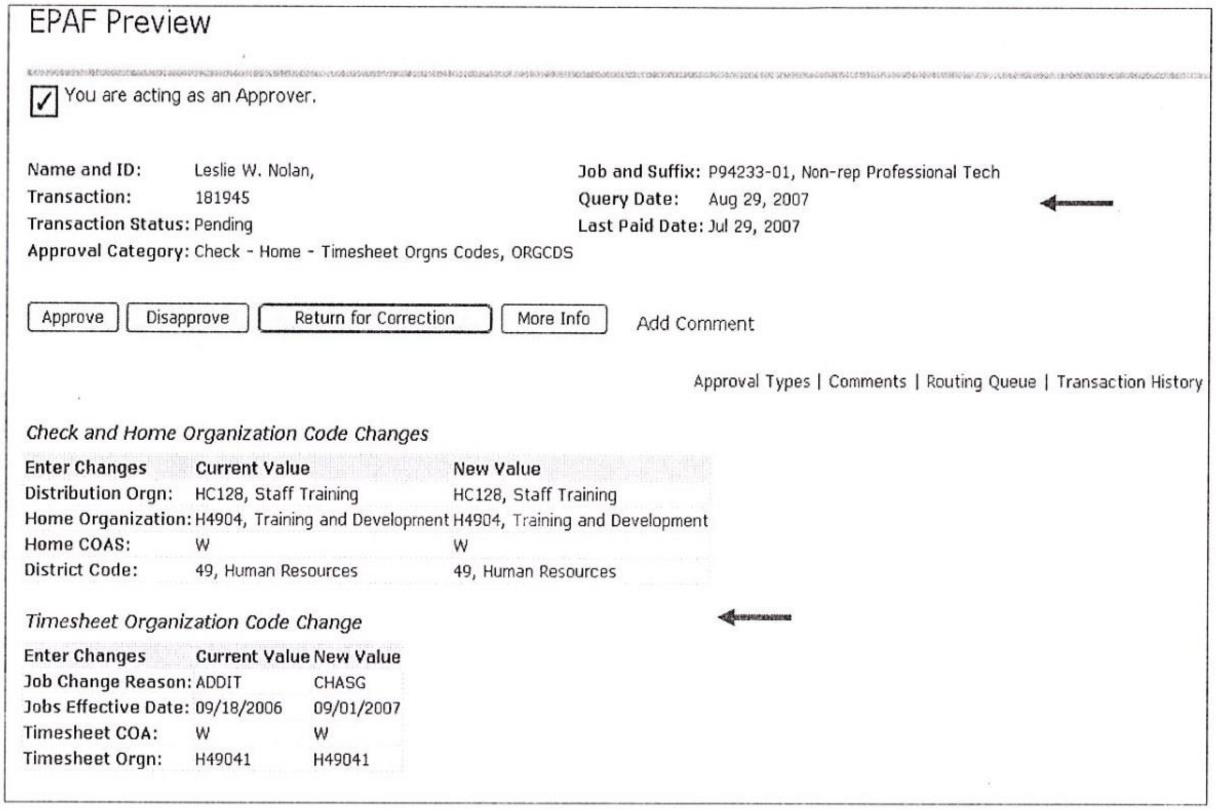
Return to EPAF Menu

Approve an EPAF

When you retrieve a transaction to review, the first section identifies the EPAF transaction, the Approval Category or type of action being done, the employee, the job record being changed or added, the Query Date of the action, and the last time the employee was paid on this job record.

The next section lists all of the information in the personnel action.

NOTE: This section is the most important to review as it contains the data that is being changed.



EPAF Preview

✓ You are acting as an Approver.

Name and ID: Leslie W. Nolan,
Transaction: 181945
Transaction Status: Pending
Approval Category: Check - Home - Timesheet Orgns Codes, ORGCDS

Job and Suffix: P94233-01, Non-rep Professional Tech
Query Date: Aug 29, 2007
Last Paid Date: Jul 29, 2007

[Approve] [Disapprove] [Return for Correction] [More Info] Add Comment

Approval Types | Comments | Routing Queue | Transaction History

Check and Home Organization Code Changes

Enter Changes	Current Value	New Value
Distribution Orgn:	HC128, Staff Training	HC128, Staff Training
Home Organization:	H4904, Training and Development	H4904, Training and Development
Home COAS:	W	W
District Code:	49, Human Resources	49, Human Resources

Timesheet Organization Code Change

Enter Changes	Current Value	New Value
Job Change Reason:	ADDIT	CHASG
Jobs Effective Date:	09/18/2006	09/01/2007
Timesheet COA:	W	W
Timesheet Orgn:	H49041	H49041

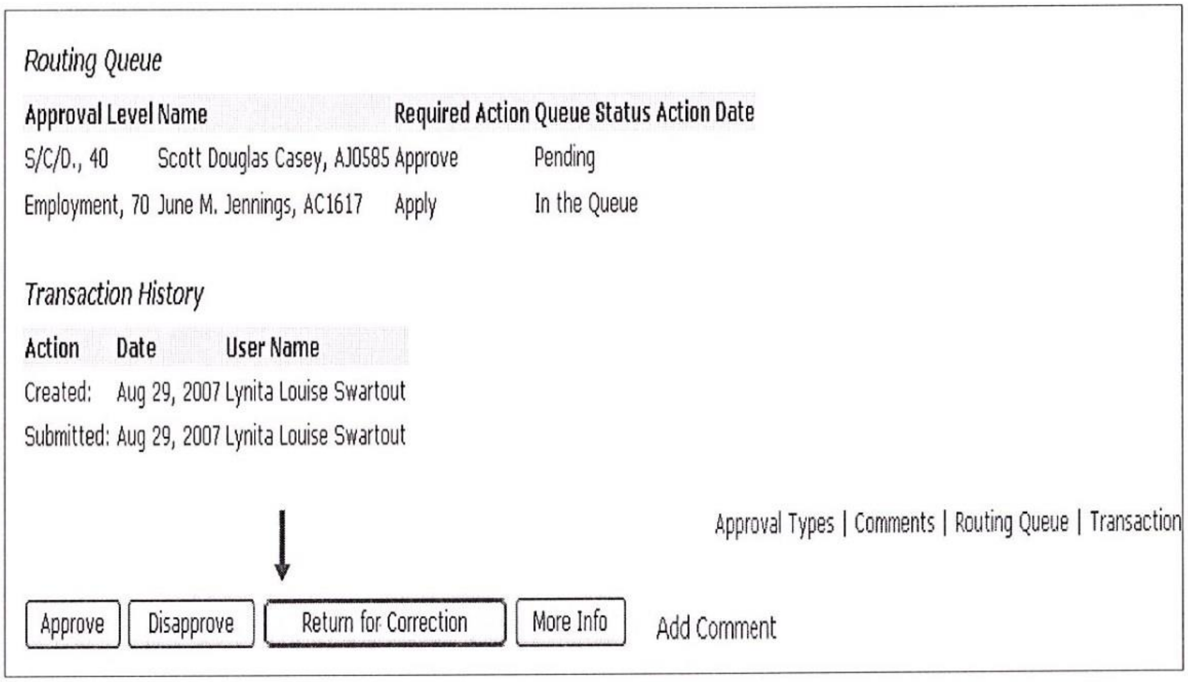
The Routing Queue lists all of the Approval Levels for the EPAF, the user names of the individuals at each approval level, and the required action and status of each. It is extremely important that Approvers verify that the EPAF has been seen by the appropriate people.

Some mandatory approval levels are built into the EPAFs and will automatically appear on the EPAF for the Originator.

There can also be other, unit specific approval levels, and they must be added by the Originator. It is the Approver's responsibility to make sure the EPAF has been routed appropriately.

1. At this point, you can either **Approve**, **Disapprove**, **Return for Correction** or select **More Info**.

Approve an EPAF, Continued



Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
S/C/D., 40	Scott Douglas Casey, AJ0585	Approve	Pending	
Employment, 70	June M. Jennings, AC1617	Apply	In the Queue	

Transaction History

Action	Date	User Name
Created:	Aug 29, 2007	Lynita Louise Swartout
Submitted:	Aug 29, 2007	Lynita Louise Swartout

Approval Types | Comments | Routing Queue | Transaction

Approve | Disapprove | Return for Correction | More Info | Add Comment

- If the EPAF action is fine, click **Approve.**
- If there is a problem with the action, click **Return for Correction** to send it back to the Originator. If you Return for Correction, you first need to click **Add Comment** and enter information that will explain to the Originator what they need to fix. The Originator will make the correction, save the transaction, and submit it again.
  - Since Approvers cannot make changes to the EPAF, a change of any kind requires the EPAF to be returned to the Originator for correction.
- If you require more information before you can approve, click **More Info**. This is intended to alert anyone looking at the status of the EPAF that you are in the process of reviewing the EPAF but are gathering more information before you can approve or return it for correction. More Info does nothing but change the status of the EPAF so others will know you are working on it.
- **Disapprove** will *terminate* the transaction. Disapprove would be appropriate when the need for the transaction has gone away.

Approve an EPAF, Continued

Once the EPAF is **Approved** (or Acknowledged for FYI only), the screen looks like this.

EPAF Preview

✓ You are acting as an Approver.

✓ Transaction successfully completed.

Name and ID: Leslie W. Nolan,
Transaction: 181945
Transaction Status: Approved
Approval Category: Check - Home - Timesheet Orgns Codes, ORGCDS

Job and Suffix: P94233-01, Non-rep Profess
Query Date: Aug 29, 2007
Last Paid Date: Jul 29, 2007

Add Comment

Approval Types | Comments |

Check and Home Organization Code Changes

Enter Changes	Current Value	New Value
Distribution Orgn:	HC128, Staff Training	HC128, Staff Training
Home Organization:	H4904, Training and Development	H4904, Training and Development
Home COAS:	W	W
District Code:	49, Human Resources	49, Human Resources

Timesheet Organization Code Change

Enter Changes	Current Value	New Value
Job Change Reason:	ADDIT	CHASG
Jobs Effective Date:	09/18/2006	09/01/2007
Timesheet COA:	W	W
Timesheet Orgn:	H49041	H49041

Routing Queue

Approval Level	Name	Required Action	Queue Status	Action Date
S/C/D., 40	Scott Douglas Casey, AJ0585	Approve	Approved	Aug 31, 2007 11:21:45 AM
Employment, 70	June M. Jennings, AC1617	Apply	Pending	

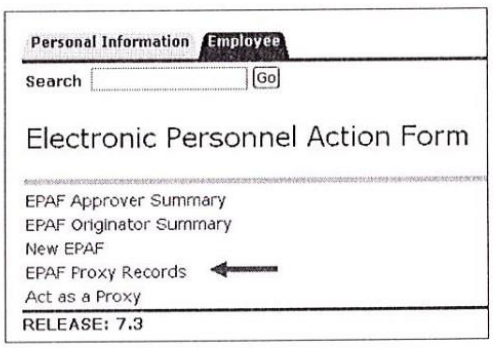
Set Up a Proxy

Everyone who approves EPAFs is required to designate and setup a Proxy - another employee who can approve all EPAFs routed to you in your absence.

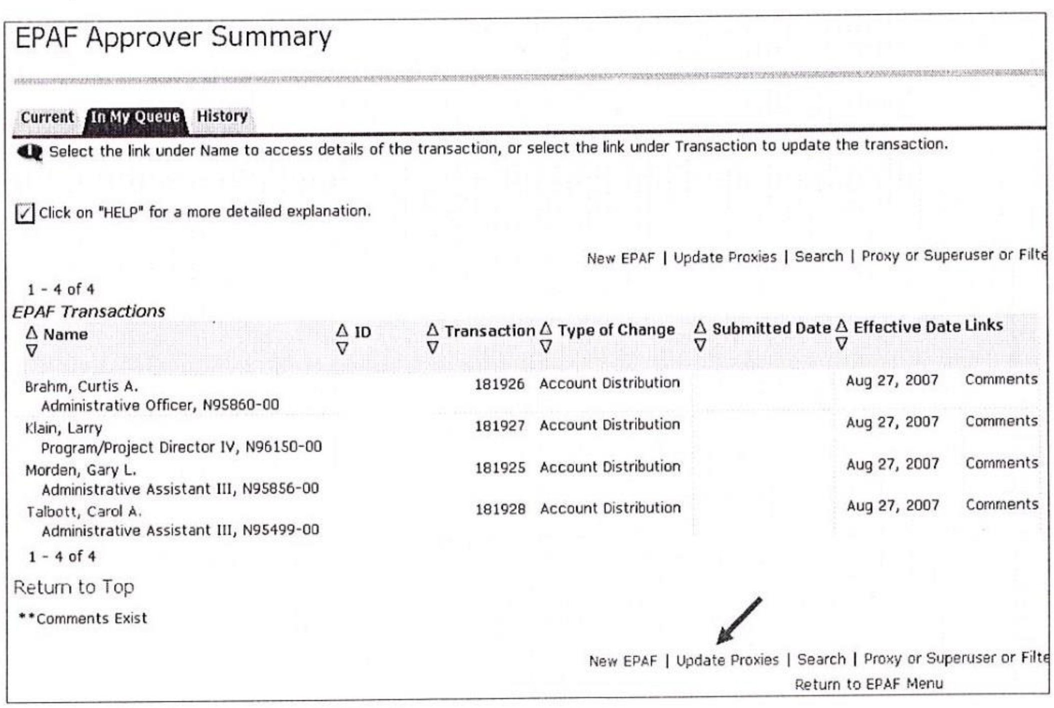
In some cases, the Proxy will only approve in your absence. In other cases, your Proxy may approve for you on a regular basis. This is up to the individual Approver.

To set up your proxy records, you must go to the EPAF Proxy Records screen. Do this in one of two ways:

1) Select EPAF Proxy Records from the EPAF menu to go directly to the EPAF Proxy Records screen,



2) or...from the Approver Summary, click **Update Proxies** to proceed to the EPAF Proxy Records screen.



EPAF Approver Summary

Current | In My Queue | History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Click on "HELP" for a more detailed explanation.

New EPAF | Update Proxies | Search | Proxy or Superuser or Filte

1 - 4 of 4

EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Links
Brahm, Curtis A. Administrative Officer, N95860-00		181926	Account Distribution		Aug 27, 2007	Comments
Klain, Larry Program/Project Director IV, N96150-00		181927	Account Distribution		Aug 27, 2007	Comments
Morden, Gary L. Administrative Assistant III, N95856-00		181925	Account Distribution		Aug 27, 2007	Comments
Talbott, Carol A. Administrative Assistant III, N95499-00		181928	Account Distribution		Aug 27, 2007	Comments

1 - 4 of 4

Return to Top

**Comments Exist

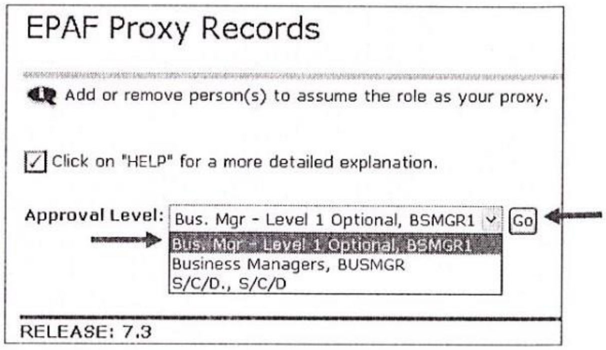
New EPAF | Update Proxies | Search | Proxy or Superuser or Filte

Return to EPAF Menu

When the EPAF Proxy Record screen appears, you must designate a Proxy for each level at which you approve EPAFs.

Only the levels for which you are an authorized Approver will appear.

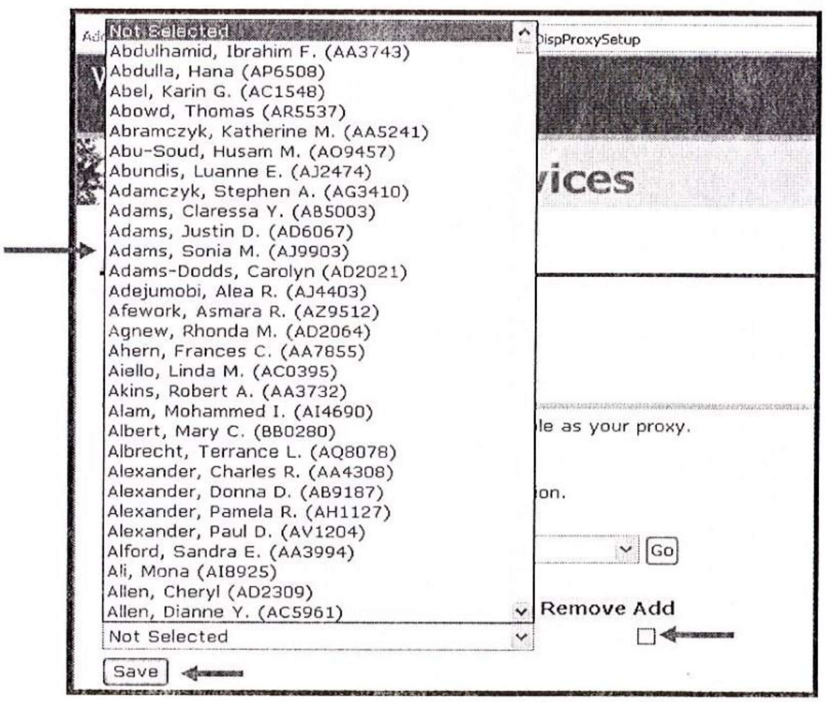
1. Select the **Approval Level** for which you are setting up a Proxy.
2. Click **Go.**



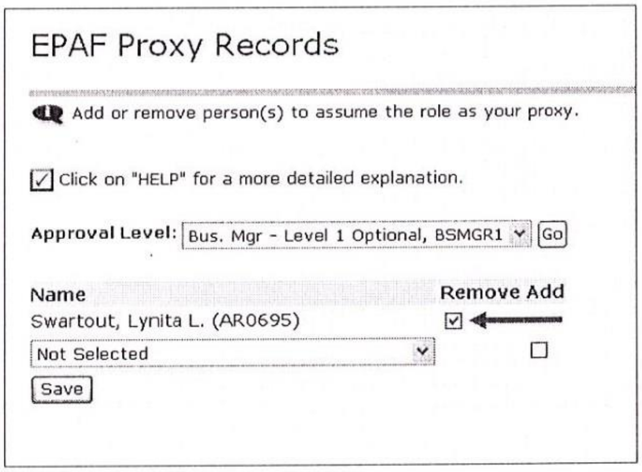
3. Once you select your approval level, select the appropriate name for your proxy.

4. After selecting your proxy, check the box under **Add.**

5. Click **Save.**



To remove a proxy, follow the same steps, but click the check box under **Remove** before clicking **Save.**



Banner Navigation

Banner Navigation

Session Organization

This session was designed to be instructor-led and follows traditional classroom activities you may have been previously exposed to. In this course, the instructor will present information about how to use Banner and – at times – ask that you complete activities and exercises in this manual. You will find that following along in the manual will help you to successfully complete this course.

Please avoid trying to follow the instructor using your computer until asked to do so.

Session Manual Key	
	Discussion: Look, listen, interact, and learn! These pages will focus on concepts, highlight certain topics/items, or even ask for your feedback.
	Procedure: Look, listen. That's basically it…watch the demonstration and follow along in your manual.
	On Your Own Activity: The instructor talked about it, you've seen it…now perform the task following the steps provided.
	Exercise: Test your knowledge and skills! Complete the exercise per the instructions. If you need help…**just ask!** We want you to *succeed*.

Banner Navigation - Session Agenda

Lesson 1: Introduction to Banner

Lesson 2: Getting Started in Banner

Lesson 3: Banner Forms

Lesson 4: Performing Inquiries

Lesson 5: Defining and Understanding FOAPAL

Lesson 6: Features In Banner

Appendix : Session Key Points

Navigation - Session Overview

In Banner Navigation, you will learn how to:

- Log on to Banner
- Navigate within Banner
- Locate and Access Forms
- Execute basic Banner inquiries
- Understand FOAPAL

Upon completion of this class you will be an important part of the University-wide Banner network.

(Return to Table of Contents)

Lesson 1: Introduction to Banner - Overview

Introduction Overview

Assuming the Banner Information System is new to you, it is critical that you understand its role and function at WSU, the information systems that interface with it, and its major features.

By the end of this short discussion you will have identified the following:

1. The functions and major features of Banner.
2. The tools for navigating within Banner.

(Return to Table of Contents)

Topic 1: The Function of Banner

Banner is a *suite* of products. These products access a **common database** so that information can be shared across different systems that administer the numerous functions of the University. Some of the systems that Banner supports within the University are Student, HRMS, Alumni and FMS.

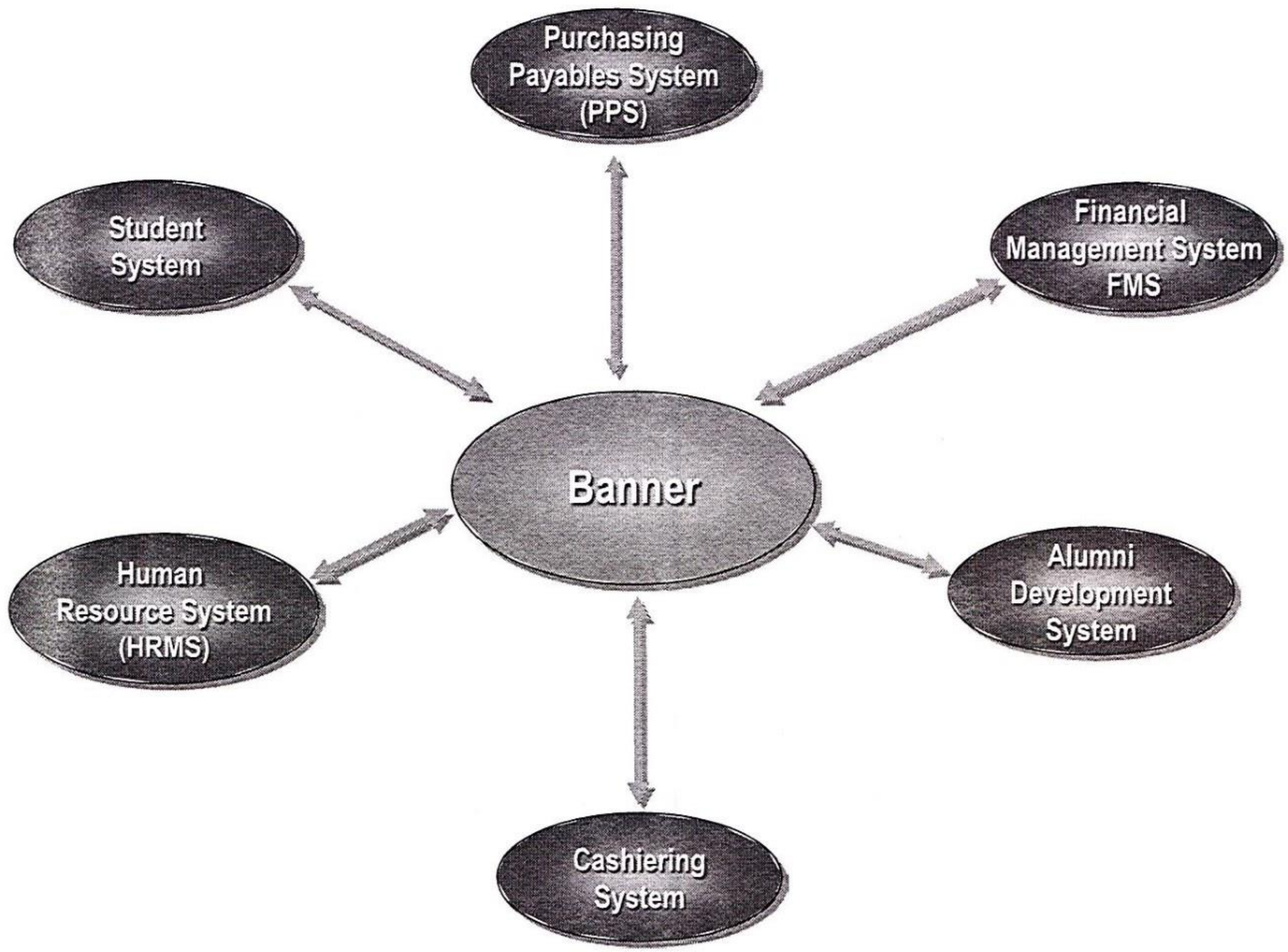
As a processor of information at WSU, you are certain to have diverse needs that vary widely in your unit. You may use Banner to access one system or many systems.

(Return to Table of Contents)

Topic 2: Systems Interfacing With Banner

Banner is a University-wide system which enables you to track, maintain and report your department's important information.

Let's begin by taking an overall look at Banner and its connection to other operations here at WSU, as shown with the graphic on the right.



(Return to Table of Contents)

Topic 3: Major Features of Banner

Major Features of Banner

Banner is an online product which utilizes the Oracle Relational Database Management System. At Wayne State University, Banner is integrated with systems such as Student, Alumni/ Development, Financial Management, and Human Resources. This capability enables you to access information that already exists in any of these systems.

Banner includes the following major features:

- **Internet-Based** — Banner 7.x provides many functions which are internet-based. A primary benefit is improved access to the tools you need.
- **User-Friendly Design**—Banner looks and operates like many of the typical "windows" applications you're already using! Menus and the mouse are available to users.

(Return to Table of Contents)

Lesson 2: Getting Started in Banner - Overview & Agenda

Lesson Overview

The Banner interface is designed as a Graphical User Interface (GUI). A GUI uses pictures to represent features and functions of Banner, allowing simple control of the program.

This lesson will introduce you to the basic layout of Banner and the names and functions of key elements of the program interface.

Before you can navigate within Banner, you will need to differentiate between "areas" of the software. Doing so will help you in the lessons that follow – and ultimately ensure your success in using Banner effectively.

Lesson Agenda

Topic 1: Log On To Banner

Topic 2: Parts of the Interface

Topic 3: Forms

Topic 4: Using the Mouse and Keyboard

(Return to Table of Contents)

Topic 1: Log On To Banner

To begin working in Banner, you must log on to the system.

To do this back at your desk, you will need three things:

1. WSU Access ID
2. * Banner access account and a Banner "profile" which gets you "in the door" to do what you need to do for your job.
3. Compatible browsers:

   ** Internet Explorer

   ** Firefox

* Banner security access forms are located at this website :

http://computing.wayne.edu

** Latest system requirements are listed at:

http://computing.wayne.edu/hardware

(Return to Table of Contents)

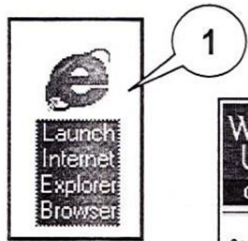
Procedure: Log On To Banner

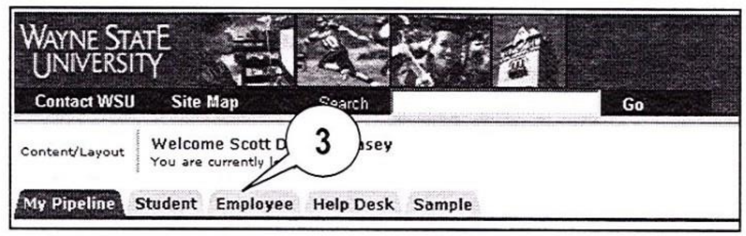
Procedure:

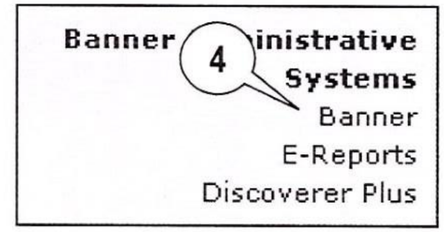
1) Launch your internet browser.
2) Log on to WSU Pipeline.
3) Click the *Employee* tab.
4) Click the *Banner* link located on the left side portion of the screen.
5) Enter your **user name**.
6) Enter your **password**.
7) Click the **Connect** button. *Banner will open*

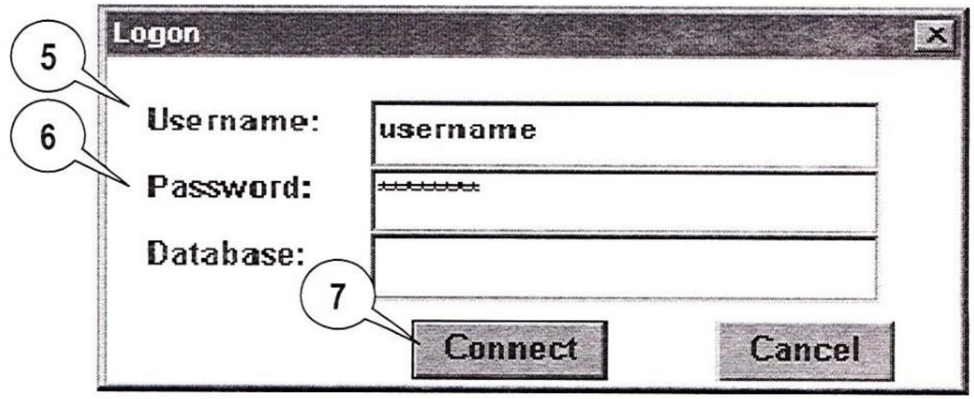
Alternate access to Banner:

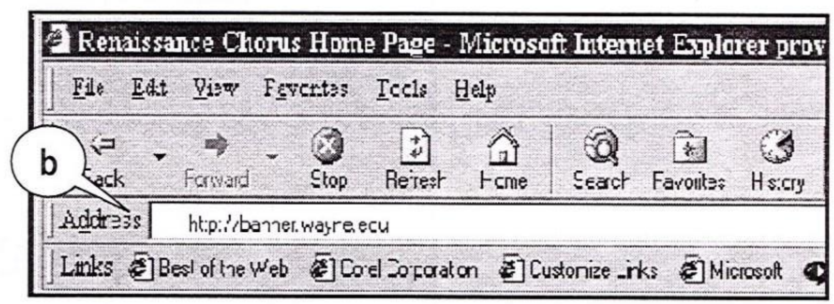
a) Launch your internet browser.
b) Enter **banner.wayne.edu** in the address field - click 'go'.
c) Follow steps 5-7 above.











Topic 2: Parts of the Interface

This lesson will introduce you to the basic parts of the Banner interface and the names and functions of key elements found on forms:

What you will learn in this topic:

- Menu bar
- Toolbar
- Auto hint
- Status line

Items needed to complete this topic:

- Access to the Banner icon
- User name
- User password

(Return to Table of Contents)

Discussion: Menu Bar & Toolbar

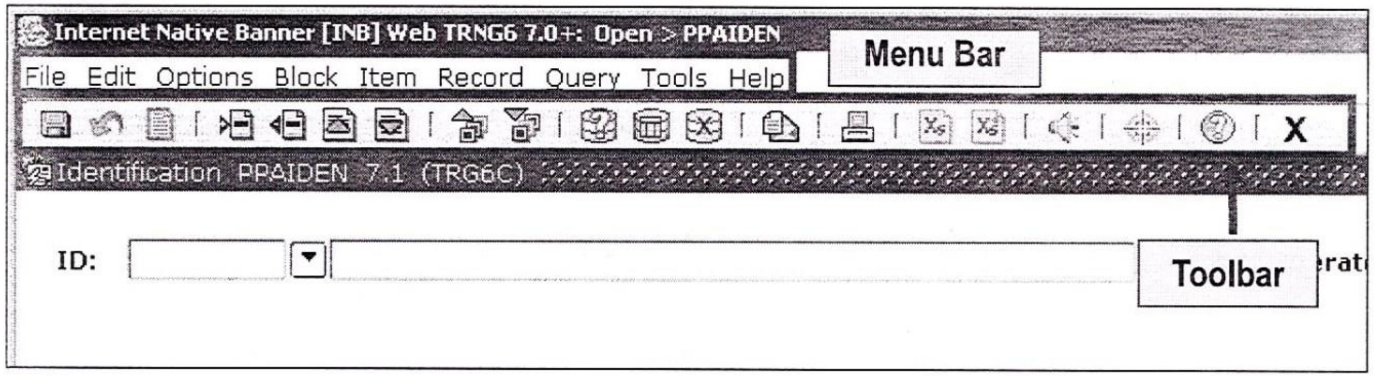
Menu Bar

The Banner menu bar, located at the top of every form, contains pull-down menus.

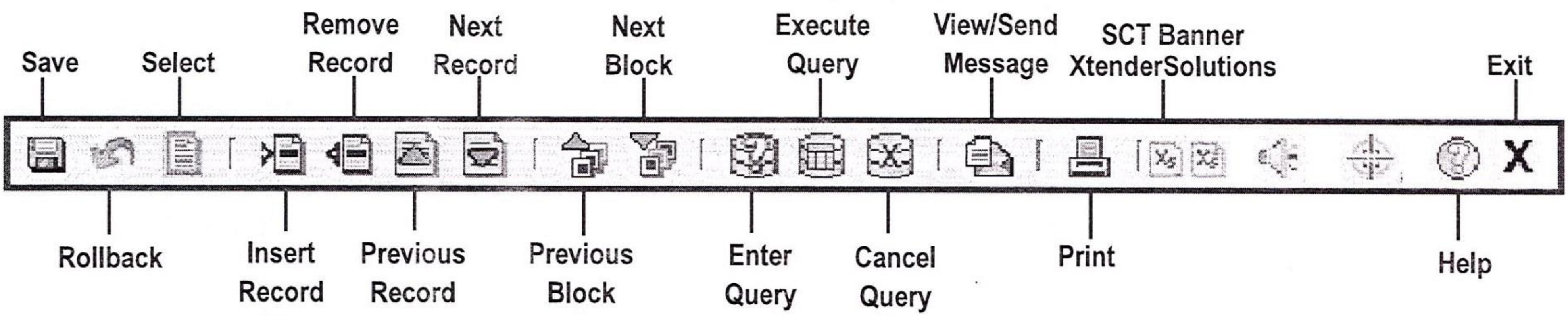
Note: If a menu item is dimmed, it is *disabled* and cannot be accessed.

Toolbars

The *toolbar* holds a set of buttons that offer quick access to commonly used Banner functions.



Tool Tips provide the name of the button the mouse cursor points at.



(Return to Table of Contents)

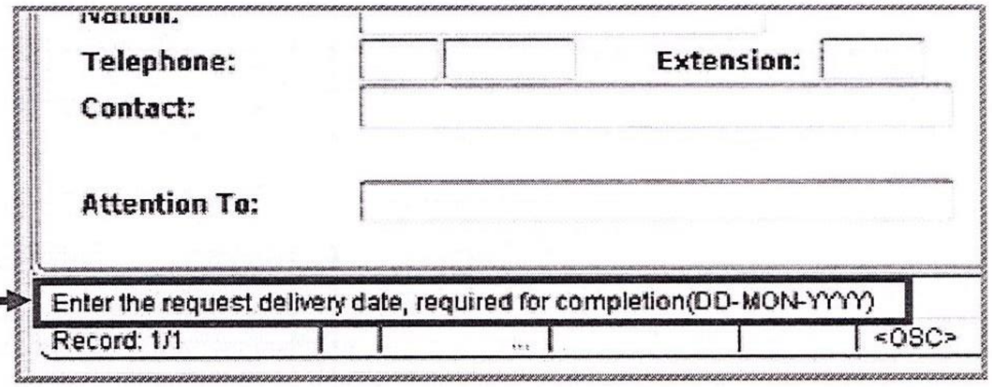
Discussion: Auto Hint Line

Auto Hint Line

The *auto hint line,* at the bottom of a form window, contains information about the field where the cursor is located:

- Gives KEY information about what you should do
- **Error** and **processing** messages
- Keyboard equivalents, if you can access other blocks, windows, or forms from the field

Auto Hint—field description



NOTE: Look at your auto hint line **frequently**. This is the only place where Banner tells you what it can and can not do!

(Return to Table of Contents)

Discussion: Sample Auto Hint Messages and Status Line

Sample Auto Hint Messages
• Query caused no records to be found. Re-enter.
• Mandatory required field.
• Invalid function; press SHOW KEYS for valid functions.
• Enter a name Last, First, Middle and press enter or tab. Use the wildcard % if needed.
• Enter NEXT or leave BLANK for automatic assignment or enter document number.
• Enter document type or choose LIST to view valid options.
• Request is approved – no changes are allowed.
• Press Enter to start selection or expand/collapse menu.

Status Line

The *status line,* beneath the auto hint line, may contain the following messages:

- Record n/n
- Enter query

(Return to Table of Contents)

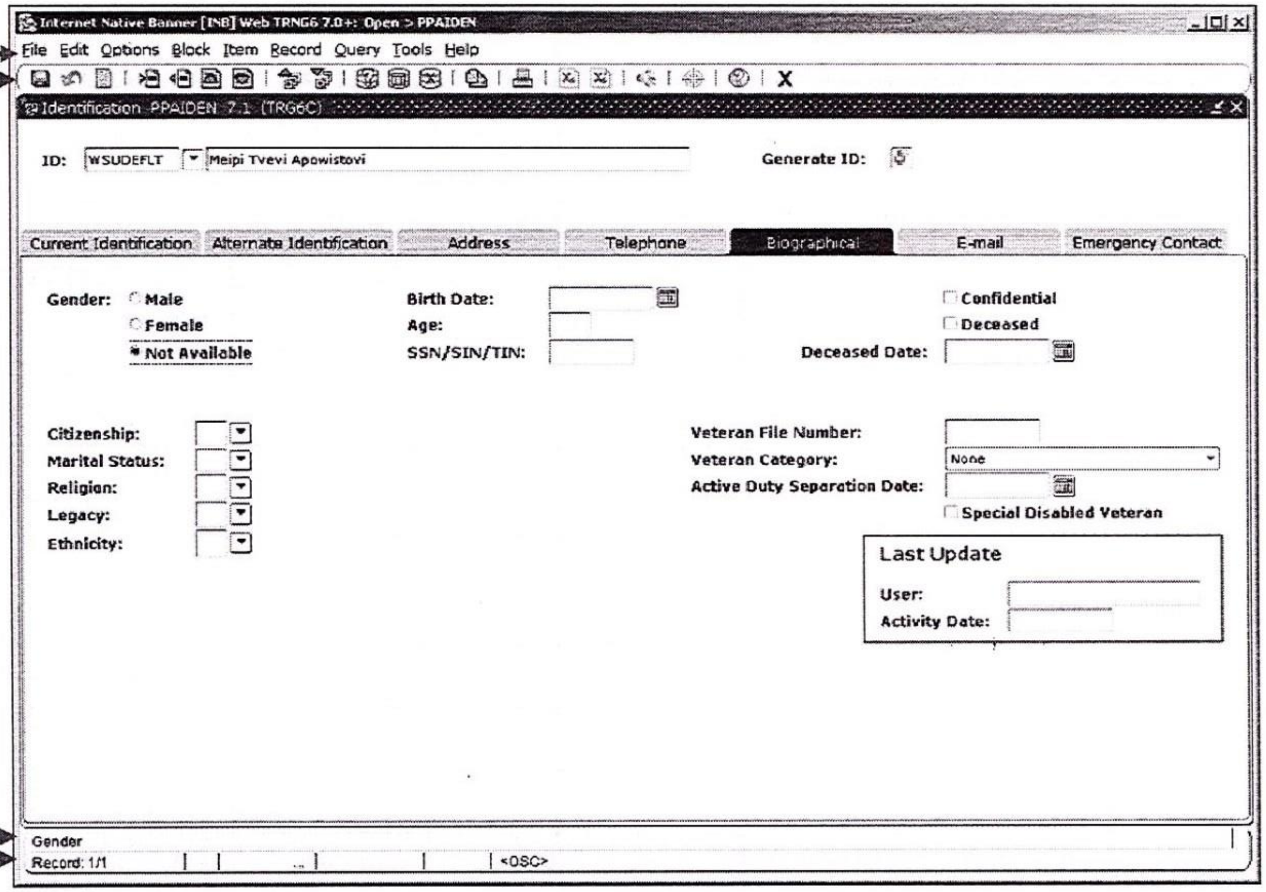
On Your Own Activity: Parts of the Interface

Identify these parts of the interface by filling in the blanks using the following terms below:

- Status Line
- Menu Bar
- Auto Hint
- Toolbar

1.

2.



3.

4.

(Return to Table of Contents)

Topic 3: Forms

A form is an online document where you can enter and look up information in Banner. A form visually organizes information so it is easier to enter and read.

A form is made up of fields. Data is entered into fields within Banner A form also has common parts such as a title, window(s), key blocks and data blocks.

A form in Banner is similar to a paper document except information is only entered once and can then be used by other Banner forms. The more you know and understand the parts of the form, the easier it will be for you to work in Banner.

What you will learn in this topic:

- Key blocks and data blocks
- Fields
- Working with tabs
- The Options menu

(Return to Table of Contents)

Discussion: Layout of a Banner Form

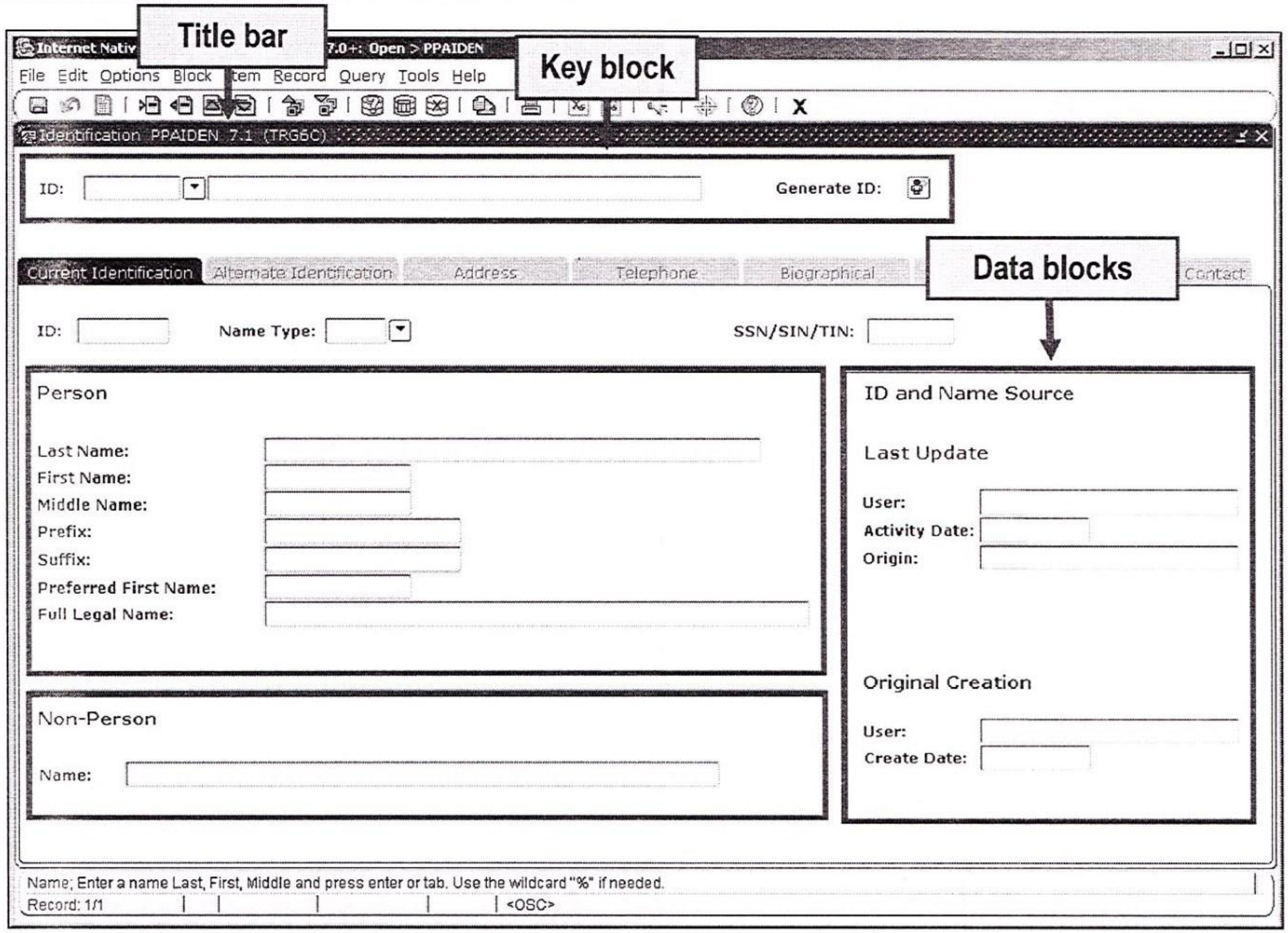
Data is entered into Banner on forms.

Think of these forms as paper documents because they have many of the same features. On a paper document, like an Employee Information form, you have a:

- Title (name of the document)
- Windows (Sections & Blocks)
- Key Blocks (specific document #)
- Fields

Similarly, Banner forms have many of the same design elements:

- Titles
- Windows
- Key Blocks
- Data Blocks
- Fields



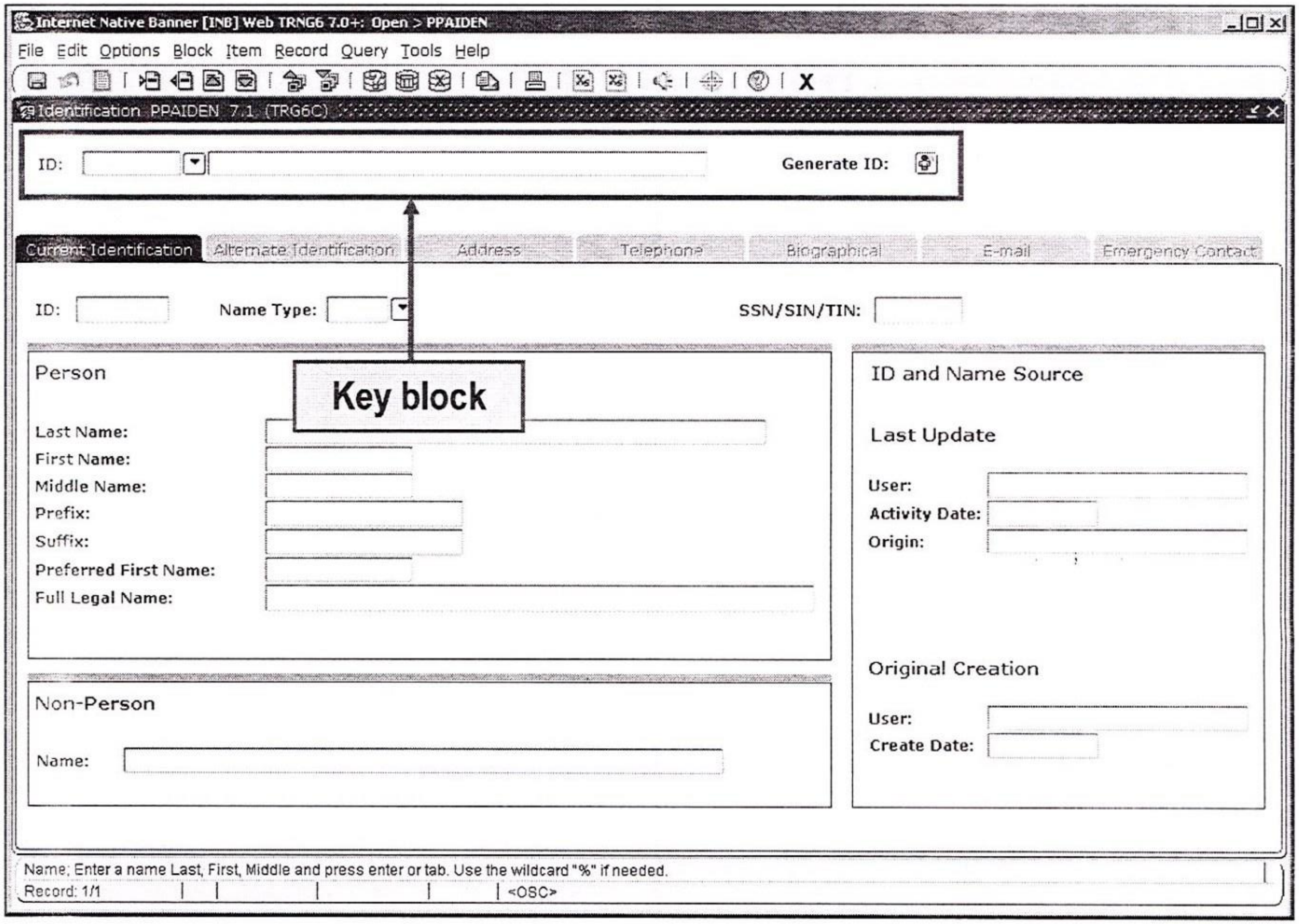
(Return to Table of Contents)

Discussion: Key Blocks

The first block on most forms contains **key** information. This *key block* generally identifies the record, which determines what is entered or displayed on the rest of the form. All information on the form refers to the Key block.

The **Key block** has at least one field and many times more. For example, a form that maintains financial information may have Key block fields for both a chart of accounts and a fiscal year.

The Key block typically stays on the form as subsequent blocks appear.



When the cursor is in the key block, enterable fields in the key block are enabled. These same fields are disabled when the cursor leaves the key block.

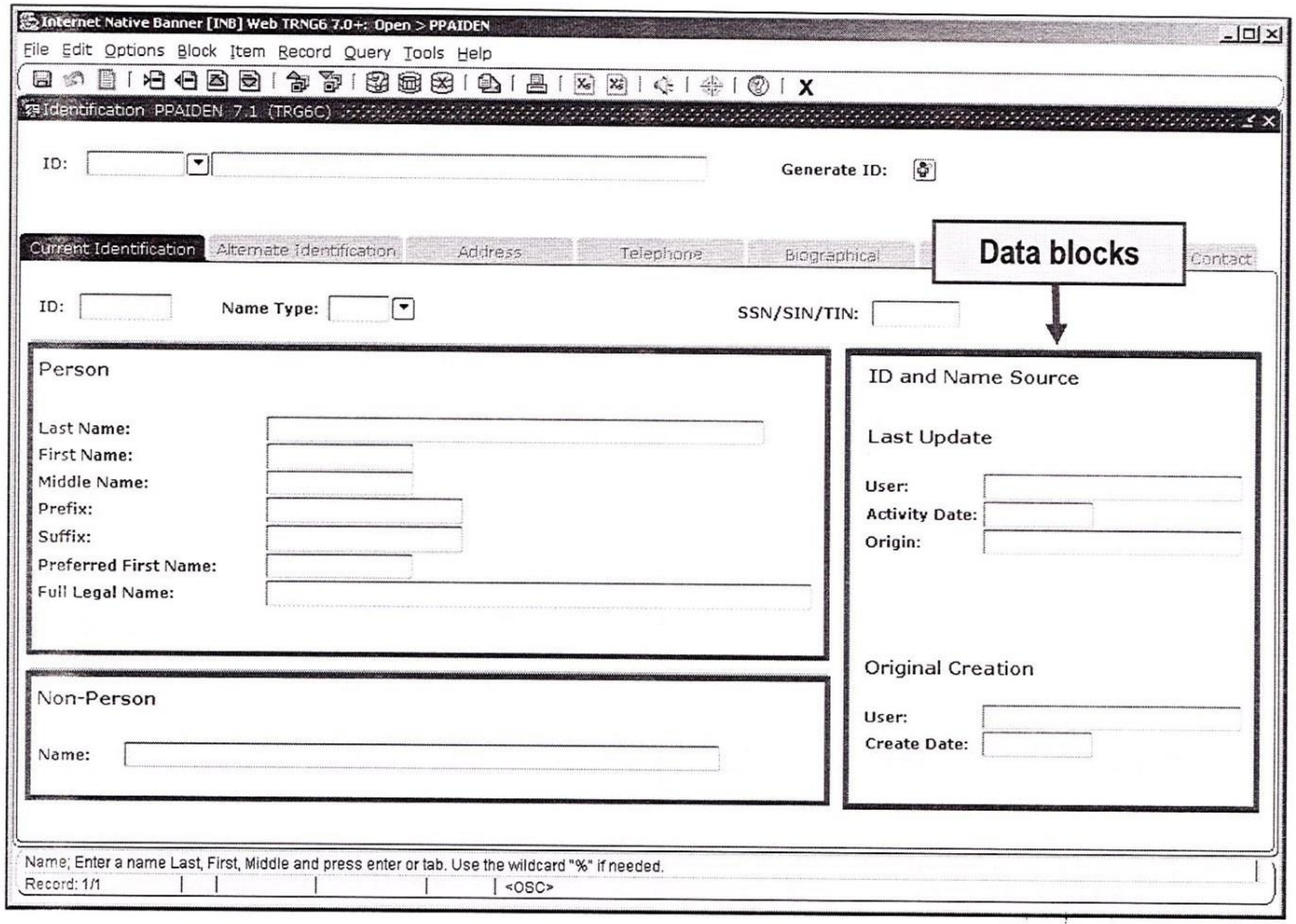
(Return to Table of Contents)

Discussion: Data Blocks

A **Data block** is a section of a form or window that contains information related to the record identified in the key block.

If a form or window contains more than one block, each block will have a yellow border at the top.

Note: To move from the **Key block** to the **Data blocks**, do a Next Block. This action populates the data fields with information that exists.



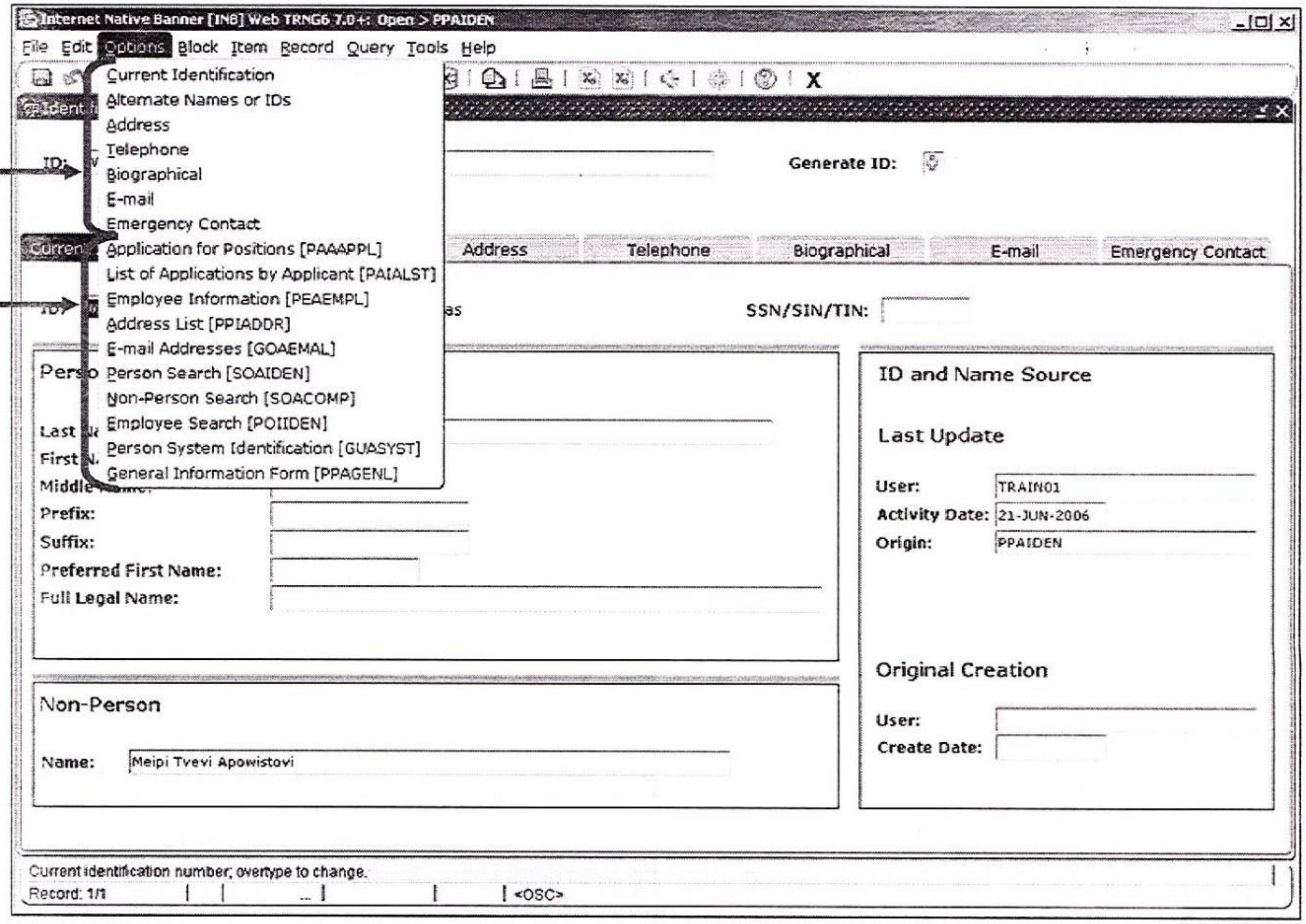
(Return to Table of Contents)

Discussion: Options Menu

The **OPTIONS** menu contains links that take you to other blocks and windows *within* the current form.

Additional links take you *outside* the current form to other related forms.

The available options change as the cursor location changes within a form.

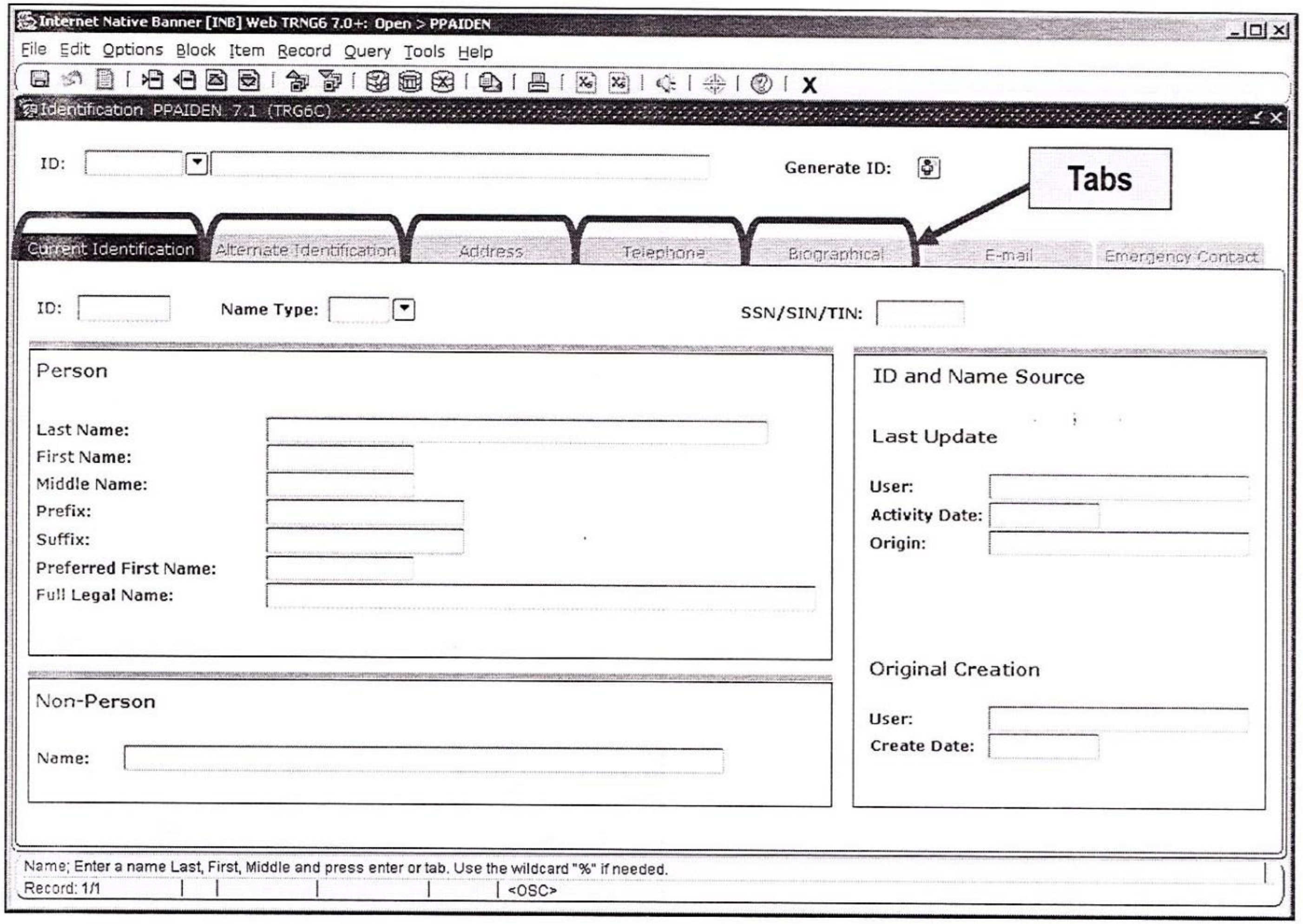


(Return to Table of Contents)

Discussion: Using Tabs

Some forms provide navigation tabs that allow you to move from one section of a form to another:

- Some navigation tabs allow you to move to different data blocks of the current form at random.
- Some forms do not allow you to advance to another tab until you have completed all required fields in the current data block.

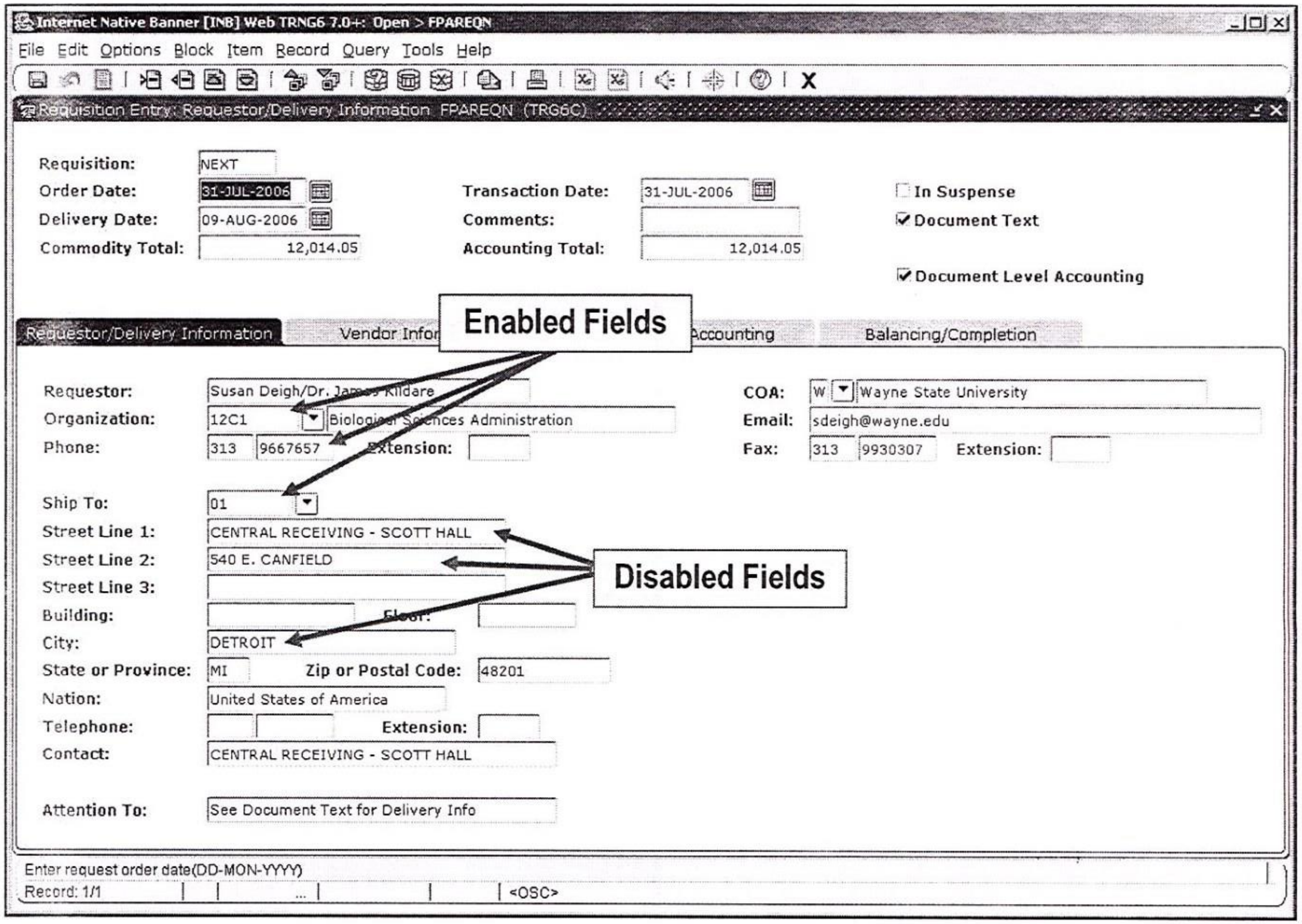


(Return to Table of Contents)

Discussion: Fields

Fields are areas on a form where you can enter, query, change, and display specific information. The following terms describe the status of a field:

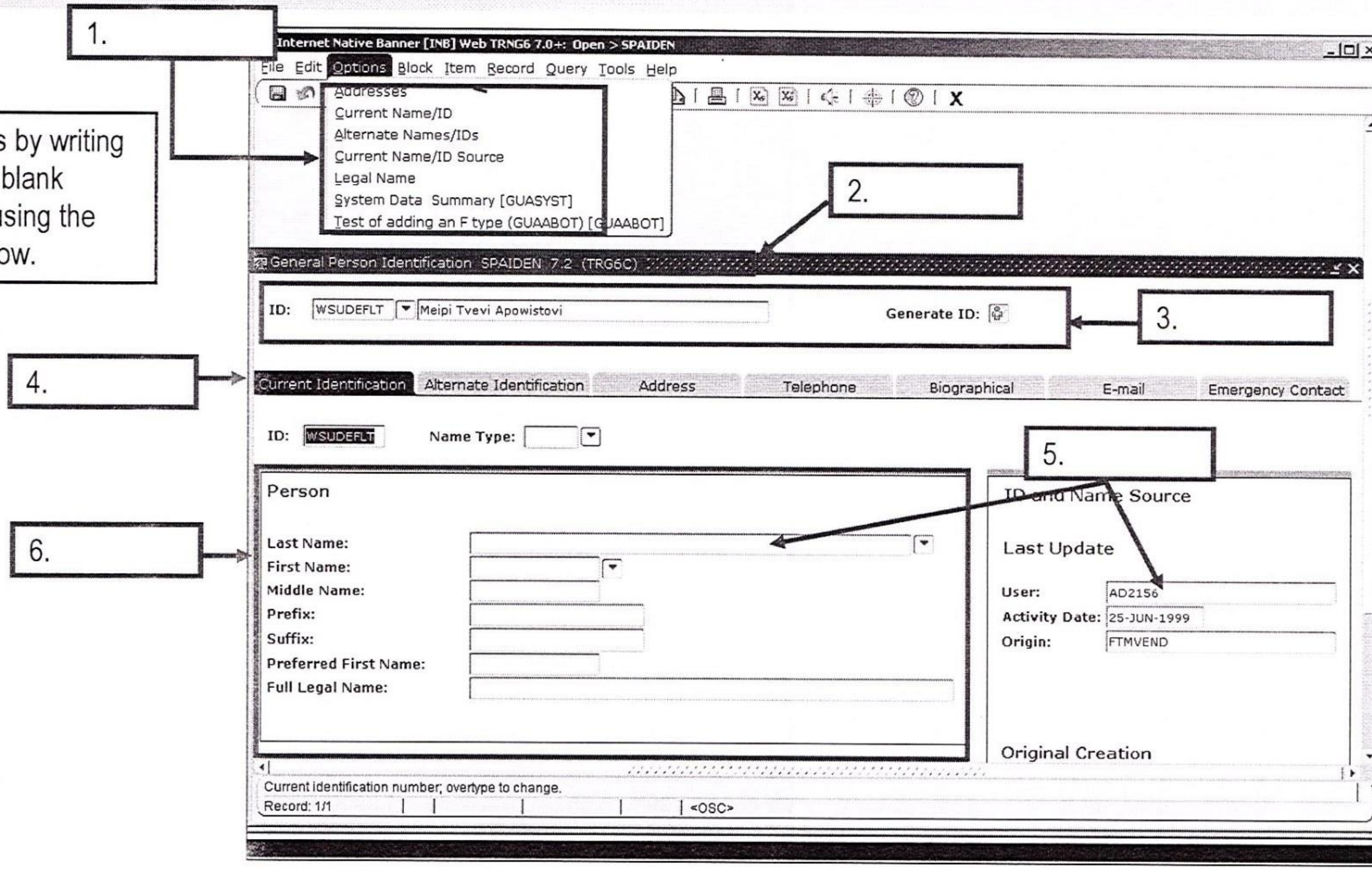
- ❑ **Enabled & Enterable**: You can put the cursor in the field and enter information.
- ❑ **Disabled & Display only**: You cannot put the cursor in the field and you cannot enter information. Typically, disabled fields are automatically populated by entries in other fields. This ensures the accuracy of information by preventing spelling and data entry errors.



(Return to Table of Contents)

On Your Own Activity: Parts of a Form

Identify these form parts by writing the correct name in the blank boxes next to the item using the terms in the column below.



Terms:

A. Fields
B. Options Menu
C. Data Block
D. Key Block
E. Title Bar
F. Navigation Tabs

(Return to Table of Contents)

Discussion: Keyboard Shortcut List

You can use **keyboard shortcuts** to ***quickly*** perform certain Banner functions

Here's a list of most of the keyboard shortcuts available here at WSU.

NOTE #1: Standard Windows shortcuts for copy (ctrl+c), cut (ctrl+x) and paste (ctrl+v) function within Banner.

Keys	Description
Ctrl F1	Display "Show Keys" window
F2 | shift + F2	-- | count query hits
F3 | shift + F3	-- | **SELECT** record
F4 | shift + F4	Record duplicate |
F5 | shift + F5	-- | Clear block
F6 | shift + F6	Insert record | Delete record
*F7 | shift + F7	**Enter** query | **Rollback** Clear form
*F8 | shift + F8	**Execute** query | print
F9	**List – Search**
F10	Save changes
*Ctrl + pg ↓	Next block
*Ctrl + pg ↑	Previous block
Ctrl + u	Clear item field
*Tab	Next item field
Shift Tab	Previous item field (reverse direction)
*Ctrl + q	Acts as 'exit' button – cancels a query or exits current form X2 to close form.

*Fundamental keystrokes for all users

(Return to Table of Contents)

Topic 4: Using the Mouse and Keyboard

Like other software applications, you may use many keyboard and mouse shortcuts to navigate within Banner.

What you will learn in this topic:

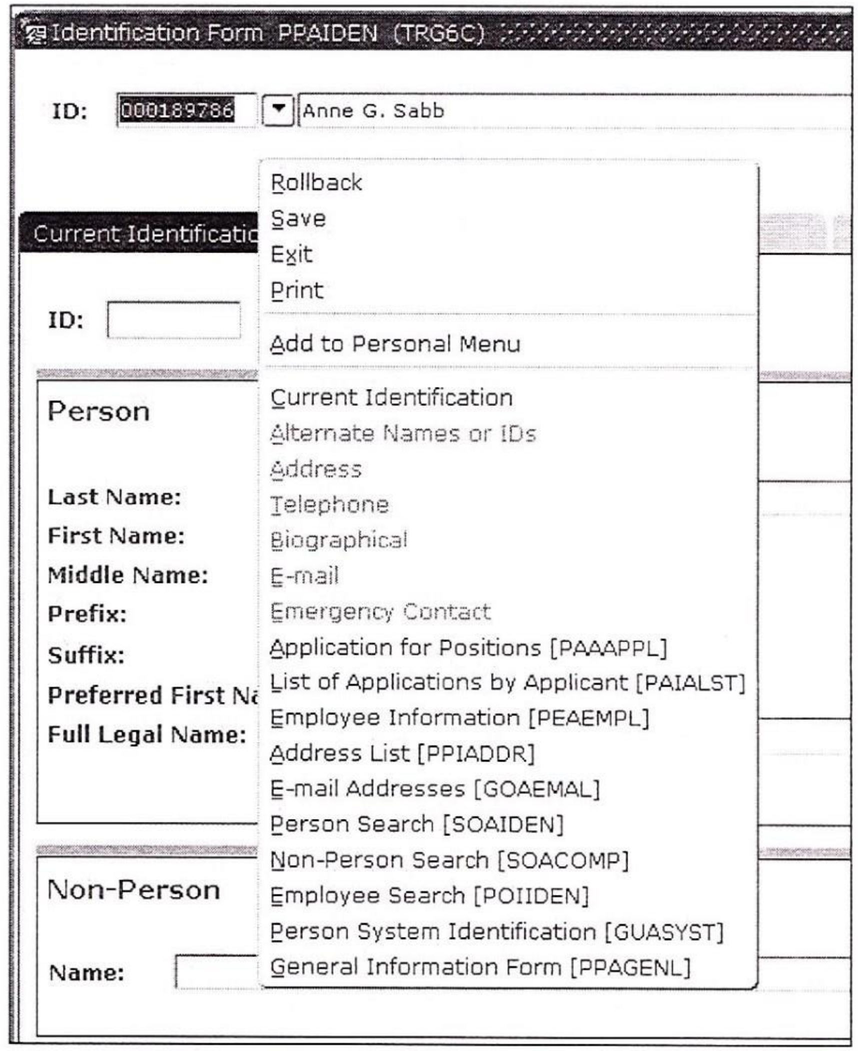
How to navigate through Banner using keyboard and mouse shortcuts.

(Return to Table of Contents)

Discussion: Mouse Shortcut

A useful mouse shortcut involves **right-clicking** on the screen inside a Banner form.

By doing so, a pop-up window appears providing all items from the options menu as well as a number of additional Banner functions such as rollback, save, exit, and print.



(Return to Table of Contents)

Review: Getting Started in Banner

In this lesson you:

- Learned how to log on to Banner. (Topic 1)
- Identified the parts of the Banner screen. (Topic 2)
- Learned common parts of a form and the typical form layout. (Topic 3)
- Learned how to use the mouse and keyboard to get around. (Topic 4)

Key concepts:

- The keyboard—Banner is inconsistent with the mouse, so we introduced you to keyboard shortcuts.
- Auto-hint line—This is where Banner talks to us.
- Options menu —Illustrates the logical flow of the business process.

(Return to Table of Contents)

Lesson 3: Banner Forms - Overview & Agenda

Lesson Overview

Like other software applications, there are multiple methods and procedures for navigating within Banner to complete a task.

Banner provides you with several ways to find and work with various forms. As you become familiar with Banner, you will be able to move about easily through the screens.

Lesson Agenda

Topic 1: Form Names - what they can tell you about a form's function

Topic 2: How to access Banner forms using

- Go to... field
- Direct Access
- Main Menu
- My Banner
- Last 10 Forms listed in the File menu

(Return to Table of Contents)

Topic 1: Understanding Form Names

Each form in Banner has a 7 character name – this name is an acronym which tells you about the type of information the form contains, the University business process it is related to, and much, much more.

What you will learn in this topic:

How to interpret the 7-character name of a form.

(Return to Table of Contents)

Discussion: Example Form Names

Some examples…

	Example: *FPAREQN*	Example: *SAAADMS*	Example: *POIIDEN*
Position 1: Identifies the **primary system** owning the form	F = Finance	**S** = Student	**P** = HR/Payroll/Personnel
Position 2: Identifies the **business process** (module) owning the form	P = Purchasing	**A** = Admissions	**O** = Overall to a business process
Position 3: Identifies the **type** of form	A = Application	**A** = Application	**I** = Inquiry
Position 4-7: Uniquely **identifies** the form	**REQN** = Requisition	**ADMS** = Admissions	**IDEN** = Employee Search Form (Employee, Applicant, COBRA)

(Return to Table of Contents)

Discussion: Understanding Form Names – Continued

Position 1:
Identifies the **primary system** owning the form.

Position 2:
Identifies the **business process** (module) owning the form.

Position 3:
Identifies the form **type.**

Positions 4-7:
Uniquely **identifies** the form.

P	P	A	IDEN
1	2	3	4-7
• Accounting (T) • HR/Payroll / Personnel (P) • Position Control (N) • Student (S) • Financial (F)	• General Person (P) • Application (A) • Budget (B) • COBRA (C) • Benefit/Deductions (D) • Employee (E) • Electronic Approvals (R) • "Overall" to a business process (O) • General to a business process (G) • Purchasing (P)	• Application (A) • Inquiry (I) • Validation (V) • Maintenance (M)	Examples: • Identification (IDEN) • Position (POSN) • Encumbrance (ENCB) • Employee (EMPL) • Job information (JOBS) • Requisition (REQN) • Check (CHEK).

(Return to Table of Contents)

On Your Own Activity: Understanding Form Names

For the Banner form *FGIENCB*, fill in the blanks below, identifying the elements of the form name:

1) The primary system owning the form
2) The business process owning the form
3) The type of form
4) The unique identification of the form

F = ____________________

G = ____________________

I = ____________________

ENCB = ____________________

(Return to Table of Contents)

Topic 2: Accessing Banner Forms

Every time you log on to Banner, the "Main Menu" appears. From here, there are five methods by which you can open a specific form.

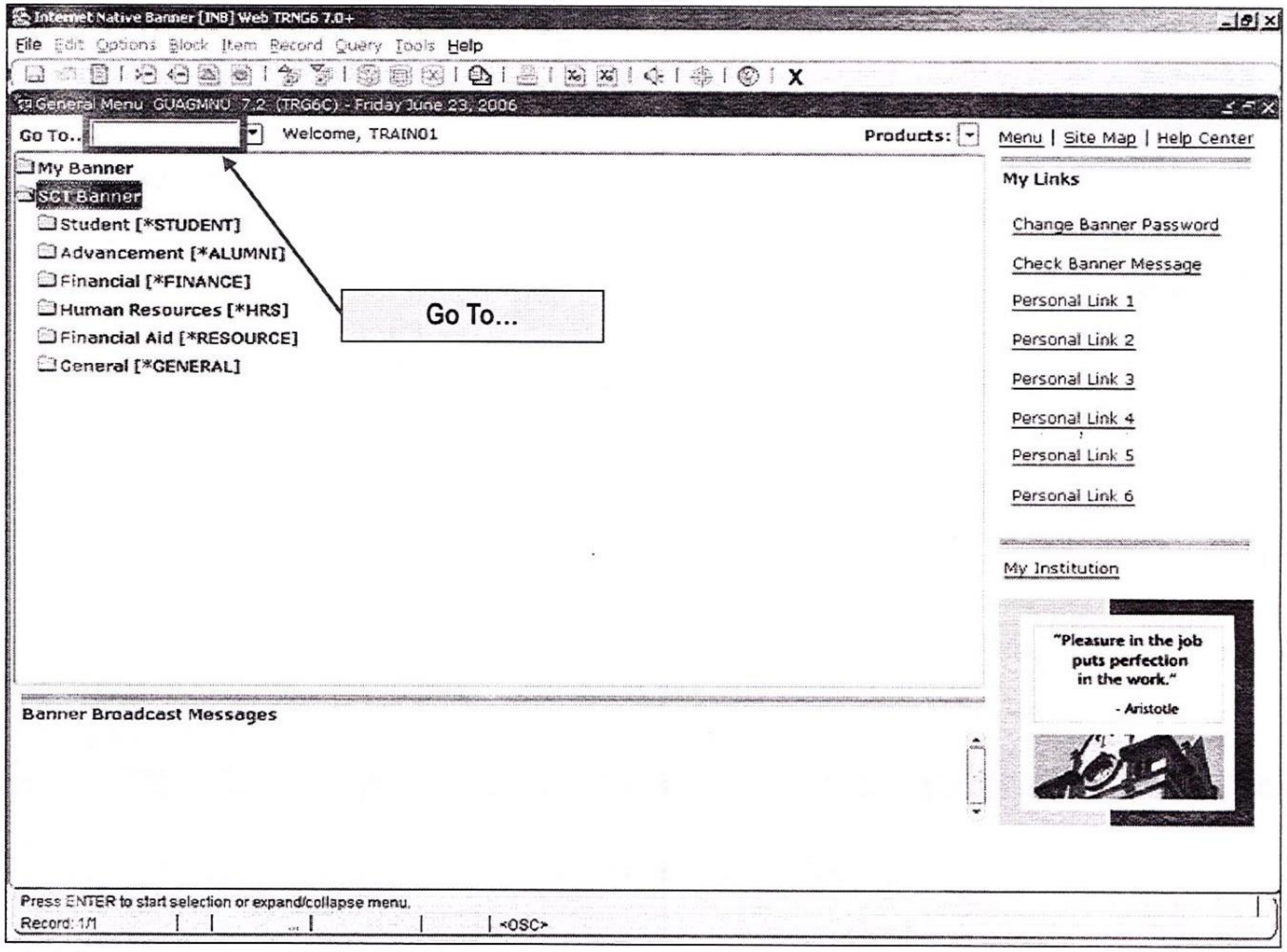
What you will learn in this topic:

- How to navigate to a specific form using the Go To… field on the Main Menu.
- How to navigate to a specific form using the Direct Access method.
- How to navigate to a specific form using the Main Menu folder hierarchy.
- How to use My Banner.
- How to navigate to a specific form using the Last 10 Forms option.

(Return to Table of Contents)

Discussion: Go To... Field

You can use the ***Go To...*** field to open a menu or form by typing its seven-character acronym into the field and pressing the *enter* key.



(Return to Table of Contents)

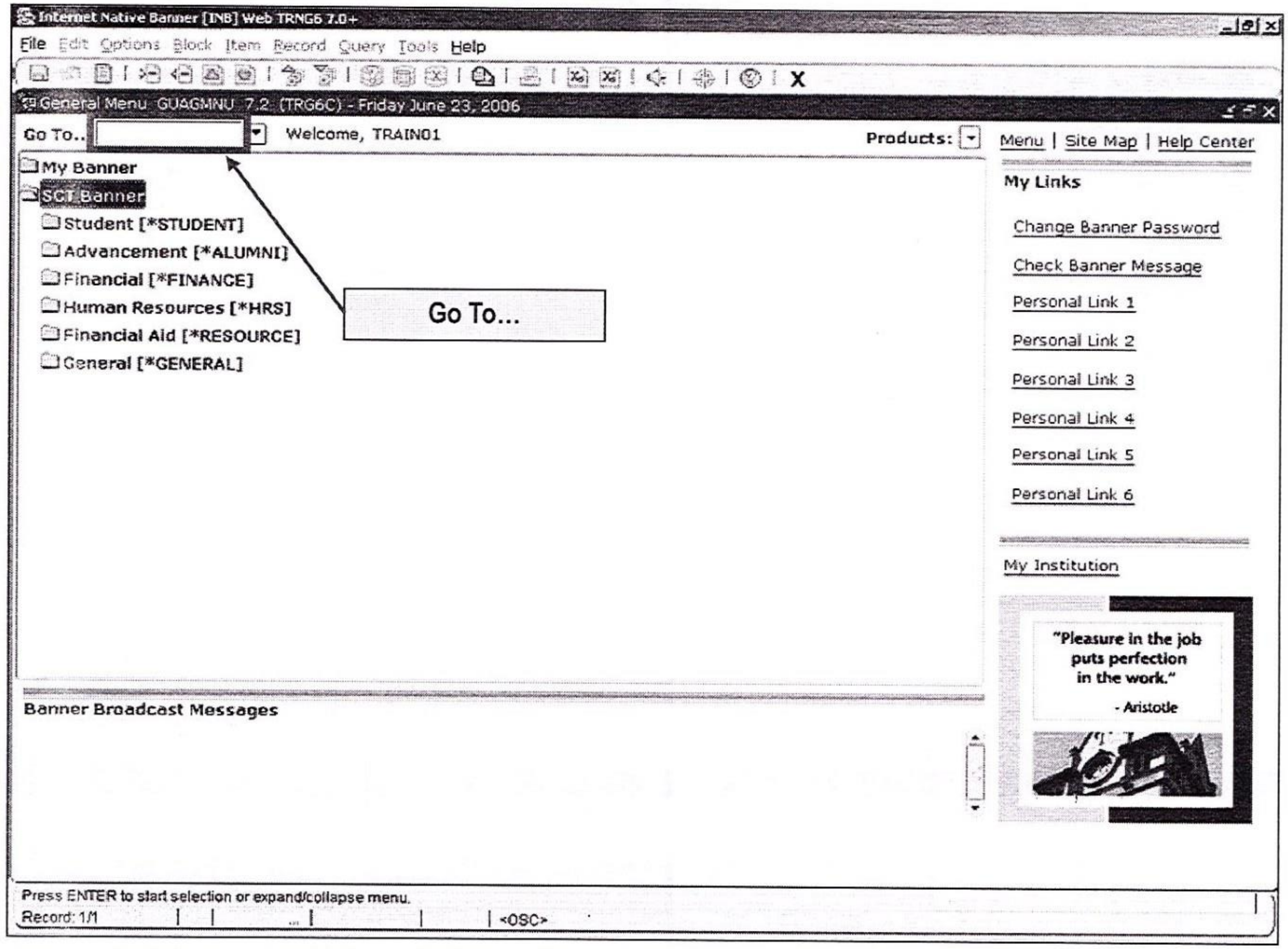
Procedure: Go To… Field

Using Go To… :

With Banner open:

1) Enter the seven-character name of the desired form in the **Go to…** field.
2) Press **Enter**.

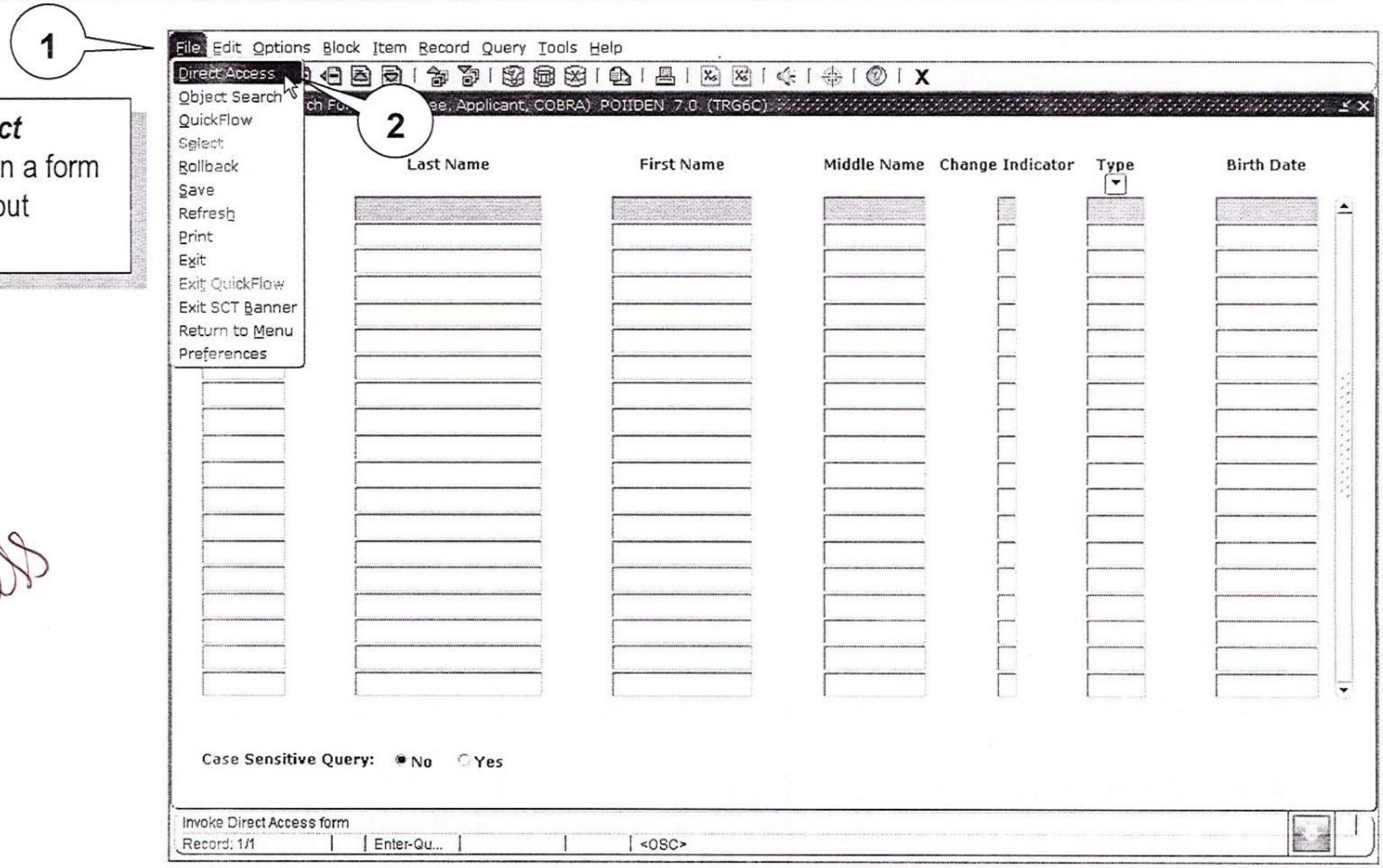
The requested form is opened.



(Return to Table of Contents)

Discussion: Direct Access

You can also use the ***Direct Access*** method from within a form to open another form without closing the current form.



F5
↓
Direct access

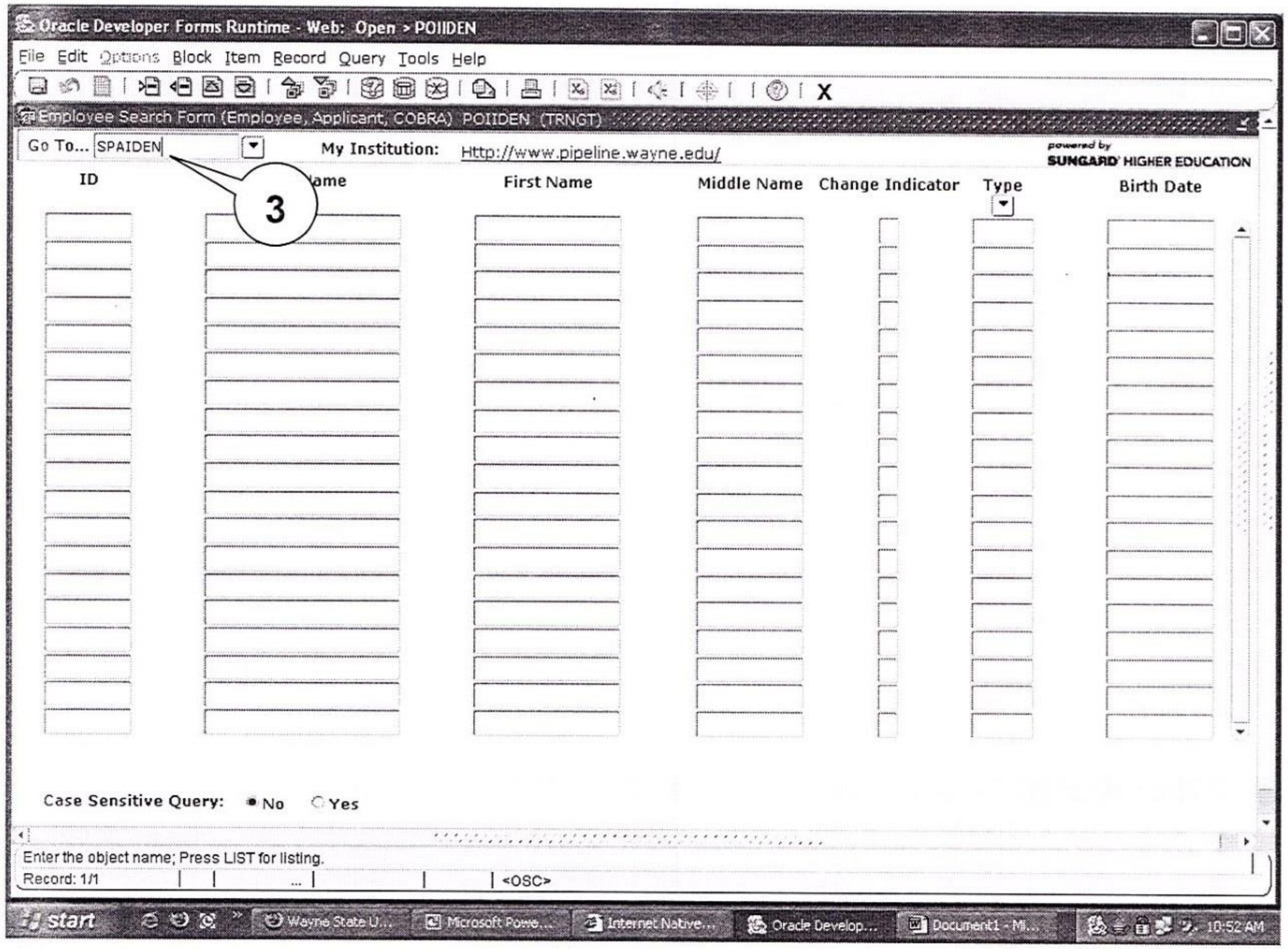
(Return to Table of Contents)

Procedure: Direct Access

Using Direct Access... :

With a Banner form open:

1) Click FILE on the menu bar
2) Click DIRECT ACCESS
3) Enter the form name
4) Press ENTER.



(Return to Table of Contents)

On Your Own Activity: Go To... and Direct Access

1) Using the **Go To...** field on the main menu, open PPAIDEN. After PPAIDEN opens...
2) From the file menu, use **Direct Access** to open SPAIDEN.

(Return to Table of Contents)

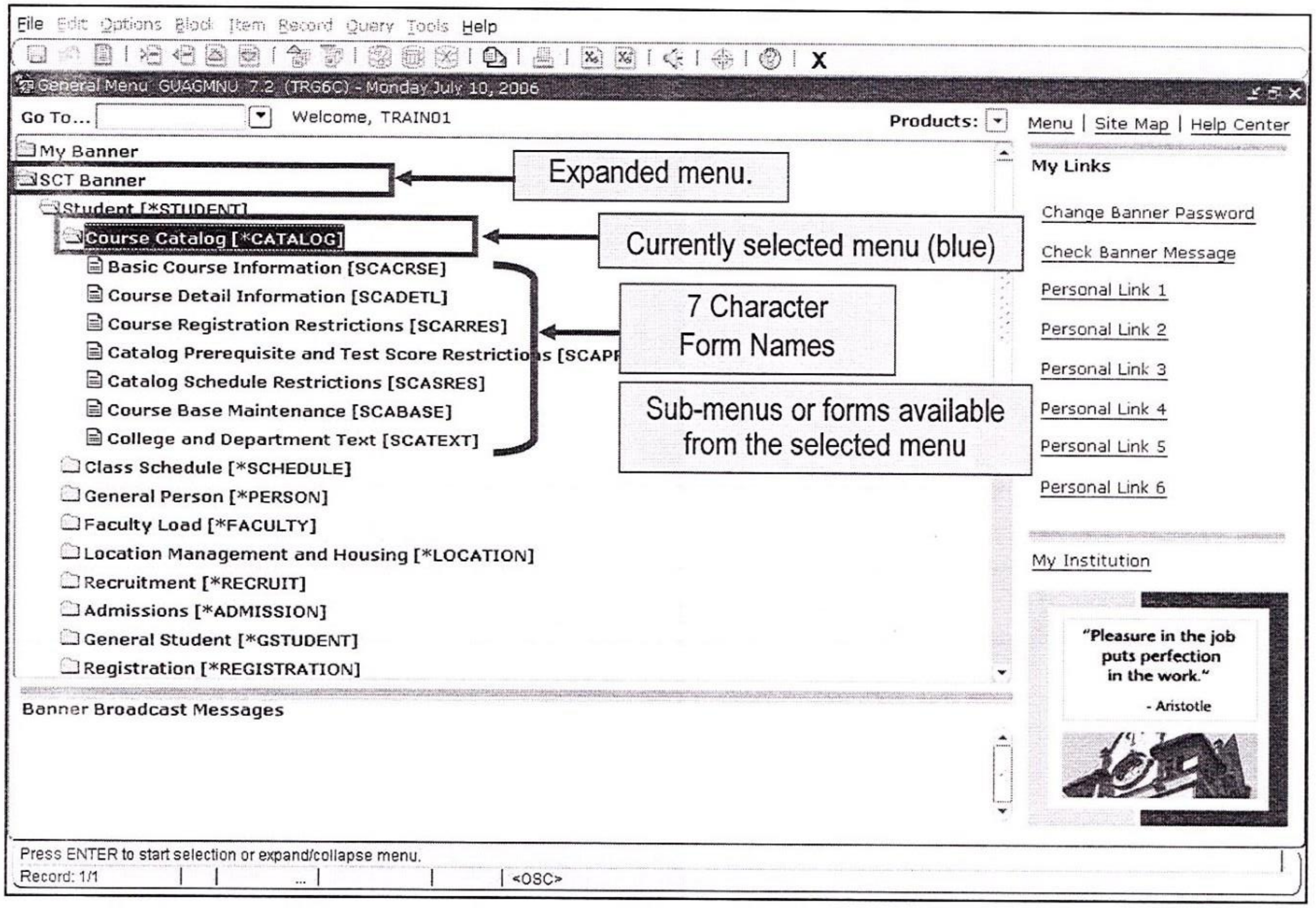
Discussion: Main Menu Access to Forms

You can also navigate to a specific form using the '*main menu.*'

You can expand and collapse menus by double-clicking the folder icons that appear to the left of the name.

If a closed folder icon appears, double-click it to expand the menu. The closed folder icon changes to an open folder icon when the menu contents are visible.

If an open folder icon appears, double-click it to collapse the menu.

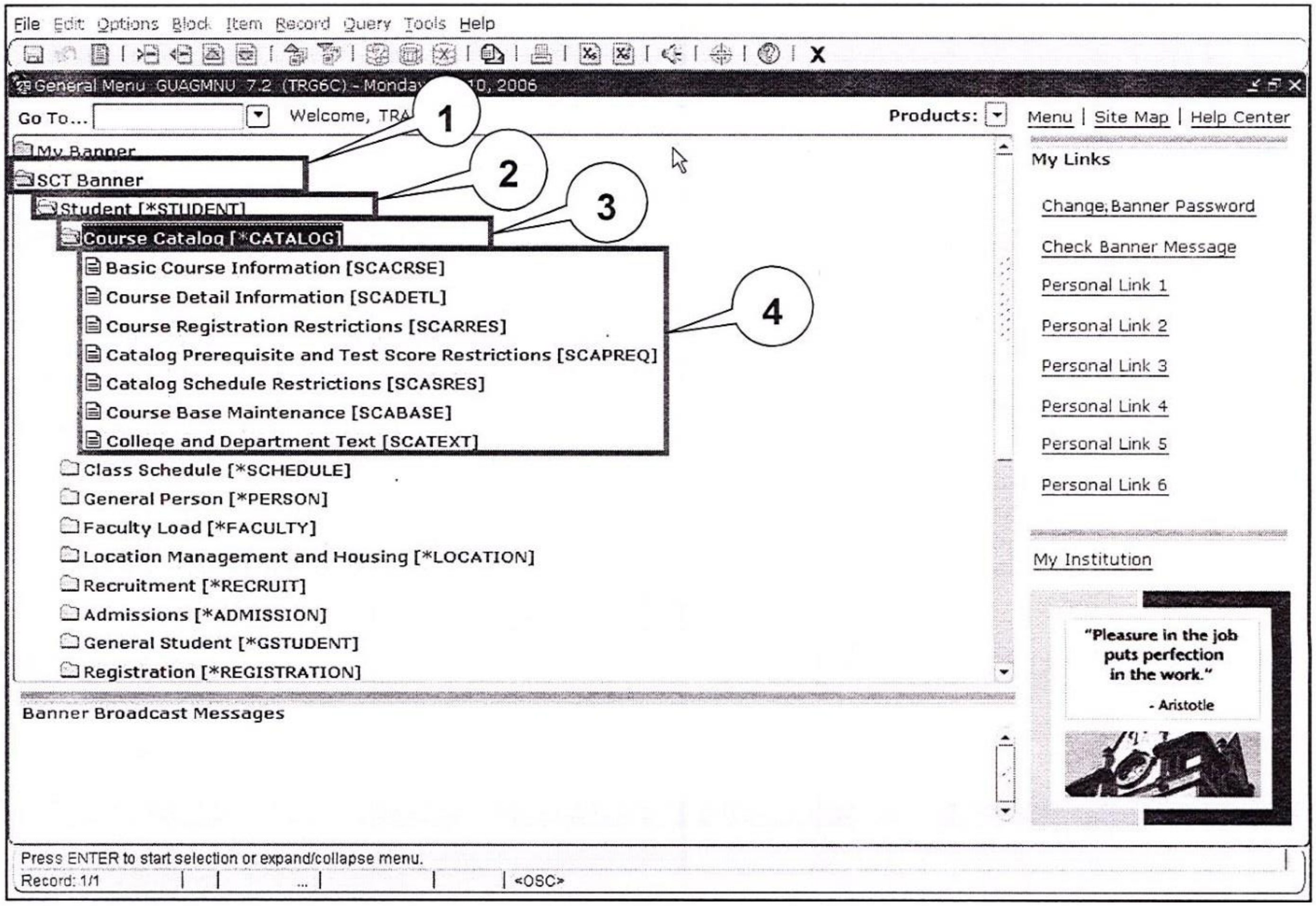


(Return to Table of Contents)

Procedure: Main Menu Access to Forms

To Expand a Menu:

1) Double-click the folder icon next to **SCT Banner**.
2) Double-click the folder icon next to **Student**.
3) Double-click the folder icon next to **Course Catalog**.
4) Select the appropriate form you wish to open from the Course Catalog menu.



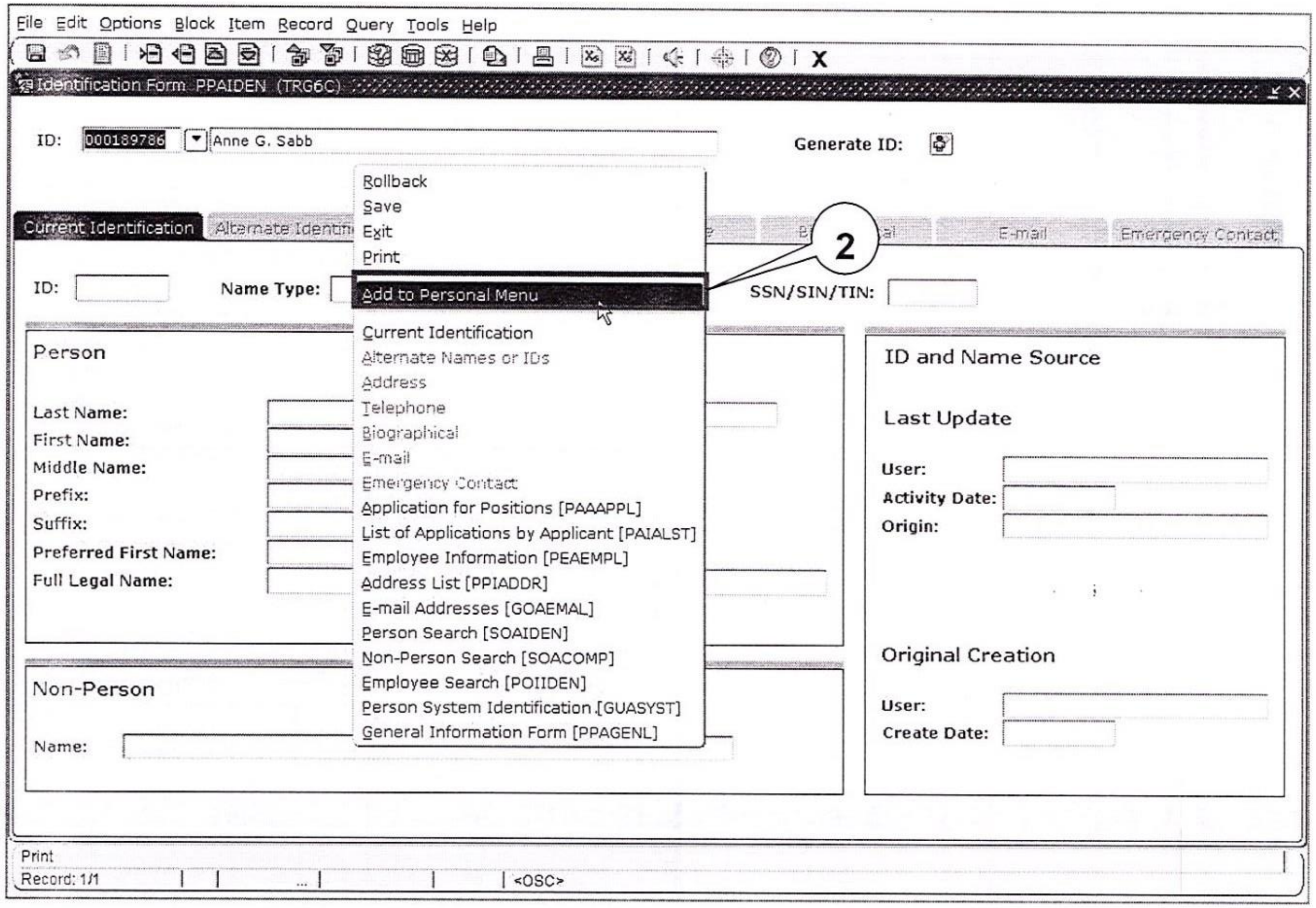
(Return to Table of Contents)

Procedure: My Banner

To add a form to My Banner :

1) Right-click your mouse from within the form you want to add to your personal menu.
2) Select **Add to Personal Menu**.

The next time you log in to Banner, the form will appear in the **My Banner** folder when you open it.



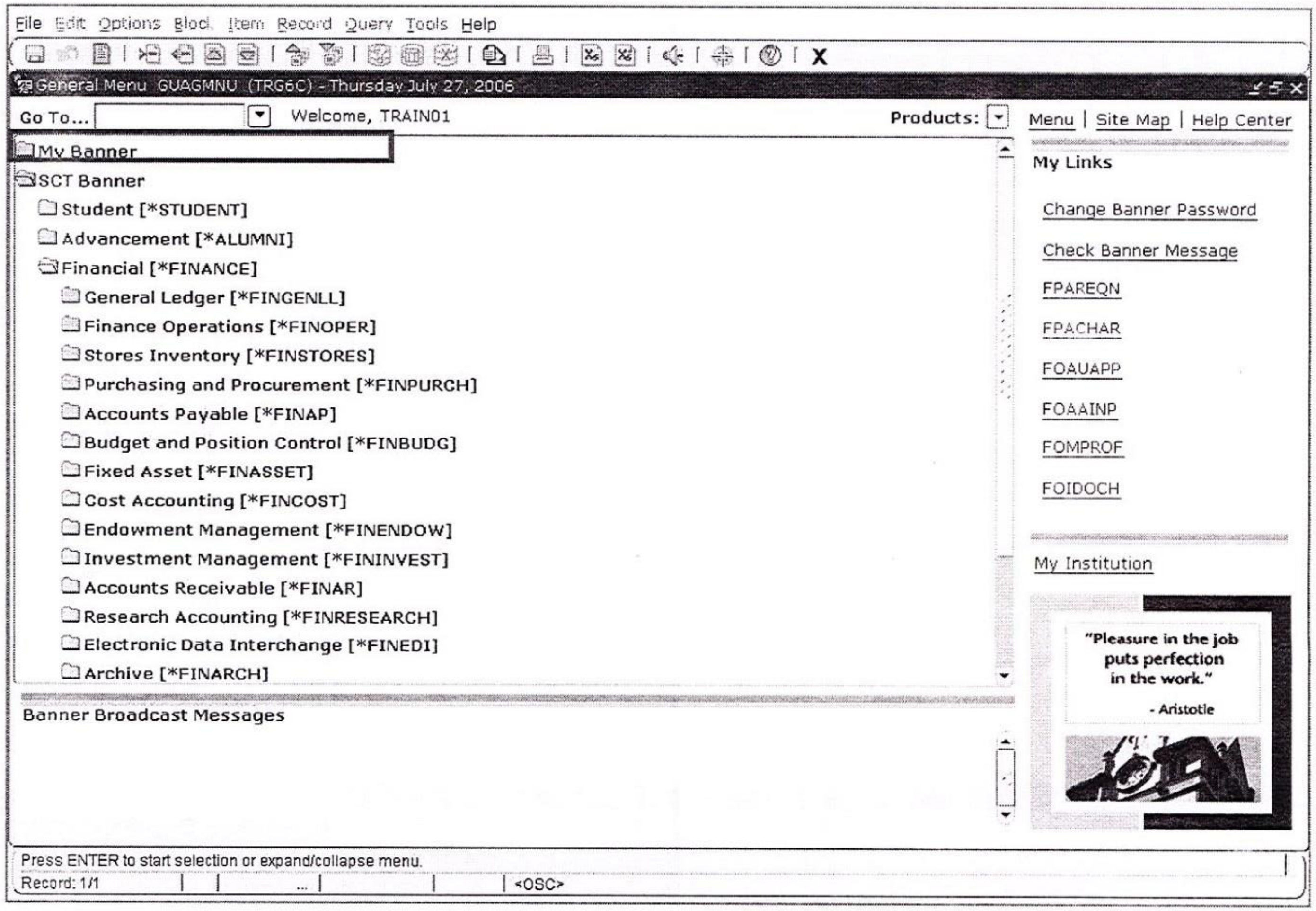
(Return to Table of Contents)

Discussion: My Banner

The **My Banner** selection on the main menu gives you the option of creating a personal menu of your most frequently used forms.

From within a form, simply right-click your mouse and select **Add to Personal Menu**.

This simple procedure will place a shortcut to the current form in the **My Banner** folder on the Main Menu.

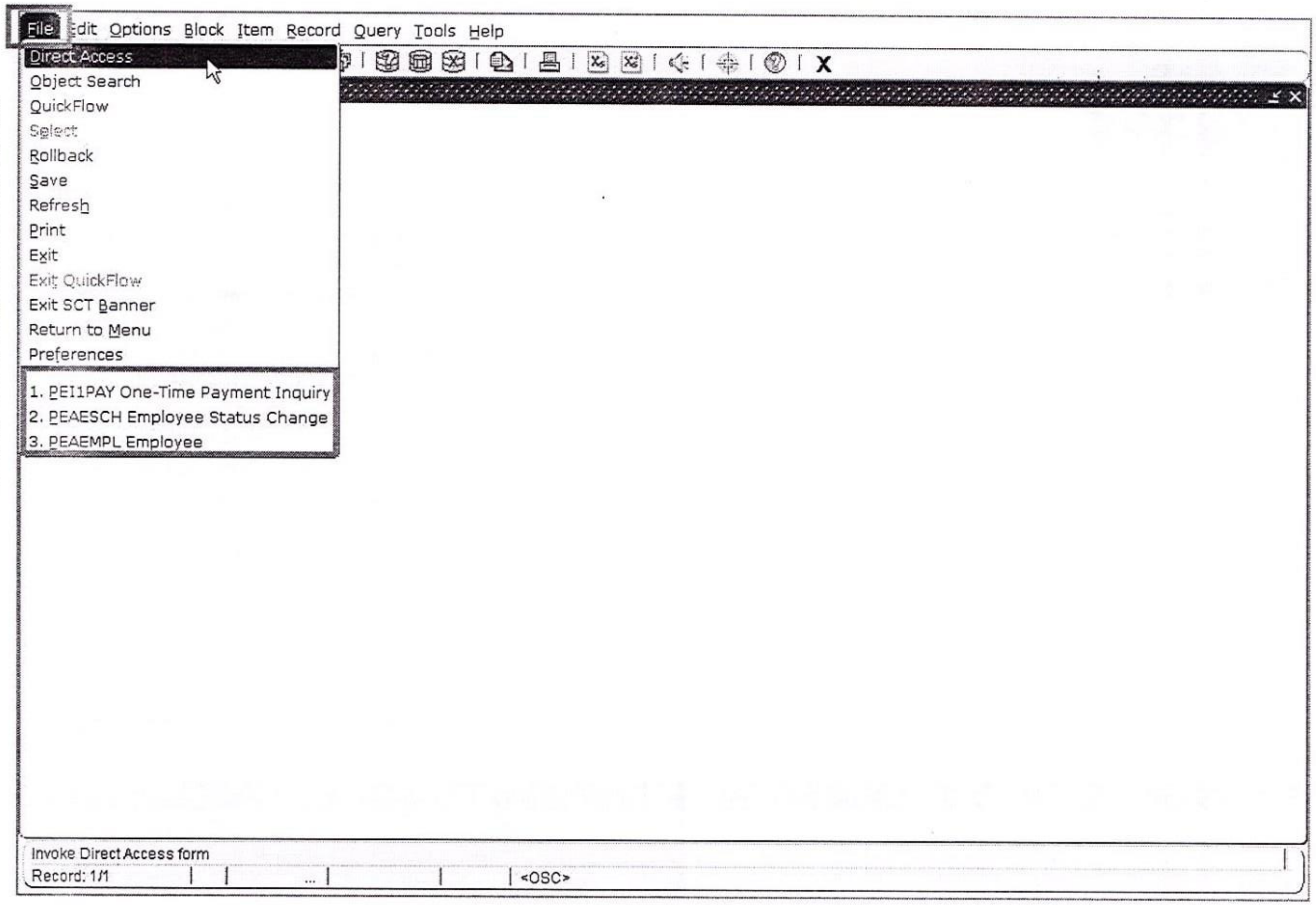


(Return to Table of Contents)

Discussion: Last 10 Forms Used

You can quickly *re-access* a form that was previously open in the **current** session. The bottom of the 'File' pull-down menu lists the last forms (up to 10) you have used.

- Click the File menu.
- Click the desired form.



last 10
used not
saved.

(Return to Table of Contents)

Procedure: Last 10 Forms

Procedure:

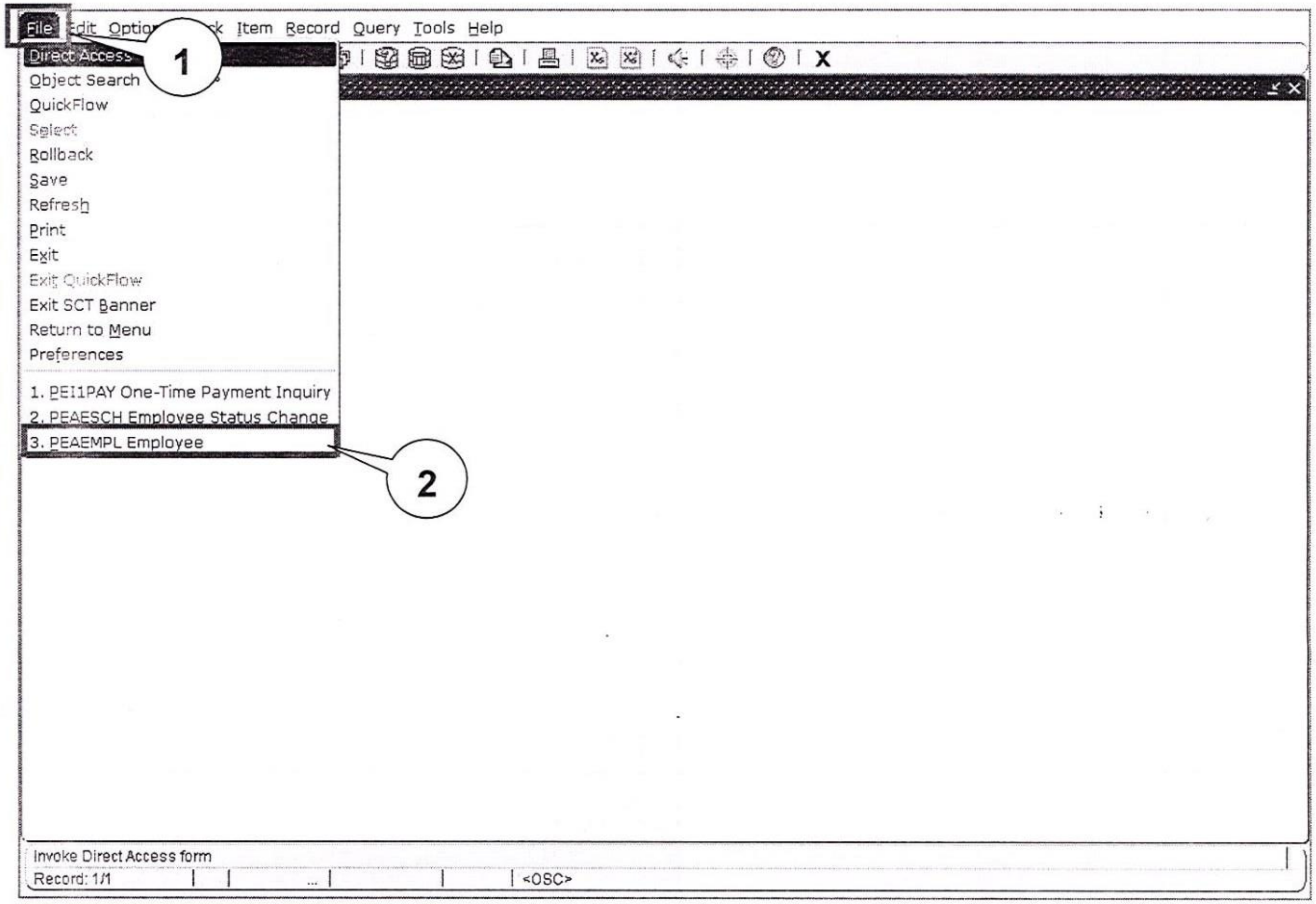
From the main menu:

1) Click the **File** menu.

2) Select the **PEAEMPL** form.

***PEAEMPL** opens*

Click Exit to return to the main menu.



(Return to Table of Contents)

On Your Own Activities: Accessing Banner Forms

Activity 1:

The five ways to access forms in Banner are:
1)
2)
3)
4)
5)

Activity 2:

For this activity, there are two parts:

A) Open Banner and access the identification form SPAIDEN using the folder icons from the main menu. (Hint: Found on the General Person Menu).

After you have successfully opened the form, click exit to return to the main screen.

B) Open the same form from the main menu, but this time use the Go To... field.

After you have successfully opened the form, click exit to return to the main screen.

(Return to Table of Contents)

Review: Banner Forms

In this lesson you:

- Learned about the way Banner form names are constructed, and how to decipher their function. (Topic 1)
- Learned some of the ways to move (or navigate) through Banner and access forms using:
  - **Go to... :** You can access a menu or form by its seven-character name. (Topic 2)
  - **Direct Access:** You can access a form by using the code/description lookup feature. (Topic 2)
  - **Main Menu:** You can select from a list of menus and forms in Banner. (Topic 2)
  - **My Banner:** You can create shortcuts to frequently used forms by adding them to your personal menu. (Topic 2)
  - **Last 10 forms in the File pull-down menu:** You can quickly re-access a form that was previously opened in the current session. (Topic 2)

(Return to Table of Contents)

Lesson 4: Performing Inquiries - Overview & Agenda

Lesson Overview

Perhaps one of the most powerful features of Banner is the ability to *search* for information.

Banner allows you to search for information using query functions.

Another way Banner allows you to search is by using forms specifically designed for performing inquiries.

Lesson Agenda

Topic 1: Query basics, wildcards

Topic 2: Perform a query using a form field

Topic 3: Perform a query using an application form

Topic 4: Perform a query using an inquiry form

Topic 5: Common forms to Query

(Return to Table of Contents)

Topic 1: Query Basics and Wildcards

Querying is the process of looking to see what information is already entered in the Banner database. You can use inquiry forms, query forms, and most application forms to perform queries.

Some forms automatically open in query mode, usually because a large number of records have been retrieved. When a form opens in query mode, **Enter Query** appears in the status line. You can immediately specify search criteria to narrow the search.

(Return to Table of Contents)

Discussion: Wildcards In A Search

You can use the *wildcards*, " **%**" and "**_**" in defining the search criteria.

The **%** character represents any number of unspecified characters.

The "**_**" (underscore) character represents a single, unspecified character.

NOTE: With experience, it becomes easier to narrow your queries to get the results you want.

Examples:		
To get these results:	*Enter this criteria:*	*Sample result:*
All entries that begin with "ma"	Ma%	Marianne
All entries that have "ma" as the last two characters	%ma	Comma
All entries that contain "ma" in the name	%ma%	Superman
All entries that begin with "37," that have 3 characters	37_	377
All entries that begin with "s," but have *only* 5 characters	S____	Stern
All entries that have "m" as the second character	_m%	Smith

(Return to Table of Contents)

Procedure: Performing a Query

Here are the basic steps to performing a query in Banner. These most closely illustrate the search process using either *application* or *inquiry* type forms.

1. Access the form to run the search in.
2. If the form opens in query mode (**Enter Query** is in the status line), go directly to step 3. If the form has data in the fields, it is not in query mode. In this situation, click the Enter Query toolbar button or press the F7 key to clear the content of the form.
3. Enter the search criteria. Remember, the more search criteria you enter, the more specific your search results.

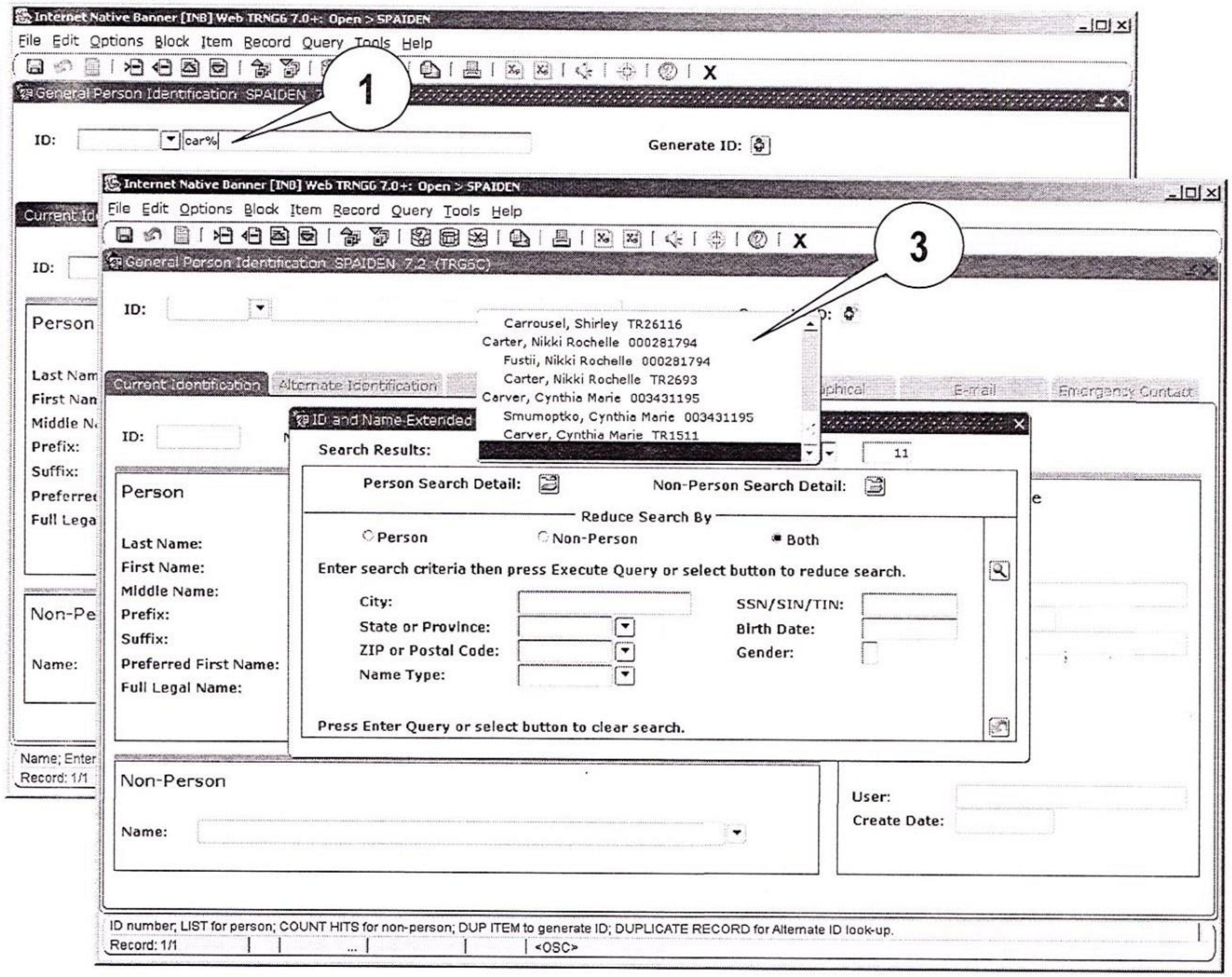
   Note: ***Except*** *when dealing with people, capitalization does not matter.*

4. Click the Execute Query toolbar button or press the F8 key. The form then displays all records that match the search criteria.

(Return to Table of Contents)

Procedure: Perform a Query from a Form Field

1. In a form field (i.e. ID, Name, etc), enter the search parameters.
2. Press the **Enter** key.
3. The number of records found (search results) is displayed.
4. Click the down arrow next to the 'Search Results' field to display the matching records.
5. Click the desired record to return it to the form.

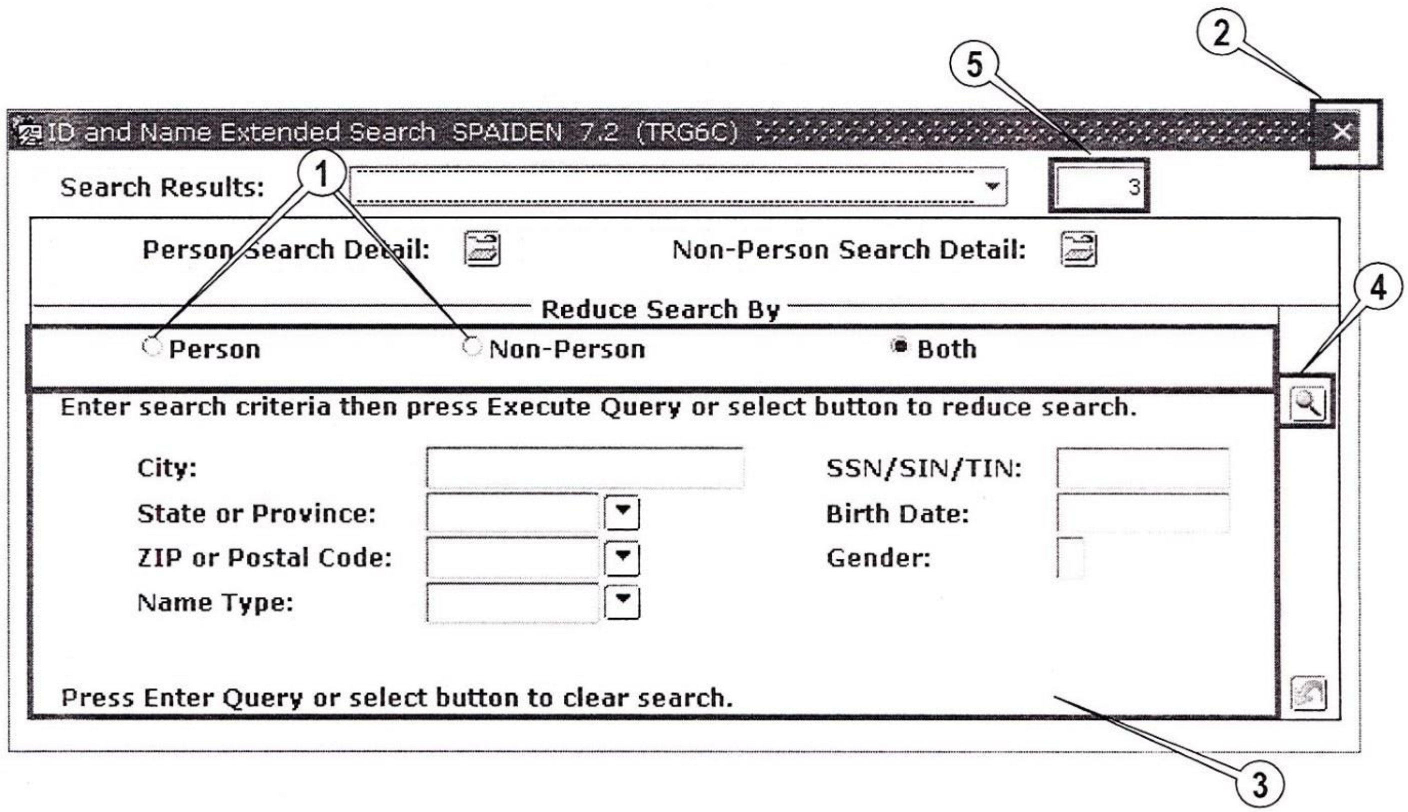


(Return to Table of Contents)

Discussion: Performing a Query from a Field (cont.)

Other **options** within the pop-up search results window allows you to add more criteria if needed:

1. Confine the search to person or 'non-person.'
2. Cancel this search and return to the form.
3. Narrow the search by city, state, zip code, birth date, etc.
4. Re-run the query using additional search parameters.
5. The number of records found in the query are displayed.



(Return to Table of Contents)

On Your Own Activity: Perform a Query from a Form Field

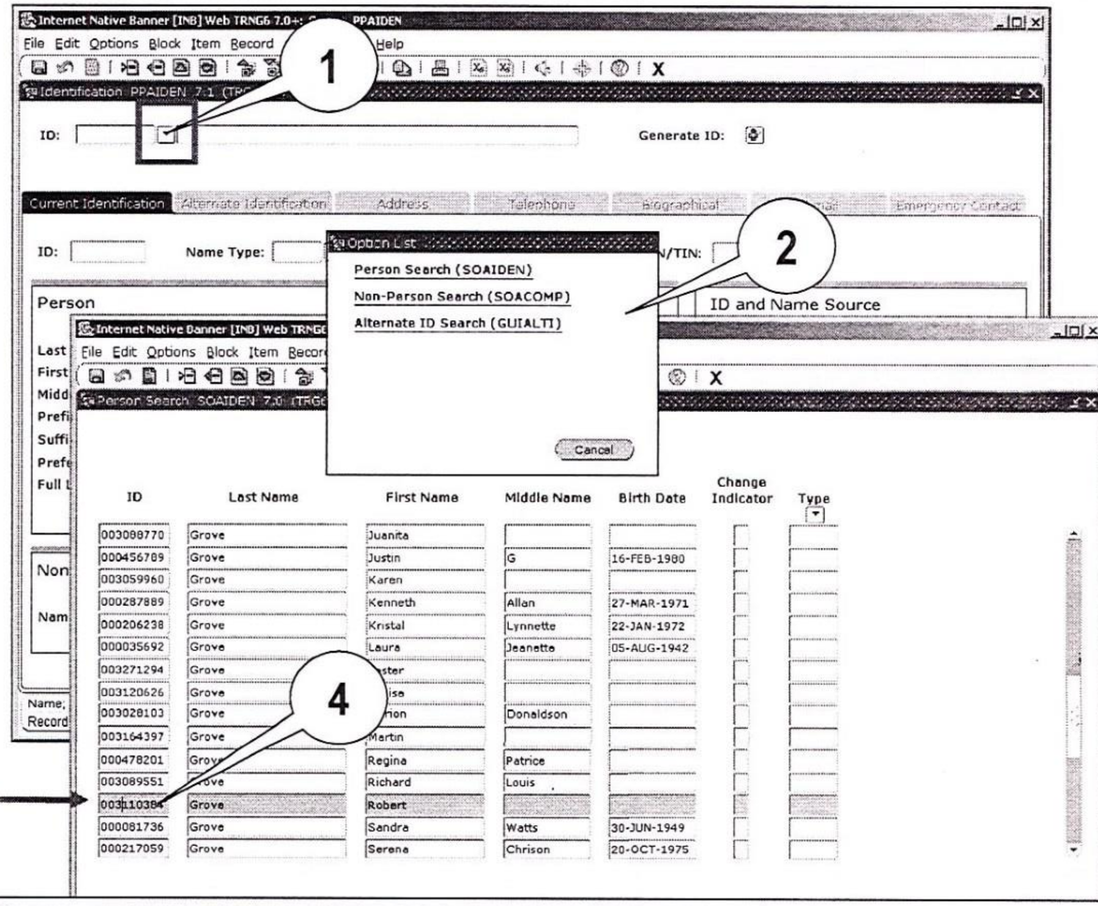
POIIDEN

Steps:	Action:
1) *Open* ***PEAEMPL***	Loads the employee information form.
2) Delete any entry in the ID field, then tab to the next field.	Positions cursor in field to be searched on.
3) Type "***grov%***" (w/o quotes) in the field and press Enter to execute the query.	Displays all entries that begin with the characters "grov."
Since the Search Results window contains 90 matches, we will narrow the search again by adding an additional search parameter.	
5) In the zip code field, type ***48202*** and then *Execute Query* by pressing **F8**.	RE-executes the search, but **only** against the original matches for those who live in this area code. The number of matches appears.
6) Click the down-arrow next to the 'search results' field and select the record for Barbara A. Grover.	A single click will select and return the specific employee record back to the application form (PEAEMPL).
7) *"Next Block"* using the toolbar or Ctrl + Pg Down on the keyboard.	"Populates" the data block fields with the applicable information.

(Return to Table of Contents)

Discussion: Query Using an Application Form

1. Click the search (down arrow) button next to the field to be searched on.
2. The Options List box may appear providing links to other Banner forms that may assist with your query.
3. On the Banner form, enter in the search criteria and execute the query (F8).
4. Double-click in the ID field of the selected record to populate the original form.



Note: If you find a query results in too many matches, you could use the **rollback (shift/F7)** function to re-enter the search parameters adding an additional criteria.

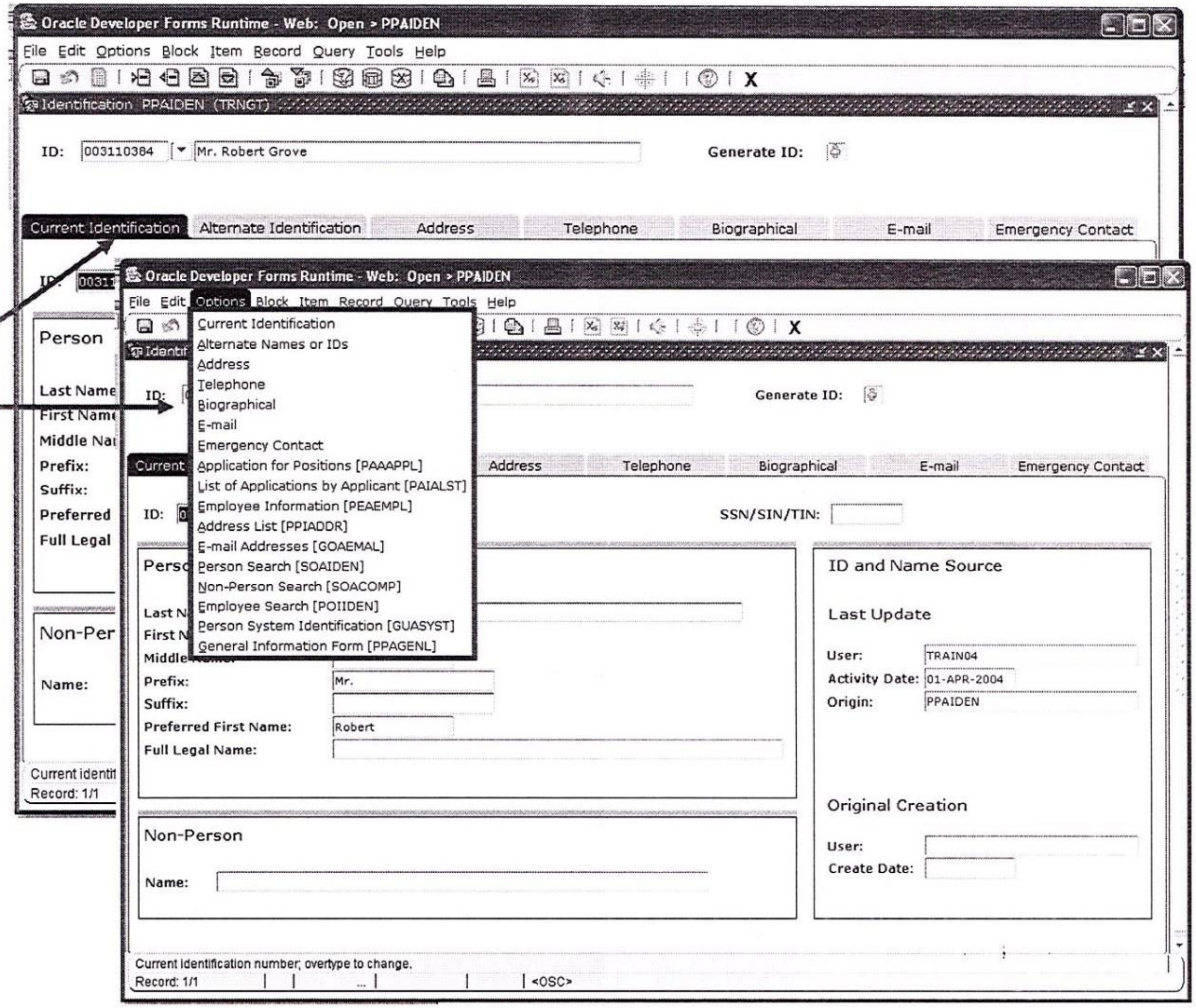
For example, adding some portion of a *first name* to supplement a query based on only *last name* data, would narrow down the results.

(Return to Table of Contents)

Discussion: Query Using an Application Form – cont.

When you select an individual's record and double click on the ID field, you are returning back to the original form when you can then access further information about that person.

Next block to populate the data fields. If additional information is needed, you can click on the navigation tabs or access other forms through the Options menu.



(Return to Table of Contents)

On Your Own: Perform a Query Using an Application Form

Steps:	Action:
1) *Open **SPAPERS*** using the **Go to...** field.	Loads the General Person form.
2) Click the search (down arrow) key next to the ID field.	The Option List dialog box appears
3) From the Option list, select **Person Search**.	Loads the SOAIDEN Person Search form.
4) Click in the last name field and enter "**des_**" (w/o quotes) as the search criteria.	To find records with 4 letters that start with "des".
5) Click *Execute Query* on the toolbar, or press F8.	Runs the search.
If you get too many matches here, press F7 to clear the screen and search again. This time, add the first name...	
6) In the last name field, re-enter "**des_**" and then tab to the first name field and enter in "**robert**" and then *Execute Query.*	Reruns the search with the added criteria.
7) Double-click the I.D. for **Robert Isaac Dess**.	**Robert Isaac Dess'** information is returned to the SPAPERS form.
8) *"Next Block"* using the toolbar or Ctrl + Pg Down on the keyboard.	*Next block* causes the data to populate the record fields.

(Return to Table of Contents)

On Your Own: Perform a Query Using an Application Form

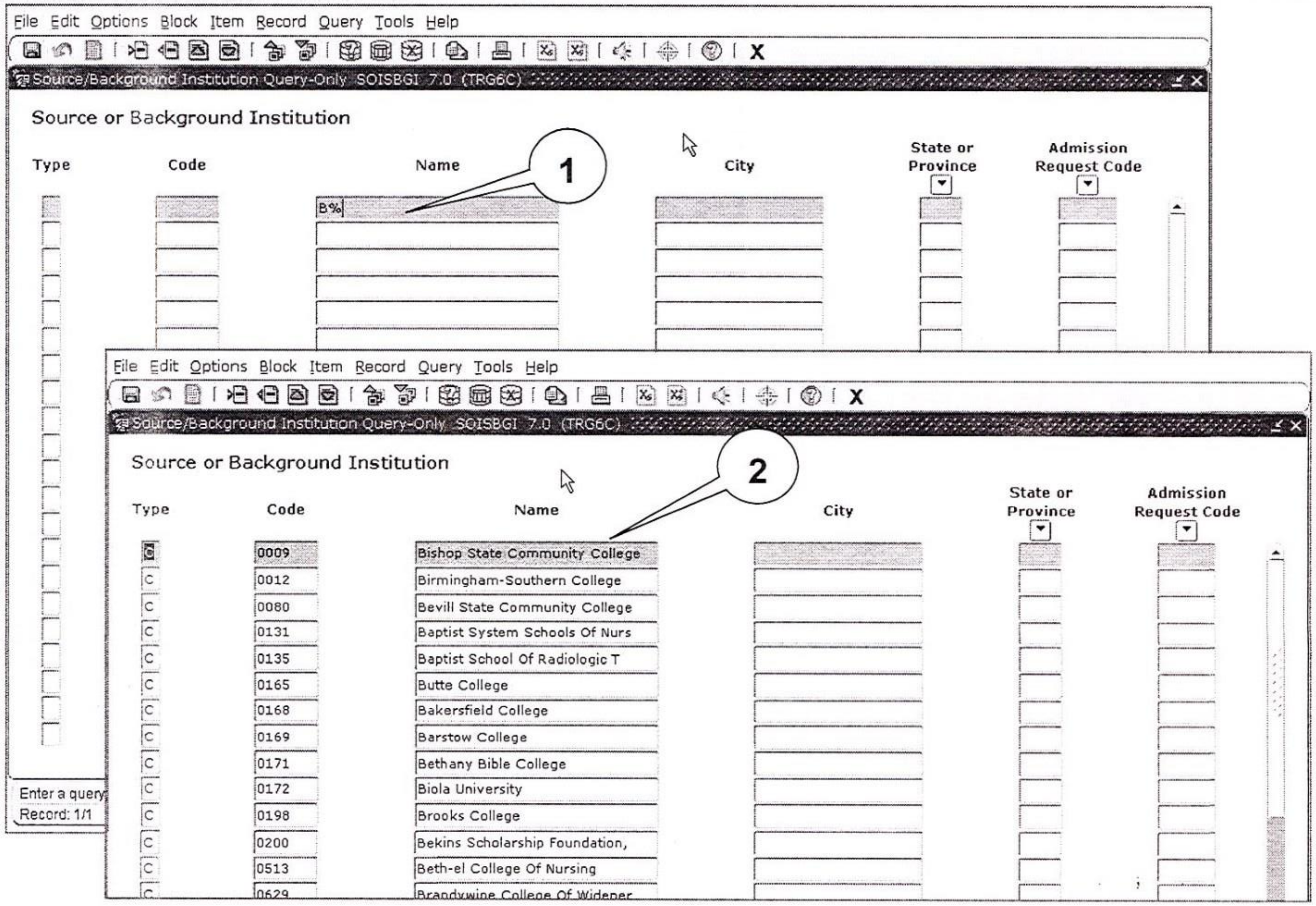
Steps:	Action:
*Open form **FTMVEND.***	The Vendor Maintenance form opens.
1) Click the search button next to the *Vendor* field.	Loads the FTIIDEN Entity Name/ID Search form.
2) Tab to the last name field and enter "East%" (w/o quotes) as the search criteria.	To find all matching records that start with "East".
3) Press **F8** or click the Execute Query button on the toolbar	The query is executed and the search results are displayed.
4) Double-click the ID # for Eastman Fire Protection, Inc.	Eastman Fire Protection information is returned to the FMTVEND form.
5) *"Next Block"* using the toolbar or Ctrl + Pg Down on the keyboard.	Next block causes the data to populate the record fields.
6) From the Options menu, select **Vendor Addresses**.	The Address tab opens, displaying the address for Eastman Fire Protection, Inc.

(Return to Table of Contents)

Discussion: Perform a Query Using an Inquiry Form

You can also use an inquiry form to search for information.

1. Launch the inquiry form you will be using and enter the criteria into a field within the form.
2. Execute the query and the results will be displayed on the form.



(Return to Table of Contents)

On Your Own Activity: Perform a Query Using an Inquiry Form

Steps:	Action:
1) Open *SOISBGI*	Loads source background institution form.
2) Tab to the **Name** field and type **J%.**	To display all institutions that begin with the uppercase letter J.
3) Click the Execute Query icon or press the F8 key.	Executes the query.
4) Ctrl+q to exit the SOISBGI form.	Returns to the main Banner screen.

NOTE: Be sure to enter search criteria with proper *capitalization!*

(Return to Table of Contents)

Topic 5: Common Forms to Query in HMRS

7-Character Form Name	Form Name	Description
PPAIDEN	Identification	▪ Name(s) ▪ Address information ▪ Basic biographic information ▪ Emergency contact information ▪ Drivers license numbers
PPAGENL	General Information	• Inquire about the educational background of an employee.
NBAPOSN	Position Definition	• Inquire on a position's salary range and/or identify where a position reports.
NBAPBUD	Position Budget	• Inquire on position budgets, premium earnings totals, fringe benefits, and position labor distributions.
PEAEMPL	Employee	• Inquire on general data, including current status, employee class, leave and benefit categories, home and distribution organizations, and service dates.
NBAJOBS	Employee Jobs	• Inquire about an employee's job description, start and end dates, status, hours, and salary information.
PPAINTL	International Information	• Inquire on an employee's I9 information.
PHICHEK	Check Detail Inquiry	• Inquire on the details of a specified pay event, including check/Direct Deposit numbers, recipient, gross and net amounts, earnings codes and rates, deductions, and hours worked during the pay period.
PEAFACT	Faculty Action Tracking	Inquire on the following eligibility/status for a specific faculty member: • Eligibility for a sabbatical • Tenure status • Reappointments or leave

(Return to Table of Contents)

Common Forms to Query in Student

7-Character Form Name	Form Name	Description
SOAIDEN	Person Search	This form may be used to determine the correct ID number for a person using the query capabilities of the system. The name, ID number, birth date, and name type are displayed.
TSAAREV	Account Detail	The Account Detail Review Form is used to enter and review charge and payment information about an account. This form presents an online view of each transaction.
SIAIQRY	Faculty/Advisor Query	The purpose of the Faculty/Advisor Query Form is to enable you to select key pieces of information about faculty members or advisors and to list those people who meet the selection criteria.
SAAADMS	Admissions Application	This form is used to identify whether a student has multiple admissions applications.
SOAHSCH	High School Information	This form is used to view information related to a high school student's academic history.
SOISBGI	Source/Background Institution	This form displays information about an institution's type, code, and location.
SHATERM	Term Sequence Course History	This form displays the student's current status and GPA information. Scrolling institutional, transfer, and overall GPA totals are displayed on this form each time the term changes.
SHADEGR	Degree and other Formal Awards	This form is used to review all information pertaining to degrees or other types of awards that the student is seeking, or has been awarded.
SOAHOLD	Holds	This form is used to display holds a person may have.

(Return to Table of Contents)

Common Forms to Query in FMS

7-Character Name	Form Name	Description
FPIREQN	Requisition Inquiry	• Inquire on the details of a completed requisition.
FGIENCD (replaces screen 021)	Detail Encumbrance Activity	• Inquire on a specific encumbrance number posted to the system. • Provides data on all transactions posted against the specific encumbrance.
FGITRND (replaces screen 023 & 27)	Detail Transaction Activity	• Inquire on detail transactions for specific FOAPAL elements. • Inquire by specific fiscal year. • Inquire on specific document information.
FGIJVCD	List of Suspended Journal Vouchers	• Inquire on those JVs that are approved, but are pending in the posting process.
FTMFUND	Fund Code Maintenance	• Inquire on fund effective date; Inquire on fund/grant relationship; Inquire on fund roll-ups.
FTMACCT	Account Code Maintenance	• Inquire on FMS account codes.
FWMACCT	WSU Account Code Crosswalk Maintenance	• Inquire on the new FMS account codes by entering the old FRS object codes.
FGIOENC (replaces screen 021)	Organization Encumbrance List	• Inquire on the open encumbrances for a specific index, organization, and/or fund.
FGITBSR (replaces screen 018)	Trail Balance Summary	• Inquire on general ledger trial balance activity at the summary level. • Inquire by fund and/or account code and fiscal year. • Inquire on fund balance.
FGIBDST Replaces screen 019)	Organization Budget Status Form	• Inquire on budget availability by Org., Fund, Program, Account Code, Account type. • Inquire on adjusted budget, YTD actual expenses incurred, commitments, and available balance. • Inquire on detail transactions for actual YTED activity or by encumbrances. • Inquire by specific fiscal year.
FGIBDSR	Executive Summary Form	• Inquire on budget availabiitly by specific FOAPAL elements at the highest summary level. • Inquire by index and fiscal year; Inquire by detail description.
FOIDOCH	Document History	• Inquire on all aspects of a purchase requisition.

(Return to Table of Contents)

Review: Performing Inquiries

In this lesson you:

- Defined what a query/inquiry is (Topic 1)
- Defined available search 'wildcard' options (Topic 1)
- Performed a query from a form field (Topic 2)
- Performed a query using an application form (Topic 3)
- Performed a query using an inquiry form (Topic 4)
- Reviewed a list of commonly used query forms (Topic 5)

(Return to Table of Contents)

Lesson 5: Understanding FOAPAL - Overview

The FOAPAL string of codes is the core of the Banner Financial Management System (FMS). FOAPAL is the hierarchy coding system FMS uses for classification, budgeting, and recording. It also gives users the ability of reporting and making inquiries at multiple levels.

Virtually every task in FMS will require the use of the FOAPAL string of codes in some form or another. Understanding the concept of FOAPAL is essential for you to work successfully in FMS.

In the next few pages you will learn what role it plays in your dealings with FMS:

What you will learn in this lesson:

Topic 1. Define and identify FOAPAL string and elements

Topic 2. Identify Index codes

(Return to Table of Contents)

Discussion: Definition of FOAPAL

Definition of FOAPAL:

> *The FOAPAL "string" is used to convey important accounting information specific to a financial transaction or labor costs. This assembly of various accounting codes is established and maintained by WSU Fiscal Operations.*

Virtually every task and every form within FMS will require the use of the full FOAPAL string of codes. The use of the FOAPAL string also gives you the ability to report and make inquiries at multiple levels.

Here is an example of a FOAPAL string of codes as used in FMS:

COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn
W	153381	111560	25A	72161	45		

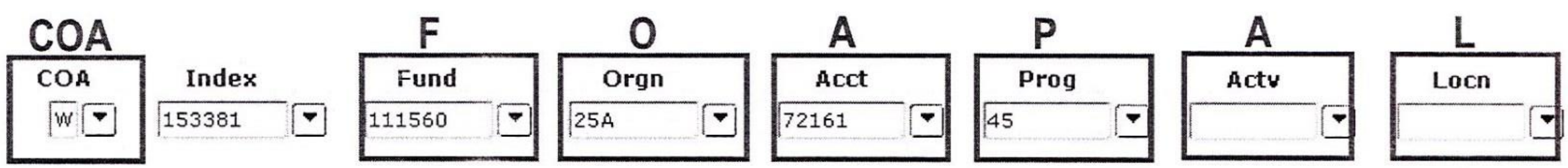
(Return to Table of Contents)

Discussion: FOAPAL string of codes—What does it stand for?

Important WSU Codes:

- **Chart of Accounts (COA)** is a systematic classification of accounts. **WSU uses only one COA: *W.***
- **Index** is a six character code that serves as a *shortcut* to many of the FOAPAL string combinations.
- **Fund** identifies the source from which the money is being drawn.
- **Organization (Orgn)** identifies the budget unit of the school, college, division, or department that is processing the transaction. Examples: Dean of Libraries, Center for Urban Studies, College of Engineering.
- **Account Code (Acct)** identifies what financial activity is being recorded. Examples: assets, liabilities, fund balance, revenues, expenditures, transfer.
- **Program (Prog)** identifies the purpose of the transaction. Examples: instruction, academic support, research
- **Actv = Activity** is not currently used at WSU.
- **Locn = Location** is used only for plant funds.

Note: To create a FOAPAL, you need two pieces of information, the index code and account code.



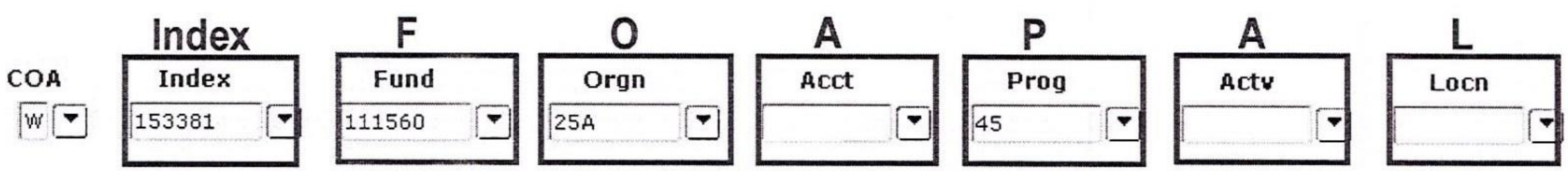
(Return to Table of Contents)

Discussion: Identify Index Codes

The **Index Code** is a six-character code that serves as a shortcut to completing a FOAPAL string.

As you can see from the example below, entering the*153381* code into the index field will populate all FOAPAL element fields **except for the Account Code.**

When using Index Codes, you **must always** provide the FMS Account Code yourself.



(Return to Table of Contents)

Review: Understanding FOAPAL

In this Lesson you learned:

- The definition of FOAPAL and identifying FOAPAL string
- How to identify index codes

(Return to Table of Contents)

Lesson 6: Features In Banner - Agenda

Lesson Overview

Banner is equipped with many convenient features such as *calendar* and *calculator* functions.

As you become more proficient working with Banner, you'll find these features and others very useful.

Lesson Agenda

Topic 1: Use the Calculator and Calendar

Topic 2: Change your Banner password

(Return to Table of Contents)

Topic 1: Use the Calculator and Calendar

Banner's **Calculator** and **Calendar** functions are conveniently *connected* to related fields within every Banner form. A double-click within a field for either a date or numeric type data will activate the associated calculator or calendar tool.

double click / OK auto populate into field

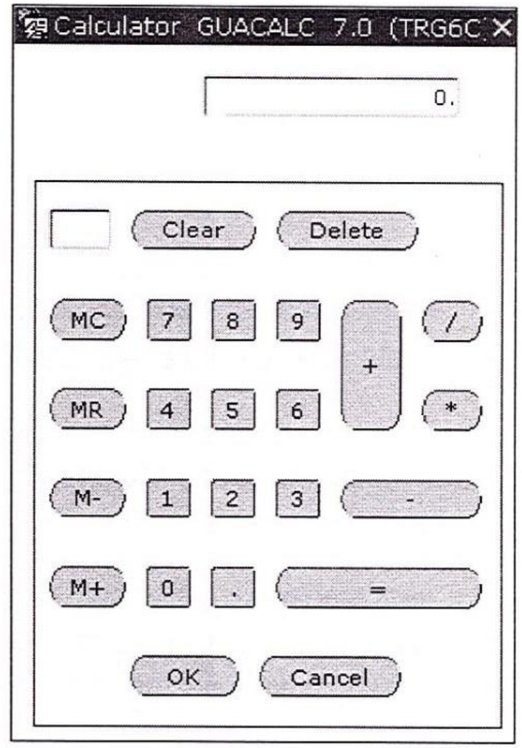
- If the form's *numeric* field has a value, the calculator starts with that value. You can then use the mouse, number keys on the keyboard, or the numeric keypad (if the Num Lock is enabled) to make calculations.
- If the *date* field has a value, the calendar starts with that date highlighted. If the date field is empty, the calendar highlights the current date.

(Return to Table of Contents)

Discussion: Use The Calculator

If you access the calculator by double-clicking in a numeric form field, clicking the OK button will **return** the calculated value to the 'calling form.'

You can also access the calculator via the Go to… field by entering **GUACALC.** When accessed this way, the calculator works *independently* of any form or field and you *cannot* return a calculated value to a form.

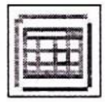


(Return to Table of Contents)

Discussion: Use the Calendar

Accessing the calendar via the calendar icon next to a date field allows you to click the desired date to return that value to the 'calling form.'

You can also access the calendar with the Go to... field by entering **GUACALN**. When accessed this way, the calendar works independently of any form or field. This means you *cannot* select a date and return it to a form.



(Return to Table of Contents)

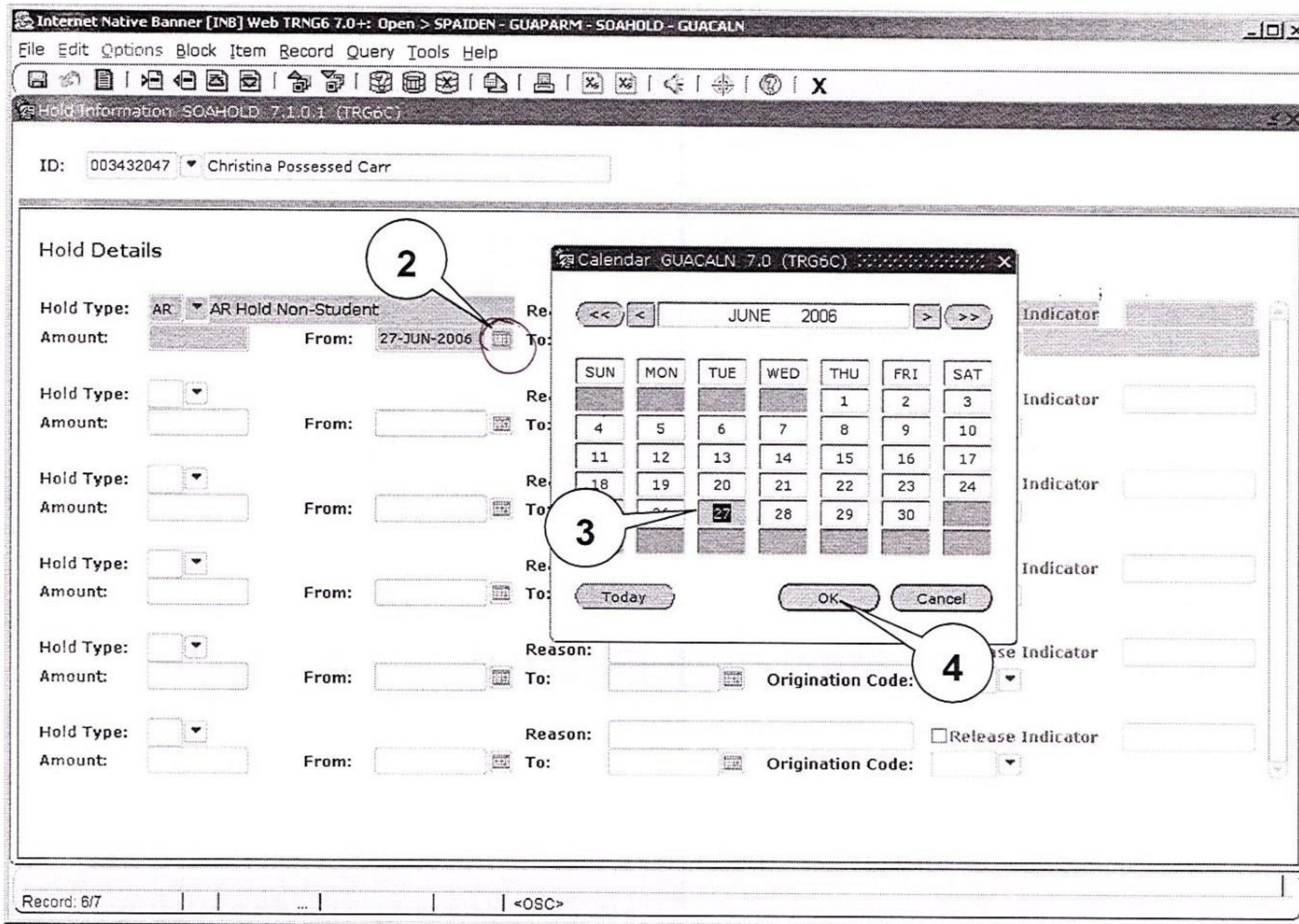
Procedure: Use the Calendar

Procedure:

In a Banner form:

1. Place the cursor in a From field.
2. Click the calendar icon next to the From field.
3. Select a date.
4. Click OK to populate the date field on the form with the selected date.

Here we've used the **SOAHOLD** form to illustrate these steps.



(Return to Table of Contents)

On Your Own Activity: Use the Calendar

Steps:	Action:
1) Open *SPAIDEN.*	The form opens.
2) Block Next / Ctrl + Pg Down.	Moves cursor to next block, and populates data fields.
3) Click the Addresses *link* on the Options Menu.	Opens the addresses screen.
4) Click the calendar icon next to the "From" field.	The calendar appears.
5) Select a date of your choice.	The date is highlighted. **Note: Clicking the desired date automatically returns that date to the form field.**
6) Click the **OK** button	The date selected returns to the From date field.

(Return to Table of Contents)

Topic 2: Change Banner Password

There are a number of reasons why you might want to change your Banner password, so here's the procedure to use.

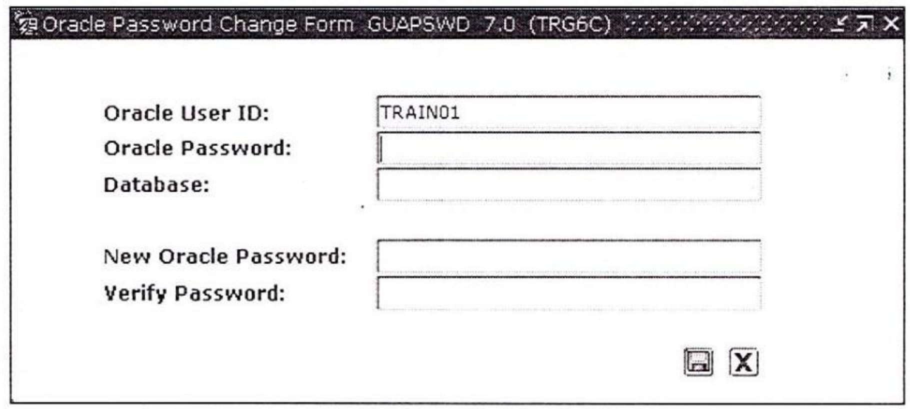
NOTE: You can make your Banner (Oracle) password the same as the password you use for WSU e-mail, as long as it does not start with a number.

(Return to Table of Contents)

Procedure: Change Banner Password

Procedure:

1) Click **Change Banner Password** under **My Links** on the Main Menu.
2) The Oracle Password Change Form appears. Here, type your current password in the "Oracle password" field.
3) Type a *NEW password in the "New Oracle Password" field*.
4) Tab to "verify password" field and re-type your new password.
5) Click Save or press the enter/return key.



***NOTE:** Do **NOT** start your new password with a **number** or **special character!** If you do, the system will not respond and will not even display an *error* message.

(*Return to Table of Contents*)

Review: Features in Banner

In this lesson you learned how to do the following:

- Use the calculator function of Banner (Topic 1)
- Use the calendar function of Banner (Topic 1)
- Change your Banner user password (Topic 2)

(Return to Table of Contents)

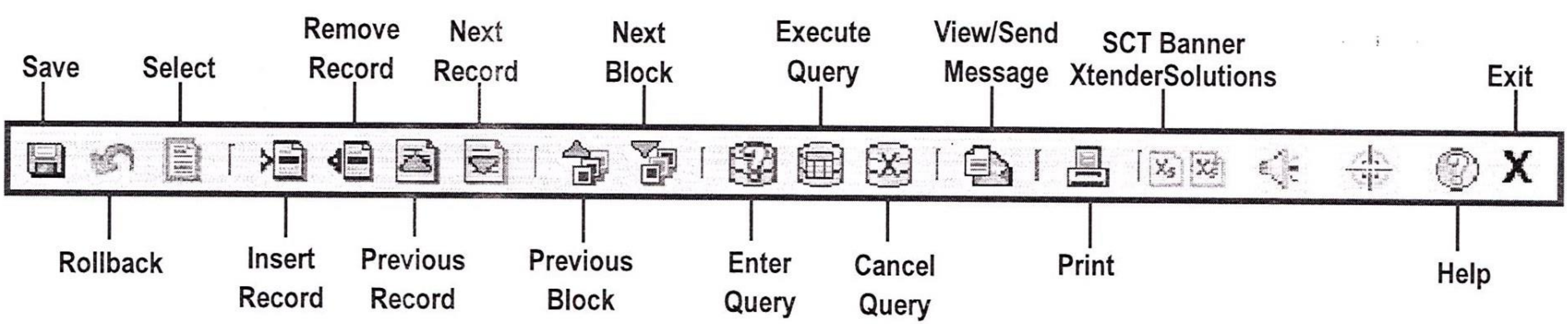
Appendix – Session Key Points

We have compiled some of the key information from this session for quick reference:

- Toolbar buttons reference chart
- Keyboard Shortcuts chart
- Form name basics
- Most commonly used *inquiry* forms

(Return to Table of Contents)

Topic 1: Parts of the Interface



Tool Tips provide the name of the button the mouse cursor is pointing at.

(*Return to Table of Contents*)

Topic 2: Keyboard Shortcuts

<table>
<tr><th>Keys</th><th>Description</th></tr>
<tr><td>Ctrl F1</td><td>Display "Show Keys" window</td></tr>
<tr><td>F2 | shift + F2</td><td>-- | count query hits</td></tr>
<tr><td>F3 | shift + F3</td><td>-- | SELECT record</td></tr>
<tr><td>F4 | shift + F4</td><td>Record duplicate |</td></tr>
<tr><td>F5 | shift + F5</td><td>-- | Clear block</td></tr>
<tr><td>F6 | shift + F6</td><td>Insert record | Delete record</td></tr>
<tr><td>*F7 | shift + F7</td><td>Enter query | Rollback</td></tr>
<tr><td>*F8 | shift + F8</td><td>Execute query | print</td></tr>
<tr><td>F9</td><td>List – Search</td></tr>
<tr><td>F10</td><td>Save changes</td></tr>
<tr><td>*Ctrl + pg ↓</td><td>Next block</td></tr>
<tr><td>*Ctrl + pg ↑</td><td>Previous block</td></tr>
<tr><td>Ctrl + u</td><td>Clear item field</td></tr>
<tr><td>*Tab</td><td>Next item field</td></tr>
<tr><td>Shift Tab</td><td>Previous item field (reverse direction)</td></tr>
<tr><td>Ctrl + q</td><td>Acts as 'exit' button – cancels a query or exits current form</td></tr>
</table>

Here's a collection of some of the most useful keyboard shortcuts.

NOTE: *Data entry* users will make good use of these "permission-based" shortcuts:

- F4 Duplicate record
- F6 Insert record
- Shift/F6 Delete record
- F10 Save record

(Return to Table of Contents)

Topic 3: Understanding Form Names

Position 1:
Identifies the **primary system** owning the form

Position 2:
Identifies the **business process** (module) owning the form

Position 3:
Identifies the form **type**

Position 4-7:
Uniquely **identifies** the form

P	P	A	IDEN
1	2	3	4-7
• Accounting (T) • HR/Payroll / Personnel (P) • Position Control (N) • Student (S) • Financial (F)	• General Person (P) • Application (A) • Budget (B) • COBRA (C) • Benefit/Deductions (D) • Employee (E) • Electronic Approvals (R) • "Overall" to a business process (O) • General to a business process (G) • Purchasing (P)	• Application (A) • Inquiry (I) • Validation (V) • Maintenance (M)	• Identification (IDEN) • Position (POSN) • Encumbrance (ENCB) • Employee (EMPL) • Job information (JOBS) • Requisition (REQN) • Check (CHEK).

(Return to Table of Contents)

Topic 4: Common Forms to Query in HRMS

7-Character Form Name	Form Name	Description
PPAIDEN	Identification	▪ Name(s) ▪ Address information ▪ Basic biographic information ▪ Emergency contact information ▪ Drivers license numbers
PPAGENL	General Information	• Inquire about the educational background of an employee
NBAPOSN	Position Definition	• Inquire on a position's salary range and/or identify where a position reports
NBAPBUD	Position Budget	• Inquire on position budgets, premium earnings totals, fringe benefits, and position labor distributions.
PEAEMPL	Employee	• Inquire on general data, including current status, employee class, leave and benefit categories, home and distribution organizations, and service dates.
NBAJOBS	Employee Jobs	• Inquire about an employee's job description, start and end dates, status, hours, and salary information.
PPAINTL	International Information	• Inquire on an employee's I9 information
PEAFACT	Faculty Action Tracking	Inquire on the following eligibility/status for a specific faculty member: • Eligibility for a sabbatical • Tenure status • Reappointments or leave

(Return to Table of Contents)

Topic 4: Common Forms to Query in Student

7-Character Form Name	Form Name	Description
SOAIDEN	Person Search	This form may be used to determine the correct ID number for a person using the query capabilities of the system. The name, ID number, birth date, and name type are displayed.
TSAAREV	Account Detail	The Account Detail Review Form is used to enter and review charge and payment information about an account. This form presents an online view of each transaction.
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SOISBGI	Source/Background Institution	This form displays information about an institution's type, code, and location.
SHATERM	Term Sequence Course History	This form displays the student's current status and GPA information. Scrolling institutional, transfer, and overall GPA totals are displayed on this form each time the term changes.
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SOAHOLD	Holds	This form is used to display holds a person may have.

(Return to Table of Contents)

Topic 4: Common Forms to Query in FMS

7-Character Name	Form Name	Description
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FGIBDST Replaces screen 019)	Organization Budget Status Form	• Inquire on budget availability by Org., Fund, Program, Account Code, Account type. • Inquire on adjusted budget, YTD actual expenses incurred, commitments, and available balance. • Inquire on detail transactions for actual YTED activity or by encumbrances. • Inquire by specific fiscal year.
FGIBDSR	Executive Summary Form	• Inquire on budget availabiitly by specific FOAPAL elements at the highest summary level. • Inquire by index and fiscal year; Inquire by detail description
FOIDOCH	Document History	• Inquire on all aspects of a purchase requisition.

(Return to Table of Contents)

Congratulations!

You should now be able to perform the following:

- Navigate in Banner
- Execute basic Banner inquiries

With these skills you will be able to use Banner efficiently and effectively. While these skills are fresh in your memory, be sure to apply them as soon as possible when back at your computer.

We have created a training version of Banner which will allow you to use these skills right away. This training version is Banner V7.x Sandbox as found at:

http://bantest.wayne.edu

Feel free to perform whatever functions you wish in this training version. You cannot harm any data while working in the "sandbox," so jump in!

Thank you for all your effort and time!

Reminder!
Sandbox username = train01 or train99
Sandbox password = Change

(Return to Table of Contents)

Cognos

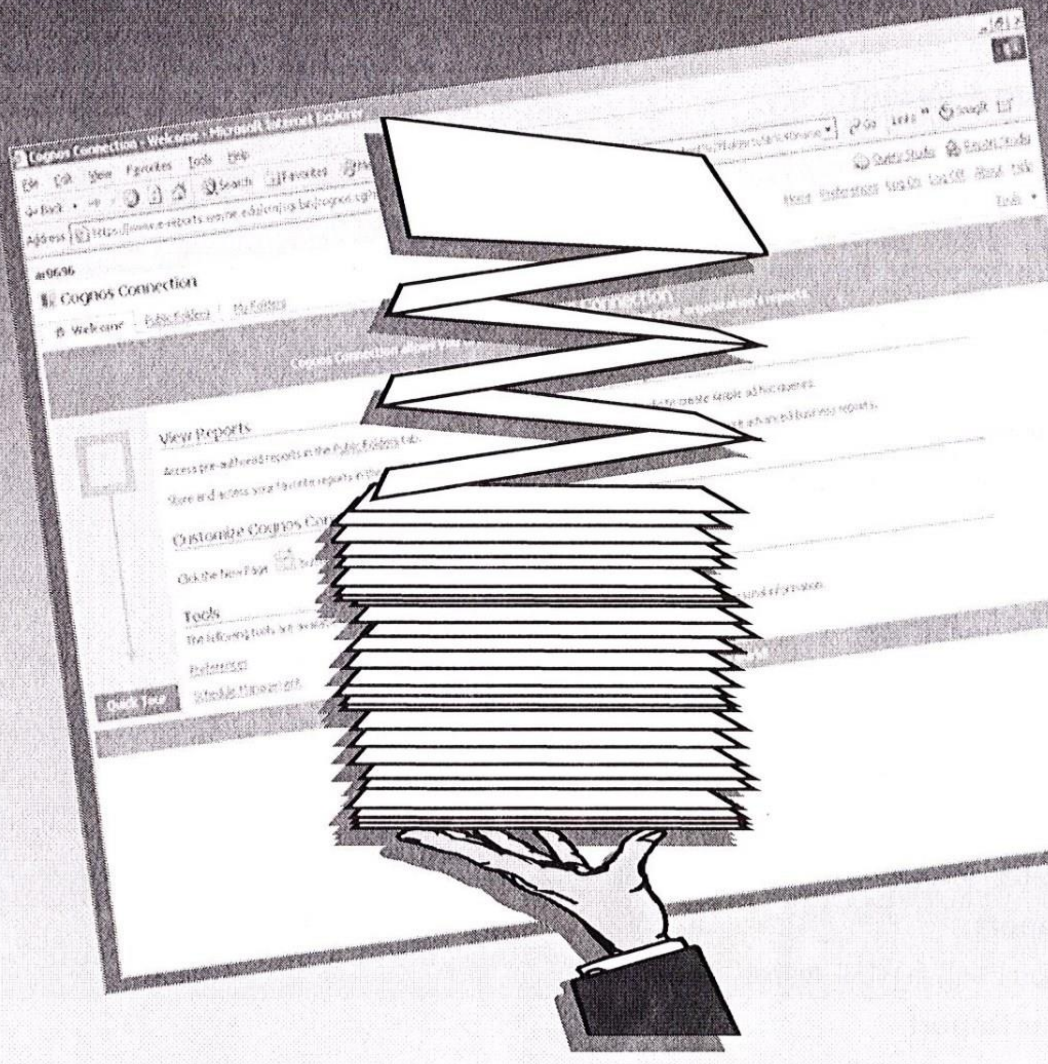
Cognos – HR Standard Certified Reports

Public Folders	Reports/Sub Folders	Reports
Attendance	HR017A – ATS Time Data Summary	
	HR017B – ATS Time Data Detail	
	HR018A – ATS Occasions Data	
	HR018A – ATS Occasions Data empno	
	HR018A – ATS Occasions Data test	
	HR026A – Leave Balances	HR017B – ATS Time Data Detail
Employee Jobs and Roster	HR002A – Visa Expiring	
	HR007A – Employee Information	
	HR009A – Classification & Salary List	
	HR011A – Changed Assignments	
	HR012A – Contract End Date	
	HR013A – Employee & Faculty Information	
	HR013A – Employee & Faculty Info w/ Labor	
	HR015A – Position Roster	
	HR016A – Contract End Dates/Visa Expiration	
	HR028A – Temporary Employees	
	HR031A – Personnel Seniority List ALPHA	
	HR052A – OHS Positions Filled by Department	
	HR054A – OHS Time to Fill	
	HR065A – Vacant Positions	
	HR084A – Supervisor Info (Sort by Org)	
	HR084B – Supervisor Info (Sort by Supervisor)	
Employee Labels	HRL003 1 – Campus (Rearranged fields)	
	HRL003 2 – US Mail (Rearranged fields)	
	HRL007 – Employee Groups Campus Addresses	

Cognos – HR Standard Certified Reports

Public Folders	Reports/Sub Folders	Reports
EPAF – Electronic Personnel Action	HR070A – EPAF Default Approval Queue	
	HR071A – EPAF Days Between Orig Date & Last Date	
	HR072A – EPAF Transaction Detail	
	HR073A – EPAF Transaction Summary Report	
	HR076A – EPAF Degree Information Received	
	EPAF Drill Detail	HR072 – EPAF Routing Queues Detail
		HR072 – EPAF Routing Queues Detail Errors
Pay and Classification	HR003A – Payroll Bi-Weekly Detail	
	HR005A – Historical Salary Analysis	
	HR011AT – Charged Assignment (Payroll Use)	
	HR035 – Individualized Letter	
	MSI001 – Mass Salary Pool Report	
	MSI002 – Mass Salary Increase Report by SCD	
	MSI002A – Mass Salary Increase Report by SCD (Hourly)	
	MSI003 – Notice of Mass Salary Increase	
	MSI003A – Notice of Mass Salary Increase (Hourly)	

Cognos Navigation



Handling Your Reports

Version 2.0/July 2013

Table of Contents

Table of Contents

Cognos & ODS Overview

Terminology

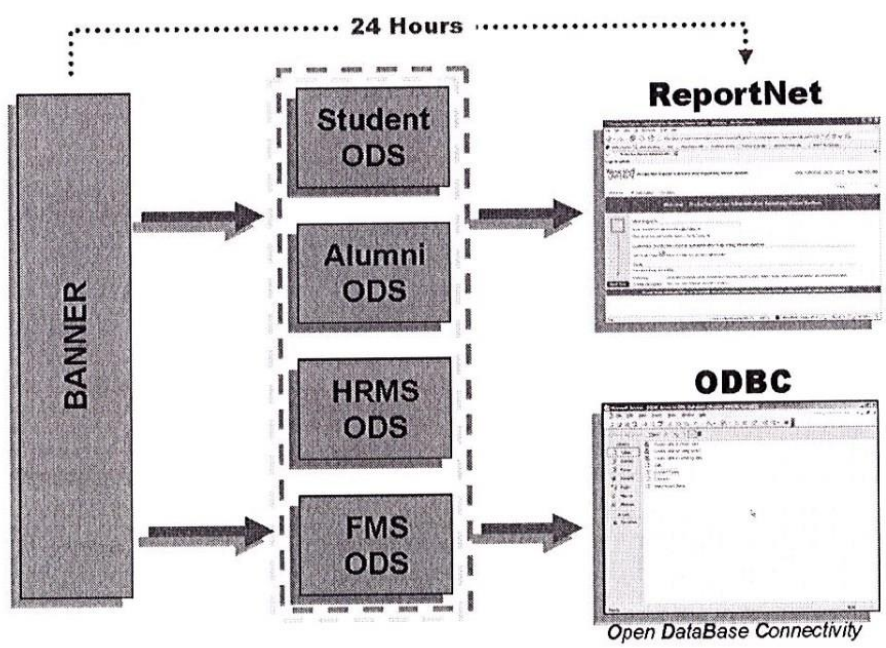
The reporting environment at WSU has recently undergone dynamic changes. The intent of the effort has been to simplify reporting for the report users. This change, however, has introduced new terminology to the reporting mix. The following definitions should help clear any issues or misunderstandings.

Cognos	The software brand name.
Operational Data Store (ODS)	Data storage system where data is retrieved for reporting.
Cognos	The suite of tools for viewing and creating E-reports.
Viewer System Portal	The user interface or entry point, for accessing the tools in Cognos.
Report Viewer	The default report viewer when reports are run for viewing.

The ODS Environment

For purpose of running and viewing reports, report data is not drawn directly from Banner. Every night Banner uploads data into the Operational Data Store (ODS) and only the data necessary for reporting.

For you the report viewer, this means the data on the report you are viewing today is yesterday's data. The vast majority of us do not require "just-in-time" data for making decisions and plans, so data that is delayed 24 hours posses no problem for us.



Cognos & ODS Overview

At WSU, data is extracted from the ODS from one of two ways: Cognos or Open Database Connectivity (ODBC). Cognos is WSU's report viewing and writing tool. Again, for the vast majority of us, this tool is sufficient for our needs.

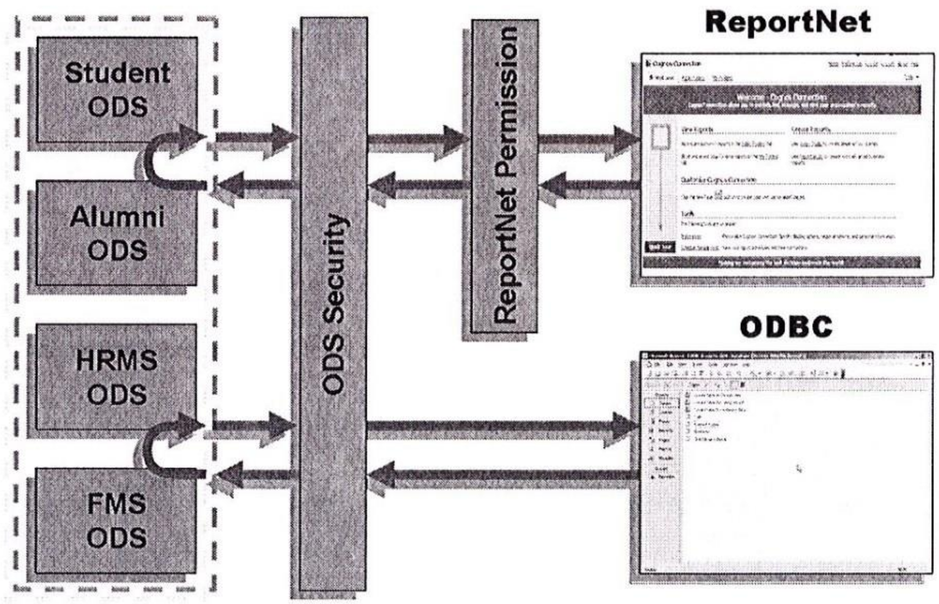
Occasionally, department need to use Banner data in another application, e.g., Microsoft Access. In those instances, the data is extracted from the ODS through a process known as ODBC.

ODS and Cognos Security

In our current data environment, there are two levels of security.

The first is WSU Security. They provide Banner access to the various business systems: Finance, Human Resources, Student, and Alumni. Combined with other variables like school, college, division, etc., a profile is created for each Banner user and report viewer. This profile sets the parameters for the Banner data that each user can see.

The second level of security defines which reports a user has access to. Once again, based on a set of variables and needs, a user is given permission to access and view specific reports. Report permission is granted by each Business System Custodian.



Armed with a Banner access profile and business system report permissions, you are now ready to view your reports using Cognos.

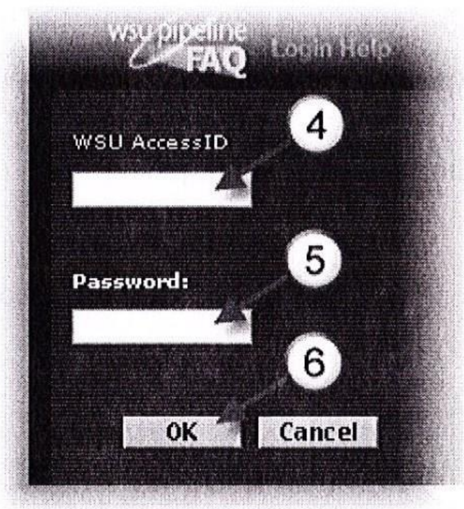
Notes

Opening Cognos

<u>From WSU Pipeline</u>

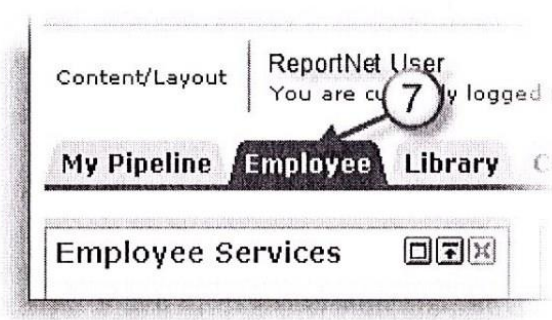
To open Cognos Cognos from Pipeline:

1. Open your Internet browser (**Internet Explorer** is strongly recommended).
2. In the **Address** field, type pipeline.wayne.edu or click this link to open **Pipeline** in a new browser.
3. Click the **Go** button or press the **Enter** key.
4. Enter your **WSU AccessID**.
5. Enter your Pipeline **password**.
6. Click **OK**.



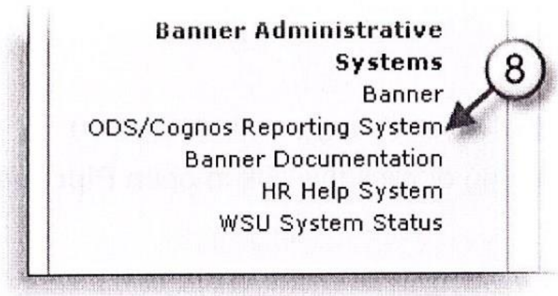
When Pipeline opens:

7. Click the **Employee** tab.



Opening Cognos

8. Click the **ODS/Cognos Reporting System** link in the left-hand margin under Banner Administrative Systems.



Cognos will open.

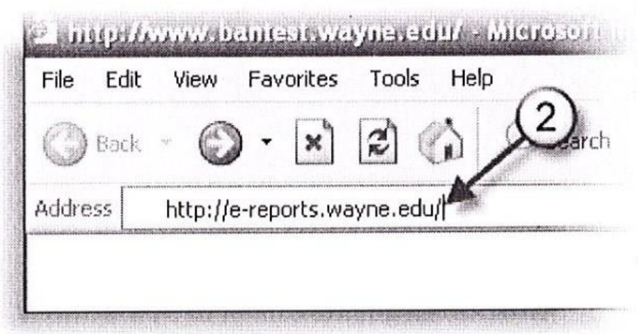
<u>From Your Browser</u>

To log on to Cognos without logging on to Pipeline first, you can simply enter the address directly into the address bar of your browser.

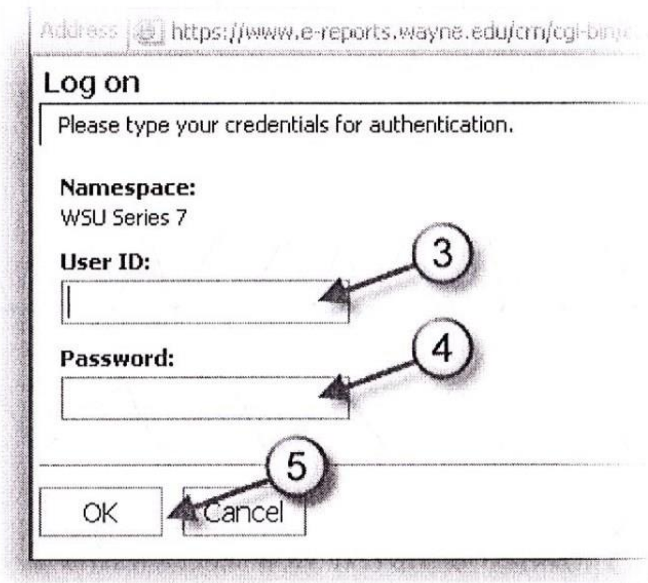
Note: You can also use this method if you do not have an "Employee" tab in Pipeline or if you do not have access to WSU Pipeline.

You can also use these steps if you do not have an Employee's tab in Pipeline.

1. Open your browser
2. Enter <u>e-reports.wayne.edu</u> into your browser's address bar. (Or click the previous link to open the log on screen in a new browser.)



3. When the Cognos **Log on** page appears:
4. Enter your WSU AccessID.
5. Enter your Banner Password.
6. Press the **Enter** key or click **OK**.



Cognos will open.

Notes

TD

TeAundra R. Moore

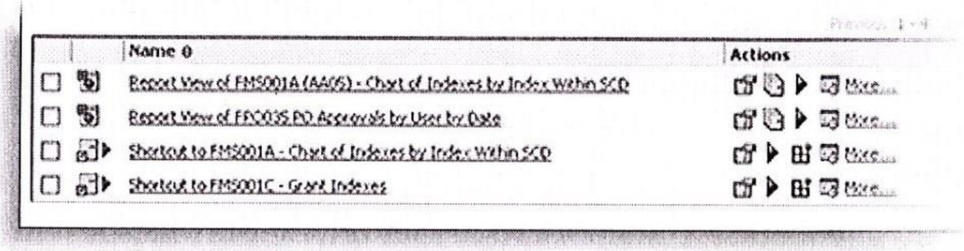
TeAundra R. McCullough

Folder Structure & Layout

This section describes the basic layout for **Public Folders** and **My Folders** pages. New pages that you may create have their own unique layout and will be covered later.

The Entry Area

Cognos refers to the items that appear in the list under the **Name** column as **entries**.



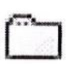
CSV

Entry Icons

In addition to **Folders** and **Reports**, several other types of entries appear here in this area.

- Shortcuts
- Report Views
- Scheduled Jobs
- URLs (Internet Addresses)

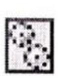
Familiarity with these icons gives you insight into the purpose and format of the entry

 Folder

 Shortcut to a Report

 Report View in PDF

 Report View in HTML

 Scheduled Job

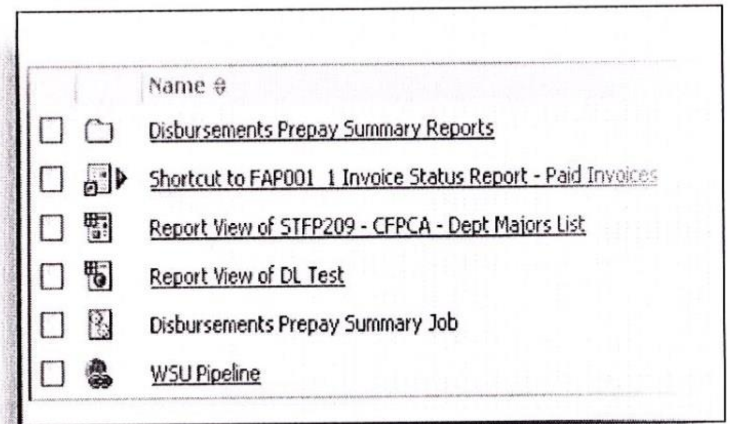
 URL (Internet Address)

 Broken Report View Link

 Broken Shortcut

Folder Structure & Layout

This illustration shows you how they might look in your entry area after you begin to customize your portal and tabs.



A. **Selection Boxes**

The entry check box must be checked prior to attempting to do any of the following commands on the tool bar:

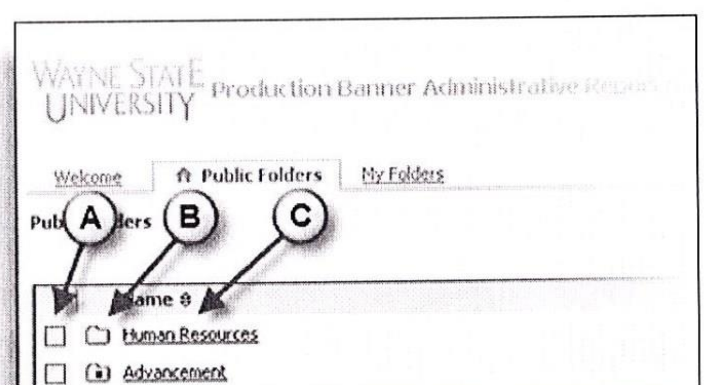
- Cut
- Copy
- Paste
- Delete

B. **Entry/Action Icons**

The icons indicate the type of entry that appears in the list.

C. **Name**

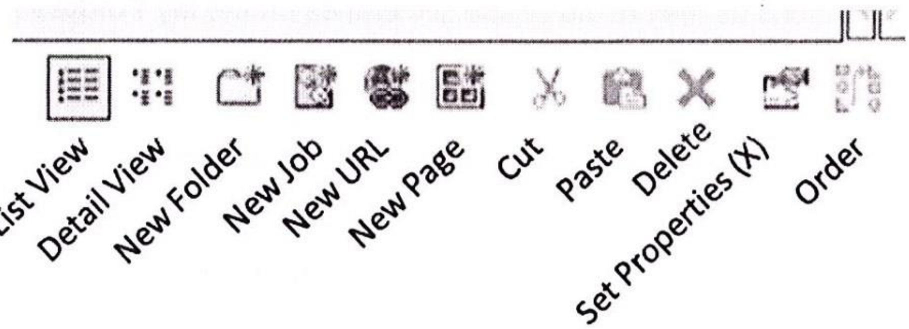
Describes the entry and is the **hyperlink** to the ***entry***.



Folder Structure & Layout

Tool Bar

This tool bar is available when you select either **Public Folders** or **My Folders** pages.



- **List View**: Default view of the **Public Folders** tab.
- **Detail View**: Option for changing the way **Public Folder** icons are displayed.
- **New Folder**: Creates new folders on **My Folders** tab.
- **New Job**: Creates "batch area" of reports for automatic scheduling on **My Folders** tab.
- **New URL**: Creates link to a web site on **My Folders** tab.
- **New Page**: Creates link to a customizable "portal" page on **My Folders** tab.
- **Cut**: Cuts an item from **My Folders** tab when element is selected (box checked).
- **Paste**: Pastes an item from **My Folders** tab for pasting into another folder on **My Folders** tab.
- **Delete**: Permanently deletes an item from **My Folders** tab when box is checked.
- **Set Properties (X)**: Sets properties for folder that is displayed on **My Folders** tab.

Action Buttons

The icons indicate the actions you can take with each of the entries.

Set Properties: You can only set properties for entries in My Folders.

Report View: View the output versions of the report that have been "saved" to your folder. Report will not be re-run.

Run with options: This will run the report. If parameter values must be set before report is run, you will be prompted for the parameters.

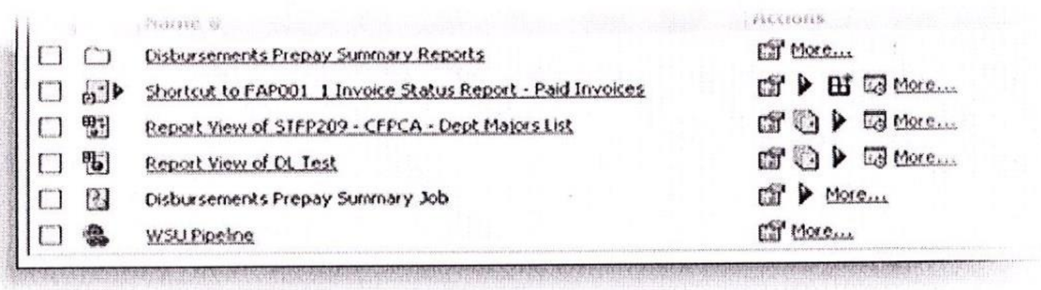
Schedule: You can schedule the report at the time and date of your choosing. You can also set the format and delivery method of the output.

More... **More...**:Provides additional actions that can be taken

Create a Report View of this report

Folder Structure & Layout

Not all action buttons appear for each entry type. This illustration shows the various combinations of buttons as they relate to specific entries on the **My Folders** page.



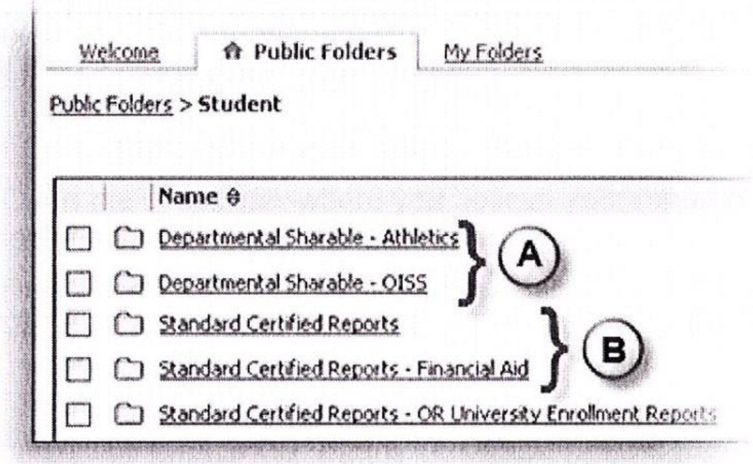
Report Types

As stated in the section on ***ODS and Cognos Security***, access to reports in Cognos is a two tiered process. WSU Security grants access to the Banner business system modules and the Business System Custodians grant permission to specific reports with each business system.

If you cannot run a particular report or a report folder is empty, it may be the result of missing one or both of the security approvals.

Reports in the **Public Folders** tab fall into one of two categories:

A. Departmental Shareable Reports
B. Standard Certified Reports (SCR)



The folder name indicates the type of reports that are contained within the folder.

Departmental Shareable Reports

- These reports contain data that is unique to individual departments and is only viewable by users within the department.
- Access to the Departmental Shareable Folders and Reports is granted to report users by **business system custodians**.

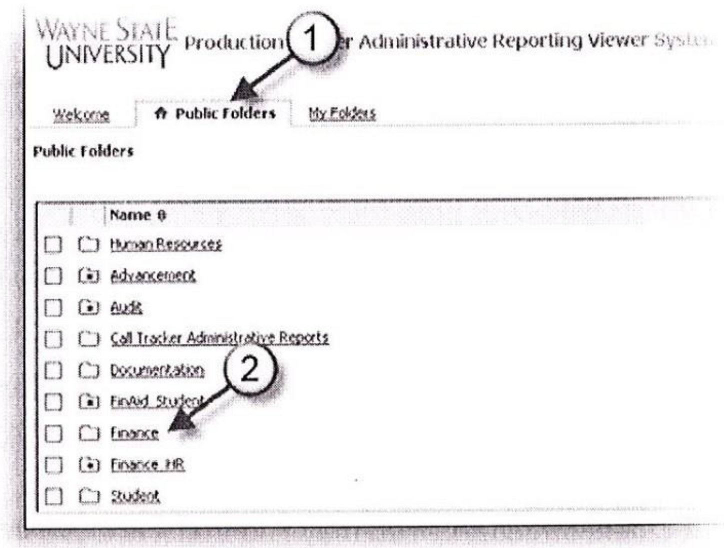
Standard Certified Reports (SCR)

- These reports are intended for use throughout Wayne State.
- Access to the Standard Certified Reports is granted by the **business system custodians**.

Running and Viewing a Report

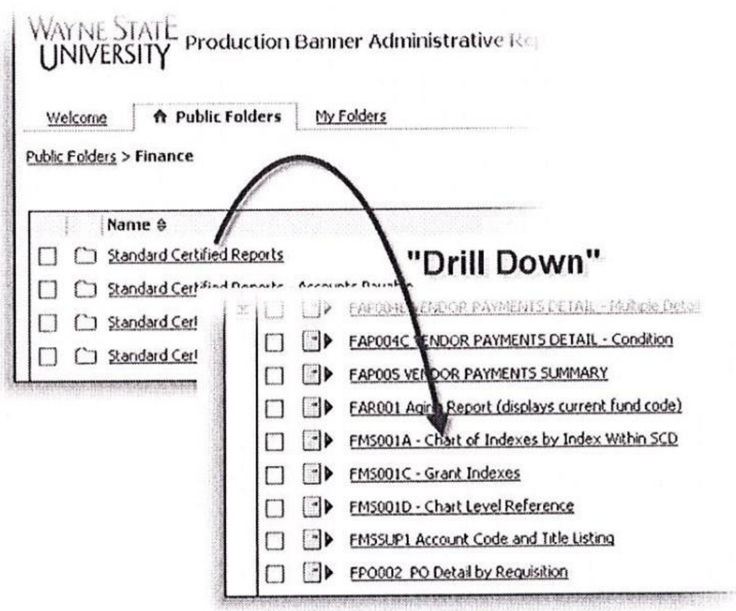
To view an E-report in the **Public Folder**, follow these steps:

1. Click the **Public Folders** tab if it is not already active.
2. Click the folder link where the e-report you wish to view is located.

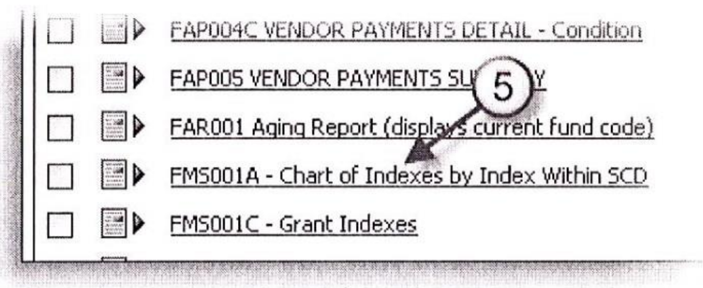


Drilling-down

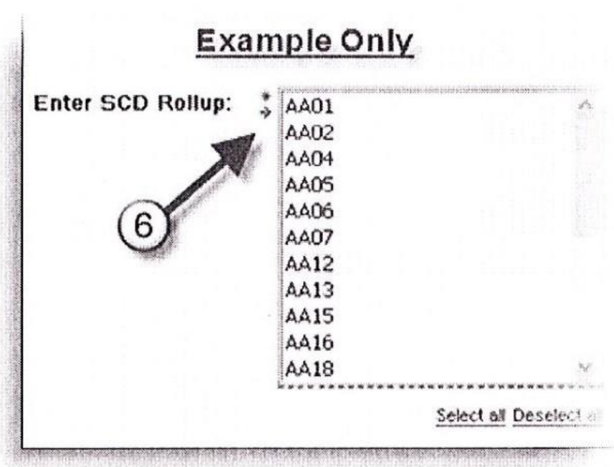
Getting to your report may require several layers of "drill down" before the report name is visible. Once you open the folder containing your report, the folder may contain more reports than are actually displayed on the page. No scroll bar is present and there is no numerical indication of how many reports are in the folder.



4. Once your report is visible, you can run the report by clicking the report name, e.g., **FMS001A - Chart of Indexes by Index within SCD**.



5. If your report requires parameters before it will run, you will be prompted to select them. When you click the **Finish** button located near the bottom of the screen, your report will run.



Note: a **red asterisk** next to a parameter field indicates the parameter is required to run the report. In addition, a report may have multiple parameters required.

7. While the report is running, you may see this message, "**Your report is running.**" (The **3-D Cube** will be rotating to indicate the passage of time.)
8. It is possible to reroute your report results from your printer to an "electronic copy" called a Report View or to an email address for distribution. These topics are addressed in the article "**Can I change the delivery of my report results while my report is running?**"
9.

Your report will display in the **Report Viewer**.

10. You can view your report by using the page control buttons at the bottom of the window or by scrolling with the vertical scroll bar.

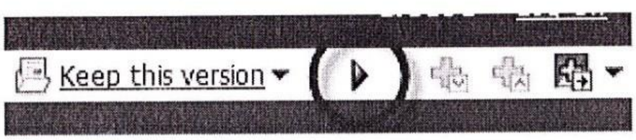
11. To return to the portal, click the **Return** link in the upper left-hand corner of the window.

Re-running a Report

You can re-run your report and change the parameters without returning to the portal.

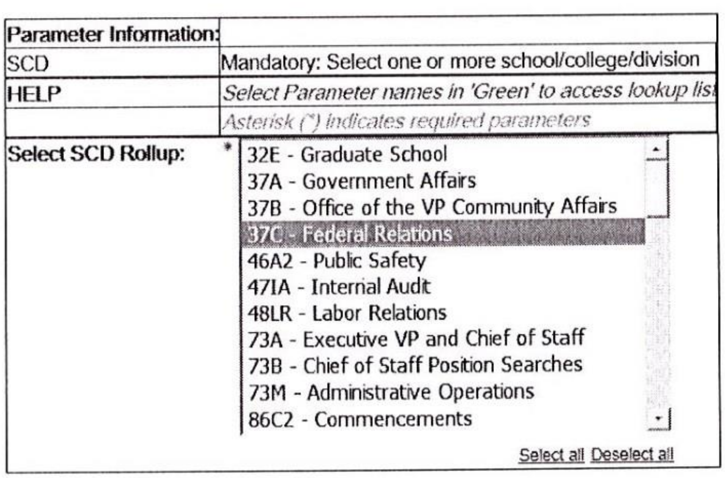
If you run your report in either HTML or PDF formats, the report results will display in your browser. To re-run the report and change the parameters, follow these steps:

1. Click the **Run** icon in the upper left-hand corner of the window.



The page will refresh and you will return to the parameters page.

2. Enter the new parameters.
3. Click the **Finish** button to re-run the report.



Your report results will display in your browser.

Note: If you initially ran your report in either an Excel or CSV format, your results will not display in the browser — so there will be no Run with options button to click on. In this case, you will have to return to Public Folders and run your report from the portal once again.

Notes

Saving Your Report Data

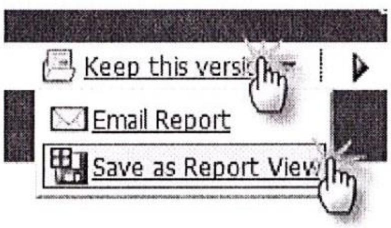
Creating A Report View

Creating a Report View is your way to "save" the results of a report that was run with specific formatting and parameters.

As an example, you have run a leave balance report for the first two quarters for the calendar year. If you have a need to "keep" the results of this report, you can create a report view.

Follow these steps to create a report view:

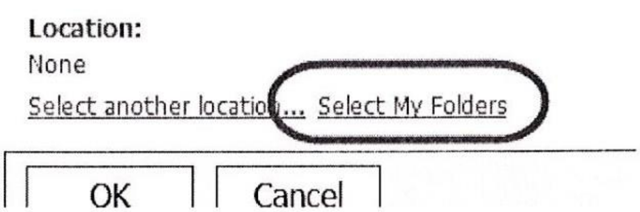
1. Run your report as you normally would. After the results are displayed...
2. Click the **Keep this version** located in the toolbar. Then click Save as a Report View from the pull-down menu.



3. Enter a name for your Report View. The default name identifies the link that will be created as a "**Report View of...** *(name of the report that was run).*" We recommend that you use the default name and add the parameters to the end.

   For this leave balance report, you might add **(1st & 2nd Qtrs 2013)**. Remember, clicking this link will display report data. Whatever you choose to name it—save yourself time and aggravation—make sure the name gives you a clue as to what is going to be displayed.

4. If you ran your report from **Public Folders**, you **must** click on the **My Folders** link to save the report view to **My Folders** tab. If you forget, you will get an alert box directing you to "Please select a location."



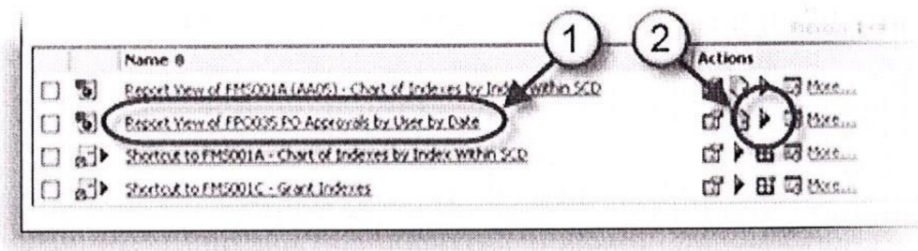
5.

Re-running Your Report View With Options

When you create a **Report View**, in addition to the report layout (columns, rows, and fields), you also capture the format of the report output (html, PDF, etc.), delivery method, and the parameters that were selected when the report was initially run.

By clicking on the **Run with options** icon for your Report View, the options and parameters pages will appear and you can re-run the report with results that are produced with the current selections.

1. When you click the report name, both **Run options** and **Parameter** pages are bypassed. The report runs with the captured formats and parameters.
2. If you click the **Run with options** icon, you will be prompted for both **Run options** and **Parameters** before the report will run.



See ***Running & Viewing A Report*** for additional information for running your report.

Notes

Creating a Report Shortcut

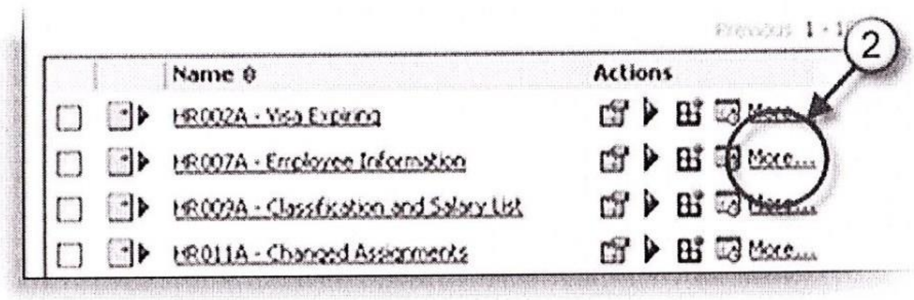
Creating a Report Shortcut

Shortcuts are used to organize information that you use regularly. For example, if you frequently use a report in Public Folders, you can create a shortcut to it in My Folders and avoid having to drill-down to the report every time you want to run it.

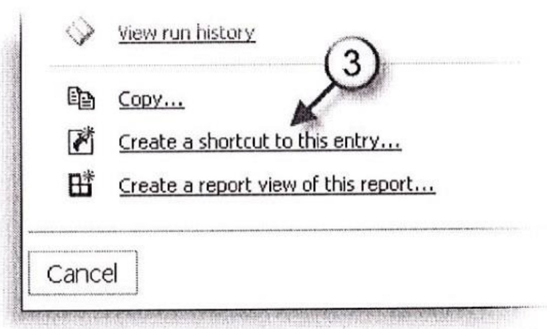
Tip: If the source report was deleted or moved to another location, the shortcut icon changes to indicate a broken link, and the properties link to the source report is removed.

Follow these steps to create a report shortcut:

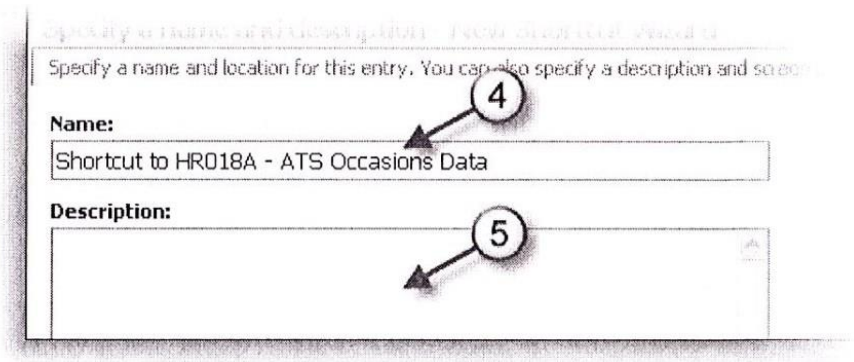
1. In Public Folders, locate the report you want to create a shortcut to.
2. In the Actions column for the specific report, click **More...**



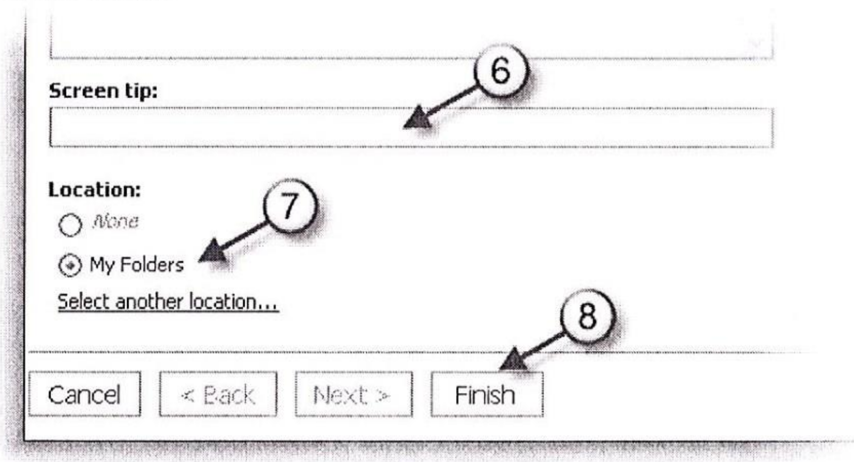
3. Click Create a shortcut to this entry to open the shortcut page



4. In the Name box, type the name of the shortcut.
5. If you want, in the Description and in the Screen tip box, you can type a description of the entry.



6. The screen tip, which is limited to 100 characters, appears when you pause your pointer over the icon for the entry in the portal.
7. Click the radio button for **My Folders**.
8. Click **Finish**.

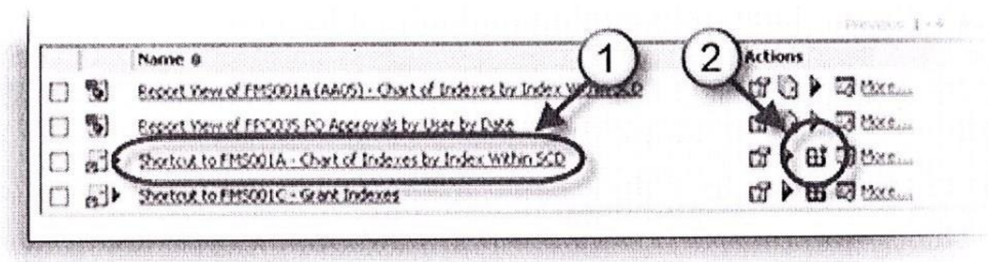


Creating A Report Shortcut

Using A Report Shortcut With or Without Options

When you create a shortcut, the shortcut retains the formatting set on your **Preferences** page and no parameters are retained. It acts just like the original report located on the Public Folders tab.

1. When you click the report name, **Run options** is bypassed, however, you are prompted for **Parameters**.
2. If you click the **Run with options** icon, you will be prompted for both **Run options** and **Parameters**.



Shortcuts are "created" on your **My Folders** tab, *not* to the Public Folders.

Notes

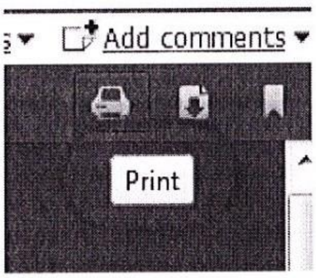
Printing a Report

This procedure assumes you are attempting to print your report from within Cognos.

The default report format is PDF. This means your report will open within your browser in an embedded Adobe Reader. There is a print button in the upper right-hand corner of the Adobe Reader.

Printing a report that is in HTML format

1. Click the **View in PDF Format** button.



2. Select a printer (of use the default), and your report will print just as any other document.

Notes

Emailing Your Report

Emailing your reports is an easy, convenient way to distribute your report results. You have two opportunities to email these results:

1. After the report has run, or
2. While the report is running

You also have choices of who to email them too, and what you will email to them.

Who can I email my report results to?

1. You can email report results to people who have access to Cognos, and
2. You can email report results to those who do not.

What can I email to them?

1. You can "attach" a copy of the report results to them, or
2. You can send them a link to the results inside Cognos.

Considerations for Emailing Report Results

There are two issues you should consider before emailing report results:

1. Does the report contain confidential information?
2. Does the recipient have a security profile and permission to review the results?

The following table is intended to provide a set of guidelines for making your emailing decisions. It is not definitive. Ultimately, you know your business process and your business environment. Weave in a little common sense and make a decision **on what should be emailed to whom**.

Does the Recipient have...	Confidential Data	Non-Confidential Data
Banner Profile & Cognos Access	Include a Link	Include a Link
Banner Profile Only	Include the Report	Include the Report
No Banner Profile or Access	Do Not Email *	Include the Report

* Not everyone we do business with or interact with on a day-to-day basis is a Wayne State employee. And, indeed, they may have legitimate business reasons to have information. If you are in doubt as to whether an individual should see particular reports, consult your immediate supervisor or manager for guidance.

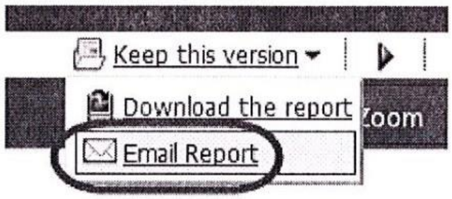
Important: When you email a report as an attachment, the report is now uncontrolled. You and each recipient are responsible for the security of its contents.

Emailing A Report

Email After the Report Has Run

After a report has run, and you are looking at the results, you may decide to email the results to one or more people. Follow these steps to accomplish this.

1. Click the **Keep this version** link, then **Email Report**.



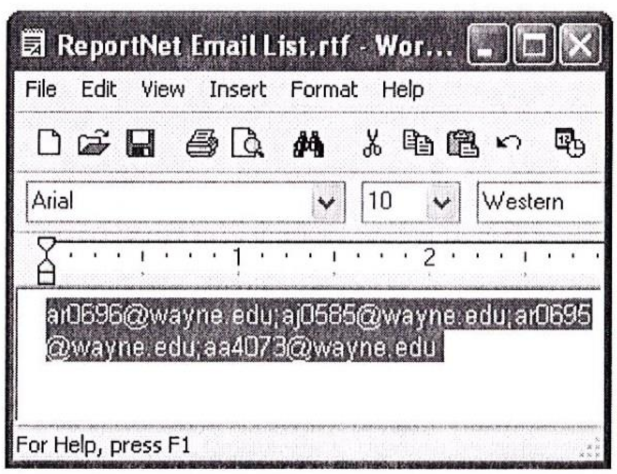
When the **Set the email options** page opens, you will find two areas in which you can enter email addresses.

The first allows you to select email addresses from a list after going through several steps to find it. The second area is an open text area where you can type the email address or addresses.

Unfortunately, neither area allows you to create and save a distribution list. Because of this, you'll have to recreate the distribution list every time you attempt to email.

So, here's a suggestion for a work-around:

Create your distribution list in a word processor. Microsoft Word Pad works just fine. Separate recipients with a semicolon (;)



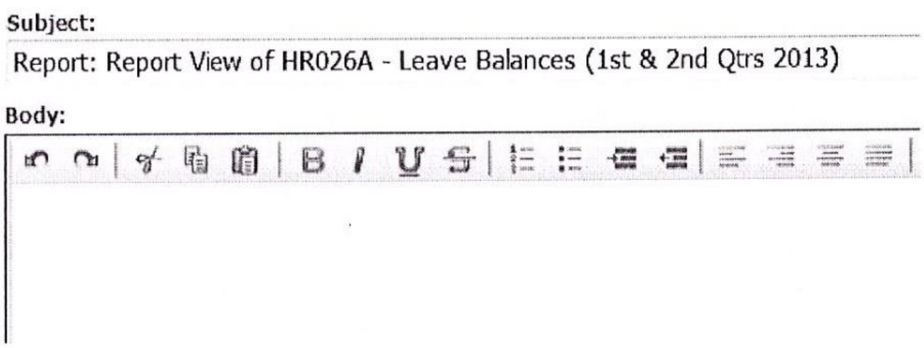
When you need email a report to this list, simply open the document, copy the list, and paste it into the email text area.

Our recommendation—it's easier to type the addresses.

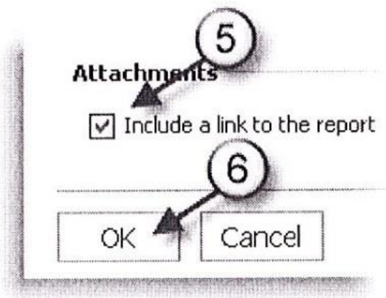
Emailing Your Report

2. Enter email address into the **To** field(This field accepts <u>all</u> email address).

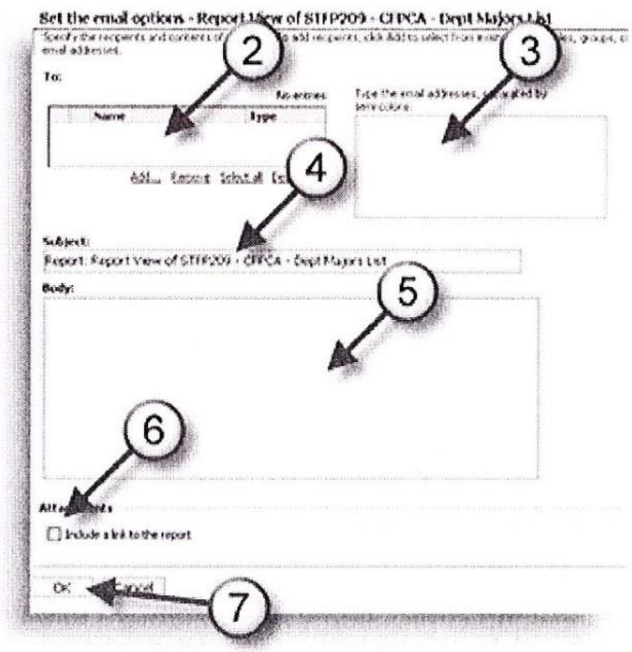
3. Edit the subject line if needed.
4. Enter body text (message) if needed.



5. Click **Include a link to the report** if required. Only if Cognos user
6. Click **OK**.



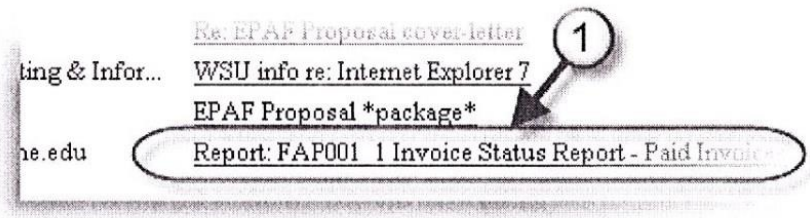
7. Click **OK**.



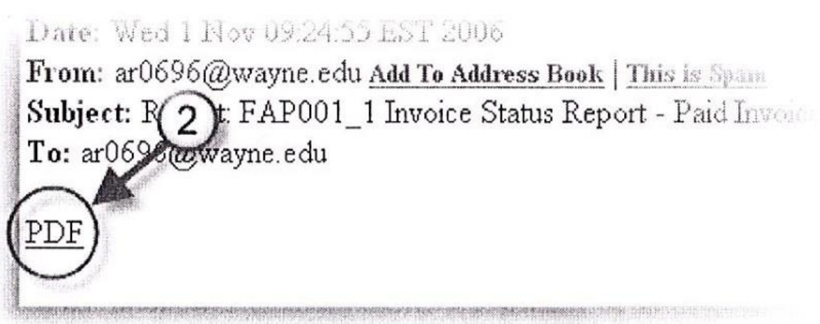
What does the email recipient see?

If you have included a link to the report, your recipient will do the following:

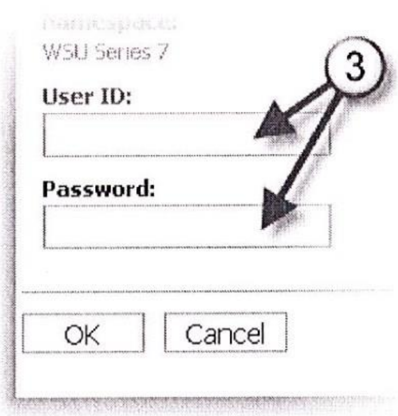
1. Click the subject line in the list of emails.



2. When the email opens, they will see any message you may have added and a link to the report. Click on the link.



3. The link will open the **Log on** screen for Cognos. They will enter their WSU AccessID and their Cognos password, then click OK.



4. After the log on occurs, Cognos will immediately run the report and the results will be displayed.

If you have **included the report**, they will follow the same steps 1 and 2 above except when they click the link a copy of the report will open.

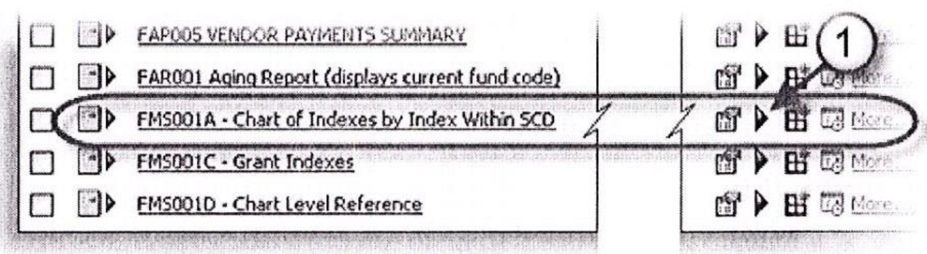
Exporting Report Data

Export to Microsoft Excel

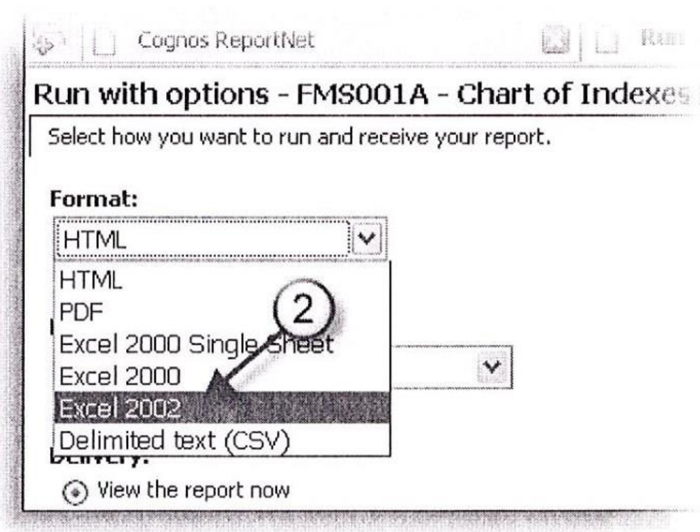
This procedure takes you through the steps for exporting your report results into an .**xls** format for use in Microsoft Excel. Exporting your data into an **xls** format retains the report formatting, e.g., header information, cell formatting, etc., with your report data.

Note: This article does not provide instruction on the formatting or manipulation of your data when opened in Excel.

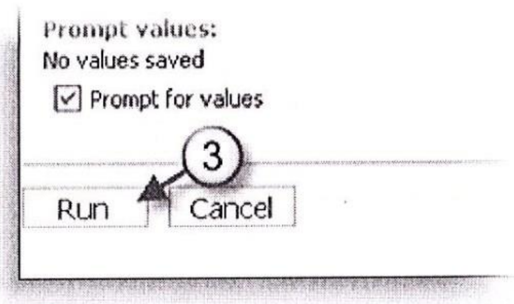
1. Select the report you want to export and click the corresponding **Run with options** icon. Do not click the report name to run the report. Clicking the report name will by-pass the options page.



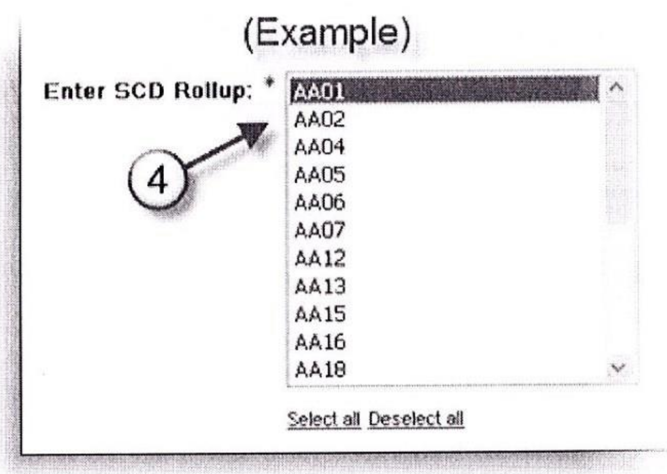
2. When the **Run with options** page appears, select an Excel format from the drop down list.



3. Click the **Run** button to run the report.

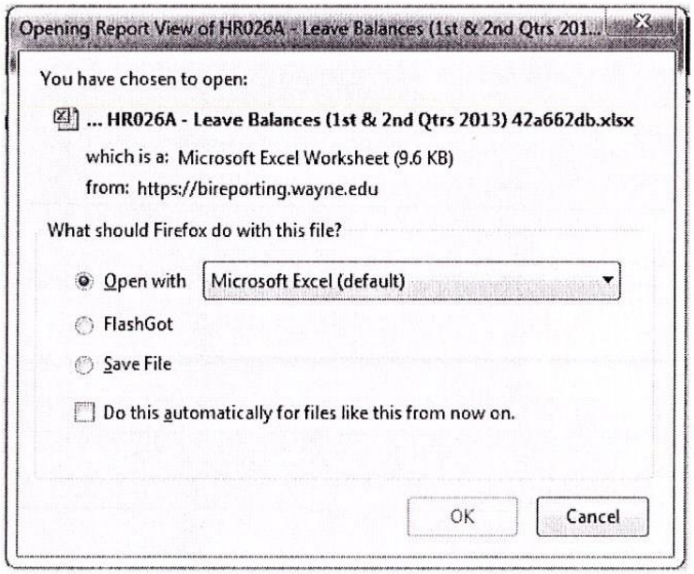


4. If your report does not require setting parameters, go to Step 6. If parameters are required, you will be prompted to set them before the report is run. Select your parameters.



5. Click the **Finish** button.

6. Because you ran your report requesting the results in an Excel format, your report will not open in your browser. Instead, a **File Download** dialog box will appear and you will have the option of opening or saving the file.



7. Your report data is now available to Microsoft Excel.

   Important: Your report data is "static." There is no dynamic link back to Cognos. Your results only reflect the data that was available on the day your report was run.

Notes

Scheduling Reports

Reports can be scheduled to run automatically when you want them to run, e.g. off-hours when there is less demand on the system.

You can schedule individual reports or group them together using a "job." Reports can be scheduled to run routinely by minute, hourly, daily, weekly, monthly, or yearly. After you create a schedule, the report or job runs at the time and date specified.

Reports and jobs can have only one scheduled run regardless of the frequency. If you need a report to run at a different time or with different parameters, you can create a Report View and schedule the Report View to run just as if it were the original report. Jobs have their own schedules, and these schedules are independent from report schedules.

Prompts in Scheduled Reports

If a report that contains prompts is scheduled, you must save the prompt values or specify default values to ensure that values exist when the report runs according to the schedule.

In a job, you can specify prompt values for job steps. When a report runs as part of a job, the prompt values saved in the job definition are used instead of the values saved with the report. If no values are specified in the job definition, Cognos uses the values saved in the report.

Schedule a Report

You can schedule a report to run at a later time or at a recurring date and time.

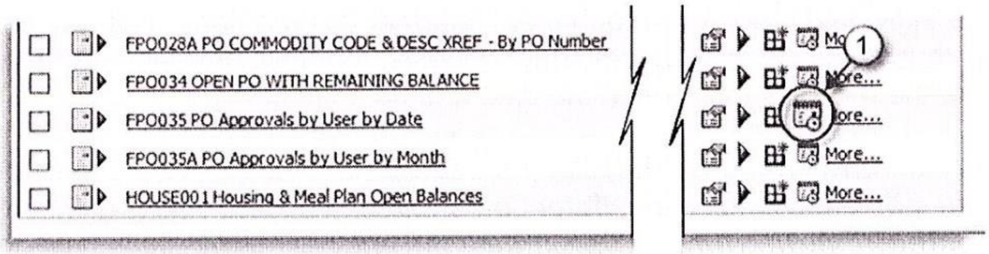
If you no longer need a schedule, you can delete it. You can also disable it without losing any of the scheduling details. You can then enable the schedule at a later time.

Cognos keeps history information and report outputs each time a report runs according to a schedule. You can specify how many occurrences to keep or for how long to keep them. For example, you can keep the history and report outputs for the ten latest occurrences or for schedules that ran in the last two months. Use the report history to see the times at which the reports ran and whether the reports ran successfully.

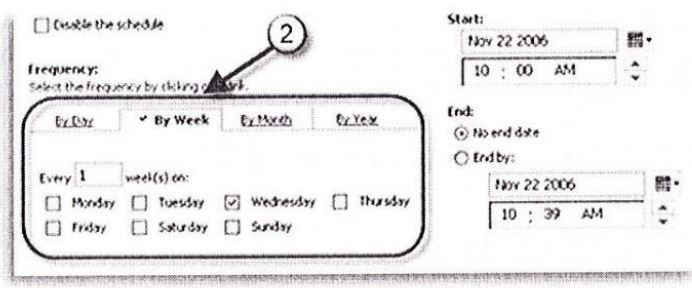
Scheduling A Report Run

To schedule a report to run:

1. In **Public Folders** or **My Folders**, click the **Schedule** button for the report or report view you want to schedule.

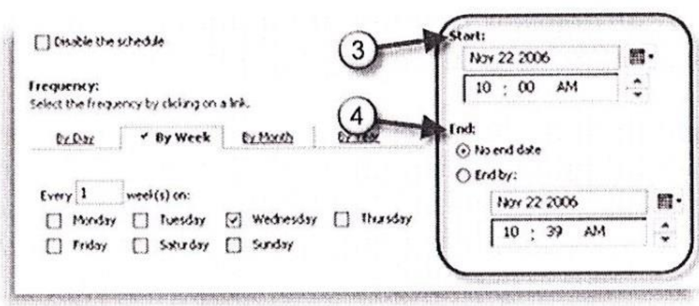


2. Under **Frequency**, select how often you want the schedule to run.

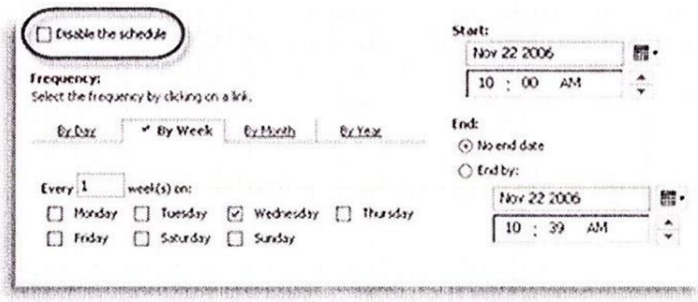


3. Under **Start**, select the date and time when you want the schedule to start.

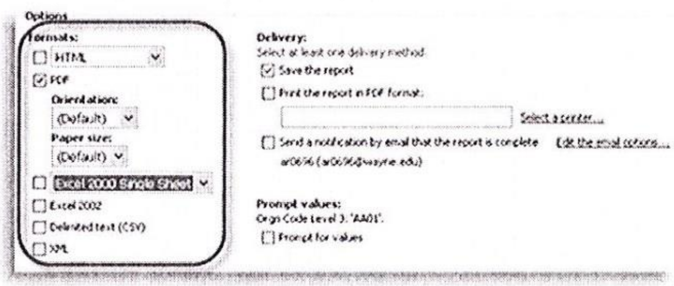
4. Under **End**, select when you want the schedule to end.



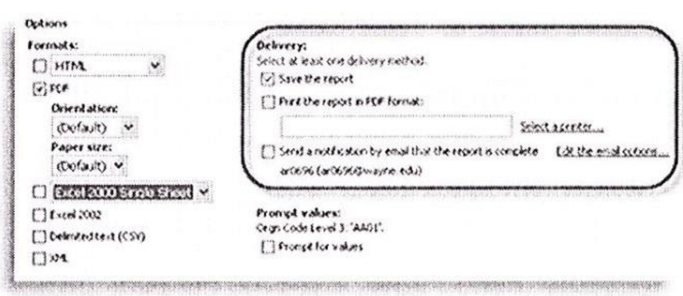
Tip: If you want to create the schedule but not apply it right away, select the **Disable the schedule** check box. To later enable the schedule, uncheck the check box.



5. Under **Formats**, click the format you want for the report output.



6. Under **Delivery**, choose to save the report, print the report, or send the report by email.



Note: You must select at least one delivery method. The default is **Save the report**.

7. If you are scheduling your report to run from a Report View, the View has parameters saved with it. If you want to change the parameters, click the check box for **Prompt values**. The values that you choose will be used when the report runs.

8. Click **OK**.

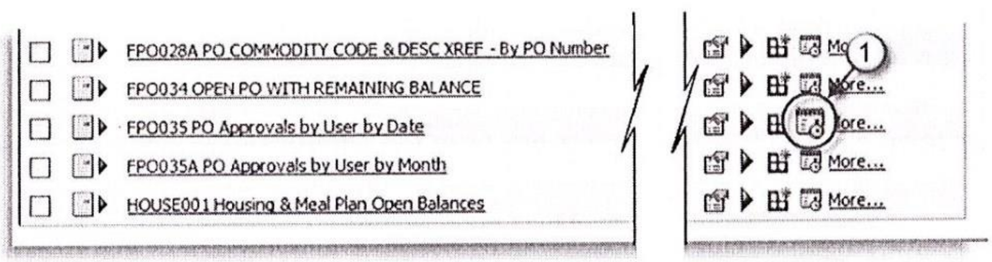
A schedule is created and the report will run at the next scheduled time.

Disabling A Scheduled Report

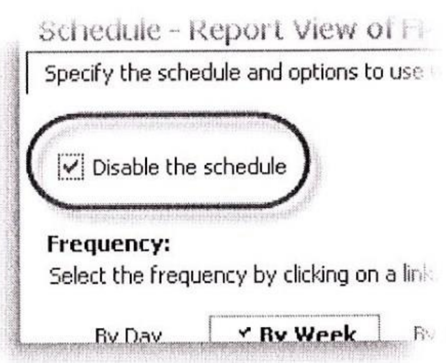
If you want to stop your scheduled report from running but do not want to delete the schedule from the system, you can just ***disable*** it. This will stop the report from running until you ***enable*** it to start the schedule once again.

To disable your scheduled report:

1. In **My Folders**, click the **Schedule** button for the report or report view you want to disable.



2. In the upper-left hand corner, click on the **Disable the schedule** checkbox.



3. Click **OK**.

Your schedule will be suspended until you uncheck the **Disable the schedule** checkbox.

Ethics

Wayne State University
Office of Internal Audit

Human Resources Professional Ethics
Tip Sheet

Ethics can be defined as rules or standards governing the conduct of a person or members of a profession. The **Human Resources Division,** of Wayne State University, adheres to the University's policies and expectations pertaining ethical issues.

Human Resources Core Principles

- ✓ **Professional Responsibility**
- ✓ **Professional Development**
- ✓ **Ethical Leadership**
- ✓ **Fairness and Justice**
- ✓ **Conflicts of Interest**
- ✓ **Use of Information**

Unethical Behaviors

- **Sexual Harassment**
- **Bullying**
- **Conflict of Interest**
- **Nepotism**
- **Embezzlement**
- **Bribery**
- **Extortion**
- **Time Misuse**
- **Stealing**
- **Dishonesty**
- **Deliberate Deception/ Fraud**
- **Violence**
- **Inappropriate Computer Use**
- **Sexual Assault**
- **Violation of Privacy Rules**
- **Violation of Conscience**

Process for Making Ethical Decisions

- ✓ **Recognize an ethical issue**
- ✓ **Get the facts**
- ✓ **Evaluate alternative actions**
- ✓ **Do the *RIGHT* thing**
- ✓ **Act and reflect on the outcome**

REPORTING

Human Resources
313-577-2017

Anonymous Tip Hotline
313-577-5138

Anonymous Tip Website
internalaudit.wayne.edu

Office of Equal Opportunity
313-577-2280

Labor Relations
313-577-2018

Public Safety
313-577-2222-emergency
313-577-6057-non emergency

***Management** is doing things right; **Leadership** is doing the right thing."*
-Peter F. Drucker

HR Ethics Course
Office of Internal Audit

Class Exercise 2 – Blabbing Betty

Instructions
Take 5 minutes to read the following scenario individually. You will have 10 minutes to discuss it with your group. Select a spokesperson for the group and write your answers to the questions on a flipchart. Be prepared to present your responses to the class.

Scenario
Betty Allen is the HR Director for the College of Urban Planning (CUP). She has a great rapport with all of the employees in CUP and she encourages them to come to her if they have any issues. On Friday afternoon, Tina Crandall, a Business Affairs Officer (BAO) in CUP, came to Betty's office to talk to her about a personal matter. Tina inquired about how she could obtain a loan from her 403(b) retirement plan. Betty indicated that she would need to talk to Robert in the Total Compensation and Wellness (TCW) department since that was not her area of expertise. Tina appeared to be very distraught so Betty asked if there was anything further that Tina needed to discuss. Tina was a bit embarrassed and hesitant to speak so she asked Betty to keep their conversation confidential. Betty agreed. Tina then went on to say that she was on the verge of losing her home to foreclosure. She had accumulated thousands of dollars in credit card debts because of a gambling problem that, she now realizes, has gotten out of control. Tina fears losing everything she's worked for. Although shocked, Betty is very empathetic and gives Tina an EAP pamphlet as well. Tina thanked Betty for listening and went to see Robert in TCW. Betty accessed Tina's payroll records in Banner to review her current salary and payroll deductions. She found several garnishments and could not believe the hole in which Tina found herself particularly since she was a financial professional. Betty documented her discussion with Tina in a memorandum which she printed and placed in Tina's personnel file that she left on her desk. Betty then realized that she was running late for a lunch date with Linda Lavry, a fellow HR colleague from the School of Business Administration (SBA).

At lunch, Linda asked Betty if anything interesting was going on in her college. Betty replied, "oh yes ma'am! Do you know Tina Crandall our BAO? She's about to lose her home!" Betty then went on to tell Linda everything that Tina had confided in her. Unbeknownst to either person, the BAO of the College of Engineering, Barbara Smith, was sitting in the booth behind Betty and Linda and heard the entire conversation.

Answer the following questions:

1. What did Betty do right as the HR Director?
   Directed to TCW EAP pamphlet. compassionate (appeared to Be)
2. What did Betty do wrong?
   Disclosed confidential info - looked @ garnishments / payroll info - memo left out on her desk + in Pers file on desk
3. What rules did she violate?
   confidentiality / Personal financial info
4. What are the potential ramifications of Betty's actions?
   losing security access.
   lose job

Class Exercise 3 – The Best Person For The Job

Instructions

Take 5 minutes to read the following scenario individually. You will have 15 minutes to discuss it with your group. Select a spokesperson for the group and write your answers to the questions on a flipchart. Be prepared to present your responses to the class.

Scenario

After 25 years, Art is finally ready to retire and take it easy. Art teaches accounting and general business courses at YCC Community College (YCC). The business department at YCC offers business administration classes transferable to Wayne WSU University (WSU) as well as professional and technical programs that culminate in a certificate after one year of study or an associate's degree after two years of study. YCC has a dual enrollment agreement with WSU, and as a result, many business students at YCC are also enrolled at WSU.

Art teaches several of the business transfer classes at YCC, but his real love is the non-transfer professional accounting program. He was part of the faculty that created the program, and over the years he has taught hundreds of accounting students and helped them obtain internships and find employment in the community. Art's golfing buddy sometimes jokes that every bookkeeper in town has been through Art's accounting classes.

Besides the regular accounting classes and internships, YCC maintains an accounting lab where students can get tutoring help if needed. The current lab tutor is David, who was hired two years ago when Dianne retired after nearly 10 years as the accounting tutor. David is a former student of Art's and holds an associate's degree from YCC and a bachelor's from WSU. The lab job is part-time and this works out perfectly for David leaving him plenty of time to pursue his MBA in accounting at WSU. David wants to teach accounting at YCC when he completes his MBA.

As a tutor, David has brought the accounting lab to life. He relates well with students, is an excellent tutor, and the faculty sees him as a valuable member of the department. In the two years he has worked in the lab, David has become good friends with Evan, the business department Dean. They frequently have lunch together and even socialize with their wives outside of work. Last summer the families went camping together over the 4th of July and this year they expect to do the same.

Evan is Chair of the committee to find Art's replacement. The committee consists of Evan, two additional faculty members, an administrator from another department and Mary, the department chair for business and accounting. On Monday morning, Mary met with Evan to plan out the recruitment process. "I know HR requires us to do a job search," said Evan, "but even so, there's no reason why we can't move David into Art's position. He relates well with our students, knows all the ins and outs of the college, and is well liked by the faculty." Mary is surprised at Evan's suggestion. "David is a nice guy, and we all like him," she said, "but he's not qualified. This position requires a master's degree, and he's only got a bachelor's." "He doesn't need a master's degree to teach in the professional/technical program," said Evan. "He's perfectly qualified for that, and we have plenty of other faculty that can teach the transfer program. David is in school anyway. He'll get his MBA next year, and until then, we'll just schedule him for the professional/technical program, and we'll fit the other classes into other faculty members' schedules."

"This is not how we normally replace faculty," said Mary. She was particularly disturbed that Evan's attitude indicated it was a done deal. "It's no problem," said Evan. "Recruitment is just an HR exercise anyway. I'll have the paperwork ready for your signature by tomorrow."

The paperwork, marked "confidential," was in Mary's mailbox the following morning. It contained all the documents necessary for HR to launch a full-scale recruiting plan, including a new job description written by Evan. Instead of the customary broad-based job description for a faculty member qualified to teach university-transferable and non-transfer classes, Mary found a job description that described David exactly. "This is a set-up," Mary mumbled to herself. She knows that even with five members on the hiring committee and the required selection process, the actual hiring decision is left to the Dean. "It looks like David's got the job no matter what. What good is YCC's ethics committee when the Deans have the power to do as they please anyway?"

Answer the following questions:

1. What are the ethical issues?
2. What should Mary do?
3. What are the possible courses of action?
4. Identify the problems with each alternative.

Class Exercise 1 – DJ Pete

Instructions

Take 5 minutes to read the following scenario individually. You will have 5 minutes to discuss it with your group. Select a spokesperson for the group and write your answers to the questions on a flipchart. Be prepared to present your responses to the class.

Scenario

Jerry White is the HR Director for the College of Liberal Arts & Sciences (CLAS). The Dean has asked Jerry to help him plan a picnic for all of the employees of the college. The Dean wants to hold the picnic at a nice park so that everyone can get out of the office, swim, play volleyball, and enjoy the summer weather. Jerry thought it would also be fun to have a DJ to play music so everyone could dance. The Dean thought this was a great idea and told him to find someone. Jerry asked the Dean about a price limit and the Dean told him that they usually "go all out for the annual picnic". So Jerry got right on it. His brother, Pete, is a DJ and also has a band. Jerry knew that Pete was the best in town and, since there was no price limit, he could save himself some time searching and simply hire Pete whose fee was $5,000. On the day of the picnic, Pete and his band performed for 2 hours and Pete DJ'd for 3 hours. Everyone commented that this was the best picnic the college ever had!

Answer the following questions:

1. What did Jerry do right?
2. What was Jerry's ethical dilemma?
3. What are the potential ramifications of Jerry's actions?
4. What should Jerry do?

Labor Law/Employee Relations

WHEN TO CALL THE OEO

A set of guidelines from the Office of Equal Opportunity

The OEO is the Wayne State University office that is responsible for the implementation of the University's Non-Discrimination / Affirmative Action Policy, Sexual Harassment Policy and Sexual Assault Policy. The OEO follows the procedures under the Discrimination and Harassment Complaint Process to ensure that employees and students are not discriminated against in employment, educational programs and activities on the basis of race, color, sex (including gender identity), national origin, sexual orientation, marital status, familial status, disability, height, weight or veteran status. To that end, the OEO may be utilized by staff, faculty and students alike.

This informational sheet is meant to be a guide to help you determine when an issue needs OEO involvement. ***This is only a set of guidelines and cannot replace individual consultation with the OEO. If you think issues involving the OEO might be involved, please call us as soon as possible.***

Phone: **577-2280**

Or email: **Kimberly Saks, Equal Opportunity Specialist:** Kimberly.saks@wayne.edu
Tommy Martin, Equal Opportunity Specialist: tommy.martin@wayne.edu

COMMON HR ISSUES INVOLVING THE OEO

The need for an accommodation

- Remember, the employee does not need to say any "magic words" to trigger the employer's obligation to provide a possible accommodation.

A potential situation of harassment

- Not all harassment is covered by the policies OEO enforces. But that determination is often one that needs to be made by the OEO.

A claim of discrimination

- The employee may use the word "discrimination" and it may not be something covered by our policies. S/he might also use an entirely different set of words that triggers our knowledge of potential discrimination. Listen carefully and follow up with the OEO.

Knowledge of sexual harassment:

- Do not attempt to address the situation yourself without consulting OEO to determine the best course of action to enforce the University's Sexual Harassment Policy. Call the OEO right away.

Knowledge of a problematic unit in need of diversity training, respect in the workplace training, sexual harassment training or intervention on any of those issues:

- Contact the OEO and speak with a specialist about setting up special training and any individual claims that need to be addressed prior to such training.

THIS LIST IS NOT EXHAUSTIVE. CONTACT THE OEO FOR ALL QUESTIONS RELATED TO ISSUES OF EQUAL OPPORTUNITY.

Frequently Asked Questions

Who can file a complaint at the OEO?

Any member of the campus community can file a complaint with the OEO. This includes staff, faculty and students.

Does the OEO advocate for one side or another?

No. The OEO advocates for equal opportunity on Wayne State's campus and in its programs and activities. As such, the OEO implements its policies in a neutral fashion.

When should you call the OEO?

Any time you encounter an issue involving an employee, supervisor or manager that involves a potential equal opportunity issue such as discrimination, harassment or disability accommodation.

Basic Definitions

(These definitions are only guidelines and not meant to replace contact with the OEO.)

Discrimination and Harassment

Discrimination: Discrimination simply means noticing the differences between things or people that are otherwise alike, and making decisions based on those differences. Discrimination in employment is differential treatment of a person by category, class or group rather than objective treatment on the basis of merit. Under equal employment opportunity law and policy in effect at WSU, it is unlawful and/or against University policy to discriminate on the basis of race, color, religion, national origin, sex (including gender identity), age, height, weight, marital status, familial status, sexual orientation, gender identity or on the basis of disability or veteran status.

Harassment: There are different forms of harassment. Harassment broadly means any kind is bothersome, demeaning, irritating and annoying behavior. Sexual Harassment is one form of harassment, specifically of a sexual nature and is prohibited by statute under both state and federal law. Sexual harassment is a form of sex discrimination prohibited under Title VII of the Civil Rights Act of 1964, as amended. The Michigan statute prohibiting sex harassment is the Elliot-Larsen Civil Rights Act of 1976.

Disabilities and Accommodations

Disability law: The Americans with Disabilities Act (ADA) gives civil rights protection to individuals with disabilities. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation and government services. Michigan law provides similar protections. Wayne State University supports the rights of all persons, including those with disabilities. To that end, the OEO is charged with ensuring equal opportunity for all persons with disabilities and is the entity and receives requests for accommodation, processing them in accordance with applicable laws and procedures. If you have a question about equal opportunity for persons with disabilities, please contact the OEO.

Qualified person with a disability: Under the ADA, a qualified person with a disabilitys is a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an impairment.

Reasonable accommodation: any change or adjustment in the workplace that permits a qualified person with a disability to apply for a job, perform the essential functions of a job, or enjoy the benefits and privileges of employment. An employer is required to make a reasonable accommodation to the known disability of a qualified applicant or employee if it would not impose an "undue hardship" on the operation of the employer's business. This is a determination made in consultation with the OEO.


Navigating the Basics of Discrimination, Harassment, Accommodations and….when to CALL OEO!
GOALS
How much information do you need?
...and how to get it
BASIC INFORMATION
GENERAL SITUATIONAL INFORMATION
What to do when you get THAT call...
How to know when issues of equal opportunity are at play...
you might have other knowledge of the situation that you feel gives you a solution, do you use it?
Step 1: Know the Basics
FEDERAL LAW
MICHIGAN LAW
WSU POLICY
TO DO:

Step 1: Know the Basics

There are three layers of protection for workers.

FEDERAL LAW

Protected classes: race, color, national origin, religion, sex, disability. Also includes prohibition on sexual harassment, requirement of reasonable accommodations and pay equity.

MICHIGAN LAW

Protected classes: all of the above PLUS height, weight, familial status and marital status.

WSU POLICY

Protected classes: all of the above PLUS: sexual orientation and gender identity (written into the policy).

* Federal law also prohibits discrimination based on genetic information or the perception of genetic information.

What to do when you get THAT call...

Overall objective: Know when to get OEO involved.

How to know when issues of equal opportunity are at play...

the employee need not use magic words of 'discrimination' or 'harassment'...you might have to determine that as a possibility

the employee might use the terms 'discrimination' and 'harassment' but they do not seem to be based on a protected basis

you might have other knowledge of the situation that you feel gives you a solution...do you use it?

How much information do you need?

...and how to get it.

BASIC INFORMATION:
- name,
- work location
- supervisor's name
- dates of incident(s) at issue

GENERAL SITUATIONAL INFORMATION:
- Is this an ongoing or discrete issue?
- Who is involved? Supervisor? Management? Co-worker? Other?
- What does the employee think happened?

This does not need to be a long call.

TO DO:

This isn't complex, but it's important

- DO NOT:
  - Substitute your own judgment
    - for the employee or for the OEO
  - Brush off the employee's concerns
  - Attempt to handle the situation on your own
- ALWAYS:
  - NOTIFY OEO of potential concerns
  - ENCOURAGE the employee to contact OEO if s/he feels that there is discrimination or harassment or s/he needs an accommodation.
  - Take notes on what the employee tells you.

Follow Up

No issue of potential discrimination or harassment should go unattended

1. STEP ONE: Call the OEO and speak with a specialist.
2. STEP TWO: Contact the individual if a follow up was requested or one is needed and encourage them to contact the OEO him or herself.
3. STEP THREE: Consolidate or type up your notes and pass them on to OEO as needed.

GOALS

To ascertain the parameters of the situation.

↓

To provide the employee with resources.

↓

To notify the OEO of any potential issues involving harassment, discrimination, accommodations, pay equity or the like.

Personal file request

Documents Commonly Found in a Personnel File:

- Changes in Address
- Changes in Name
- Conditions of Employment for Temporary Employees
- Copies of Subpoenas
- Curriculum Vitaes (CV)/Resumes
- Degree Waivers
- Data Form for New Hires
- Dues Forms
- Hiring Waivers
- Jury Duty Notices
- Justification Memos to Hire
- Letter of Offer
- Employment/Award Agreements
- Performance Improvement Plans
- Performance Appraisals
- Requests to review files
- Termination Docs
  - Letter of resignation
  - Employer Termination Correspondence
- Transcripts
- Confidentiality Statement
- Promotion/Demotion Form
- Change of Appointment Percent
- Employment Applications
- Position Action Request Forms
- Policy Acknowledgement

Documents Commonly Found in Personnel File ***that Don't Belong***:

- Promotion and Tenure Records (Department Docs)
- Request for Additional Service Assignments – Graduate Students (Department Docs)
- Student Assistant – Declaration of Off-Semester (Department Docs)
- Job Posting (Department Docs)
- Recommendation Letters (Department Docs)
- Chair's Recommendation (Department Docs)
- Criminal Record Reports (Employment Screening Docs)
- Fingerprint Reports (Employment Screening Docs)
- Veteran's Survey (Equal Opportunity Docs)
- Change of labor forms (Finance Docs)
- Social Security Cards (Identity Docs)
- Medical documents (Medical Docs)

* Pink change sheets that say "change in charge"

"HR Document Types" Wayne/~~hot~~ staff/help system/Application Extender Web Access/HR Document Types

Steps to Audit Personnel Files:

1. Make sure that the name on each page is the name of the persons file.
2. Make sure that all assignments and pages are in date order.
3. Make sure that only the necessary documents are in the file (refer to standard documents for PED document type).
4. Shred or file, to the appropriate location, any documents that are removed from the file.
5. Remove any post it notes from the file.
6. Black/white out any additional employee's names if the person is listed on a page with other employees names/social security numbers. This happens a lot with recipients of grants, they will list all grant awardees on one page.

Documents That Must Not Be Included:

Both *Bullard-Plawecki* and federal law require that certain documents not be contained in the personnel record. The following is a list of such items. Although these documents should not be included in the personnel record, you may keep them in a separate file that only you can access. The employee will generally not have access to the contents of such a file.

- Employee medical information.
- Employee references, if the identity of the person making the reference would be disclosed.
- Materials relating to the employer's staff planning with respect to more than one employee, including salary increases, promotions, and job assignments.
- Information of a personal nature about a person other than the employee if disclosure would constitute a clearly unwarranted invasion of the other person's privacy.
- Student education records protected by FERPA.
- Records made and kept by an executive, administrative, or professional employee that are kept in his or her sole possession and are not accessible or shared with other persons.

· send disciplinary actions
↳ if ee raises questions why in there
↳ send to union who will work w/ labor
↳ Labor will advise us to remove or not.

instruct employee to send a written letter to LR to remove docs.

redaction
Block out ee SSN#

OK to send
ee data sheets
wage inc. ltrs for this ee only
offer letters
NH EPAF
temp/stdnt assign / release form

Documents That Must Not Be Included:

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- Materials relating to the employer's staff planning with respect to more than one employee, including salary increases, promotions, and job assignments.
- Information of a personal nature about a person other than the employee if disclosure would constitute a clearly unwarranted invasion of the other person's privacy.
- Student education records protected by FERPA.
- Records made and kept by an executive, administrative, or professional employee that are kept in his or her sole possession and are not accessible or shared with other persons.

Note: ~~Any disciplinary actions older than 2 yrs. should not be available~~ For review →

send all file if they/ee don't like smth they have to go to labor + labor advisers if remove or not

If ee is term'd - steps are different

Electronic Personnel File Requests

Thursday, August 01, 2013
10:24 AM

Active Employee:

Workflow tab in pipeline-

If assigning someone to workflow use excel doc to record the employee requested and the assigned rep. (I:drive, esc, workflow reporting)

Receive an email telling you workflow is ready
Click the file
Merge to PDF doc
PED files merge from extender
** Can't merge medical docs **
Double click the paper
Password is last 4 digits of SSN
Record number of pages in the file in excel doc
Scroll merged docs and make sure it is all personnel docs
Verify and release if it is correct
If there are wrong docs-- extract

Will get an error if not a pdf -- extender print in pdf and save don't delete all pages will lose the original date

- Workflow
- Persons name
- Merge PDF
- Scroll
- No misplaced docs
    - -exit
- Complete

0 before the 3# in SSN wont show

Terminated Employee

Need access ID and NON WAYNE email
Terminated workflow tab
    Enter ID (hit enter)
    Email address (not wayne)

Workflow Training

Personnel File

Arbitration → labor not ped.

Read Bullard-Plawecki act

- All PED-Docs merged into one file
  - B4 release

  Password is last 4 of employee's SSN

→ Represented
  - look for dates
  - if employee says doc not in there need to have them contact LR.

Merge process only takes **PDF**

Any time a change is made to the request Re-merge

need to know last 4 SSN to review file

Status Ready
- Merge has already happened.

remerge 3-4 hrs. - $\rightarrow$ longer
let Many know.

go into banner
↳ ~~X~~tender
↳ WEMPL - Review → App list
↳ (search by **BID**)

* TEAPP - DD. NOT PED.
matrix is wrong.

terminated → manually
send them the file
· NON-WSU email
* need request form.
something in writting from terminated.
· need acess ID.
· non - WSU email.
L submit will tell program to merge the file
Assign to self.
pass last 4 of employee's SSN

when you take file f1
extender all ready
encripted.
view as PDF
- Save as to
Desktop

Electronic Personnel File Workflow

- when active employee requests PED files.
- terminated employees can also request: need acess ID + NON wayne email
  - ↳ terminated workflow tab
    - enter ID HIT ENTER
    - Email adress: NOT WAYNE.

Workflow tab:

will recieve emailing

- If assigning someone to workflow (toya + Jacob) use excel doc to record the employee being assigned to rep + the employees info.
  - ↳ I drive · esc · workflow reporting draft.

- recieve email telling you workflow is Ready
- Click file
- Merge PDF doc.
- PED files merge fl-extender.
- Cant merge medical docs.
- double click the paper
- password is last 4 digits of SSN
- Record # of pages the file is in excel.
- Scroll merged docs + make sure it is all that person + all PED docs.
- verified + release if it is correct.
- If wrong docs — extract
- ERROR if NOT a PDF
  - L extender print in PDF + save
  - Dont delete all pgs lose original

DELTE

- workflow
- persons name.
- merge pdf
- scroll
- NO misplaced docs.
  ↳ exit
~~same~~ complete.

↳ 0 before the 3#s in SSN it wont show.

Wayne State University
Human Resources

Personnel File Workflow

Mary Earhart, Manager, HR Solutions

Agenda

- Introduction
- Personnel Record – *Bullard-Plawecki employee Right to Know Act*
- Workflow for Personnel File Request
  - Employee Request Process
  - Active Employee - Personnel File review process
  - Terminated Employee – Personnel File review process

Personnel Record

The Bullard-Plawecki employee Right to Know Act

Personnel Record -

- **As defined by Bullard-Plawecki Employee Right to Know Act:**

A record kept by the employer that identifies the employee, to the extent that the record is used or has been used, or may affect or be used relative to that employee's qualifications for employment, promotion, transfer, additional compensation, or disciplinary action.

Personnel Record - *Bullard-Plawecki Employee Right to Know Act*

Shall NOT Include:

- Employee references supplied to an employer if the identity of the person making the reference would be disclosed.
- Materials relating to the employer's staff planning with respect to more than 1 employee, including salary increases, management bonus plans, promotions, and job assignments.
- Medical reports and records made or obtained by the employer if the records or reports are available to the employee from the doctor or medical facility involved.
- Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- Information that is kept separately from other records and that relates to an investigation by the employer pursuant to section 9.

manager may have dept. file - some things need to be transferred to personnel file.

Personnel Record - *Bullard-Plawecki Employee Right to Know Act*

Shall NOT Include

- Records limited to grievance investigations which are kept separately and are not used for the purposes provided in this subdivision

- Records maintained by an educational institution which are directly related to a student and are considered to be education records under section 513(a) of title 5 of the family educational rights and privacy act of 1974, 20 U.S.C. 1232g

- Records kept by an executive, administrative, or professional employee that are kept in the sole possession of the maker of the record, and are not accessible or shared with other persons. However, a record concerning an occurrence or fact about an employee kept pursuant to this subparagraph may be entered into a personnel record if entered not more than 6 months after the date of the occurrence or the date the fact becomes known

Personnel Record - *Bullard-Plawecki Employee Right to Know Act*

Shall Include:

"a record in the possession of a person, corporation, partnership or other association who has a contractual agreement with the employer to keep or supply personnel record as provided..."

Personnel Record - *Bullard-Plawecki Employee Right to Know Act*

- 423.503 Review of personnel record by employee
- 423.504 Copy of information in personnel record; fee; mailing
- 423.505 Disagreement with information contained in personnel record; agreement to remove or correct information; statement; legal action to have information expunged

Personnel Record - *Bullard-Plawecki Employee Right to Know Act*

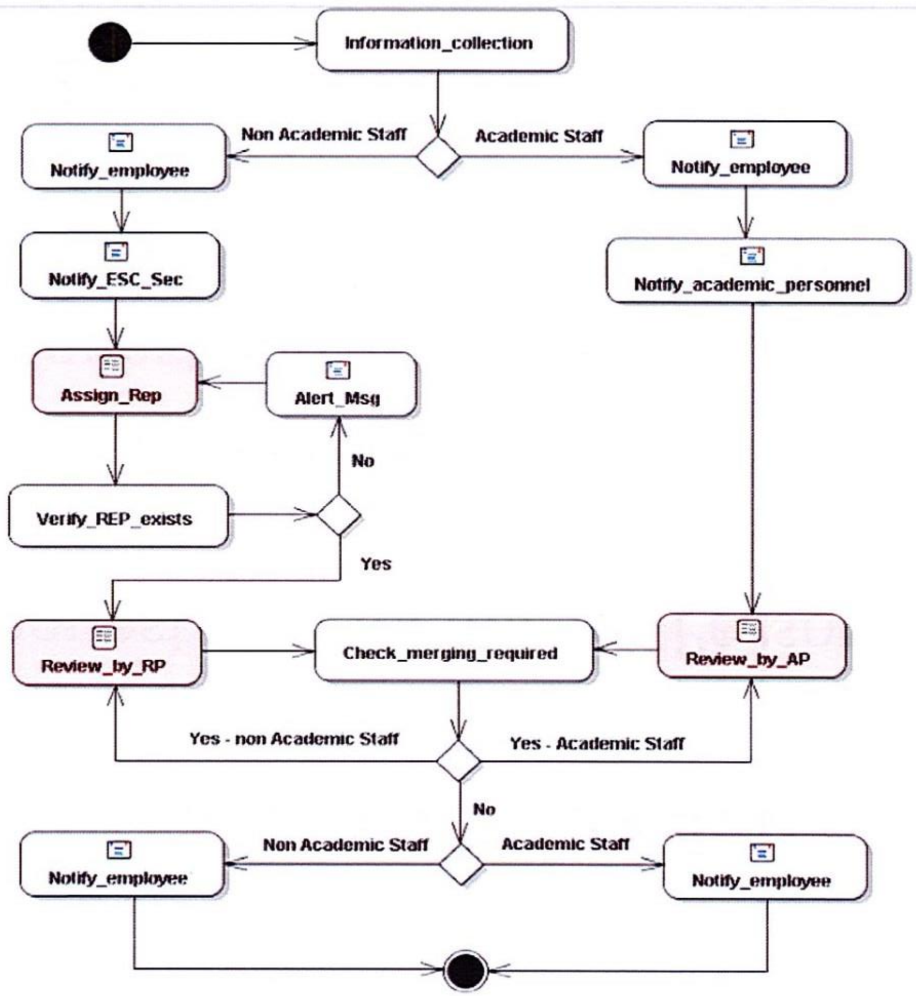
- 423.508 Gathering or keeping certain information prohibited; exceptions; information as part of personnel record.
- 423.509 Investigation of criminal activity by employer; separate file of information; notice to employee; destruction or notation of final disposition of file and copies; prohibited use of information.
- 423.510 Right of access to records not diminished
- 423.511 Violation; action to compel compliance; jurisdiction; contempt; damages.

Workflow for Personnel File Request

WSU Process – Active Employees

Overview – Personnel File Request Process

Banner / Access ID
- Active: show process via pipeline
- inactive: check to see if we still have it only retained for 7 years.



Personnel File Request Process – Active Employee

ROLES AND RESPONSIBILITIES

Employee

- Submits request via Pipeline for Personnel File

HR Solutions
~~Assistant to Sr. Direction~~

- Receives request and assigns to appropriate HR Coordinator within 24 hours of receipt

HR Coordinator

- Review and release personnel file to employee (Active and Terminated)

Service Delivery Expectation

Within 48 hours of receipt of an employee's request via Pipeline Self-Service, the HR Coordinator will review and release the file.

* coordinator back-ups

Let HR Solutions know if going to be out.

Personnel File Request Process

WHAT TO DO WHEN:

- A conversion to PDF is requested (See E-Mail sample #3)
- Mismatch – Document Type/Comments combination Not Valid (See E-mail Sample #4)
- Relocating document does not belong to employee
- You need to redact a name and information of other employees

Personnel File Request Process – Active Employee

Demonstration and Job Aid

Workflow for Personnel File Request

WSU Process – Terminated Employees

Personnel File Request Process – Terminated Employee

- Terminated employees do not have access to pipeline and therefore do not have the ability to request their files. HR must submit the request on their behalf. You will need to obtain the access ID for the employee and a non WSU email address.

- Request for Copy/Review of Personnel File form

WAYNE STATE

Personnel File Request Process – Terminated Employee

Demonstration and Job Aid

Sample #1:
Personnel File Request Assigned to you

FROM: do_not_reply@wayne.edu
To: HR Coordinator
Subject: Review process for the personnel file request of **EMPLOYEE'S NAME (XXXXXXXXX)** has been assigned to you

The request to review the personnel file from **EMPLOYEE'S NAME (XXXXXXXXX)** have been assigned to you. Before starting the review process, please check that the merged process has been completed and the PDF file is ready by clicking here. If the merging of all the personnel docs into a PDF document is not completed then you should try again after 2 hours. The process run every day from 8:00 AM to 8:00 PM on all working days.

In case of any **MISMATCH** of document type and the comments or,**EXISTANCE** of a non PDF document, you may also receive a separate email.

Note: This is a system generated message. Please do not respond.

Thank you,

Document Management and Workflow Team
Wayne State University

NOT

FILE READY

Employee - Request for Personnel File - HRMS Wayne State University - Windows Internet Explorer

Human Resources

Request for Personnel Documents

The merging of the PERSONNEL DOCS to single PDF file is not yet completed. If the merged file is not ready in next 2 hours please contact DMS/WF team at C&IT. Thanks you

Not done in 2 hrs.
Call Mary.

FILE READY

Employee - Request for Personnel File - HRMS Wayne State University - Windows Internet Explorer

Human Resources

Request for Personnel Documents

Summary Information from B-H-ID for Personnel Docs

Comments	Activity Date	Pages
PED-HISTORICAL	2009-11-02 14:24:26	45
PED-TERM	2011-03-18 15:24:33	1
PED-ASSIGN 00	2011-03-23 12:23:42	1
PED-TERM	2011-03-18 15:29:50	1
PED-ASSIGN 00	2011-03-30 10:18:29	2
PED-PERFORM	2011-05-19 12:03:02	10
PED-PERFORM	2012-03-19 14:48:03	2
PED-PERFORM	2012-01-13 11:45:21	2
PED-PERFORM	2012-04-02 14:22:20	2
PED-NOTICES	2012-04-13 12:51:37	1
PED-PERFORM	2012-04-06 13:05:38	9
PED-TERM	2012-05-08 10:33:27	1
PED-PERFORM	2012-06-01 14:46:43	2
PED-ASSIGN 00	2013-02-20 14:37:49	1
	Total Pages in B-H-ID	80
	Total Pages in Merged PDF	1

Close this window

Sample #2:
Personnel File Request is ready for Review Process

FROM: do_not_reply@wayne.edu
To: HR Coordinator
Subject: EMPLOYEE'S NAME (ABXXXX) Electronic personnel file is ready for Review

The merging process for **EMPLOYEE'S NAME (ABXXXX)** request has been completed and ready for the review process. To start the review process you may click appropriate woklist in pipeline and follow the instruction written in the worklist

Note: This is system generated message. Please do not respond.

Thank you
Document Management Team
Wayne State University

Sample #3:
CONVERT DOCUMENT FORMAT TO PDF

FROM: do_not_reply@wayne.edu
To: HR Coordinator
Subject: EMPLOYEE REQUEST PROCESS - CONVERT DOCUMENT FORMAT TO PDF!!!

The following Xtender Documents are found as non PDF document. Until this document format is converted to PDF, we are unable to proceed with merging of personnel document(s) into a single PDF file for the review process. This may delay the timely manner of completing this employees request for personnel file. Please query for this employees documents in Xtender and follow the instructions to change the format of the document to PDF.

Non PDF DOCUMENT for the request of EMPLOYEE'S NAME (ABXXXX):

Document Type	Comment	DOC ID	Activity Date
PERSONNEL DOCS	PED-RENEW 01+	10694	2009-04-03 16:24:03
PERSONNEL DOCS	PED-RENEW 01+	12274	2009-05-05 11:07:18

Note: This is system generated message. Please do not respond.

Thank you
Document Management Team
Computing and Information Technology
Wayne State University

HR SOLUTIONS
WILL CONVERT
DOCUMENTS TO
PDF

Sample #4:
MISMATCH - DOCUMENT TYPE/COMMENTS COMBINATION NOT VALID

FROM: do_not_reply@wayne.edu
To: HR Coordinator
Subject: EMPLOYEE REQUEST PROCESS - DATA CORRECTION REQUIRED!!!

The following Xtender Document Type and Comments combination is not valid. Until this problem is corrected, we are unable to proceed with merging of personnel document(s) into a single PDF file for the review process. This may delay the timely manner of completing this employees request to view his/her personnel file. Please query for this employees documents in Xtender and modify the mis-matched index values with appropriate document type and comment combination.

Mismatch document type and comment for the request of EMPLOYEE'S NAME (ABXXXX):

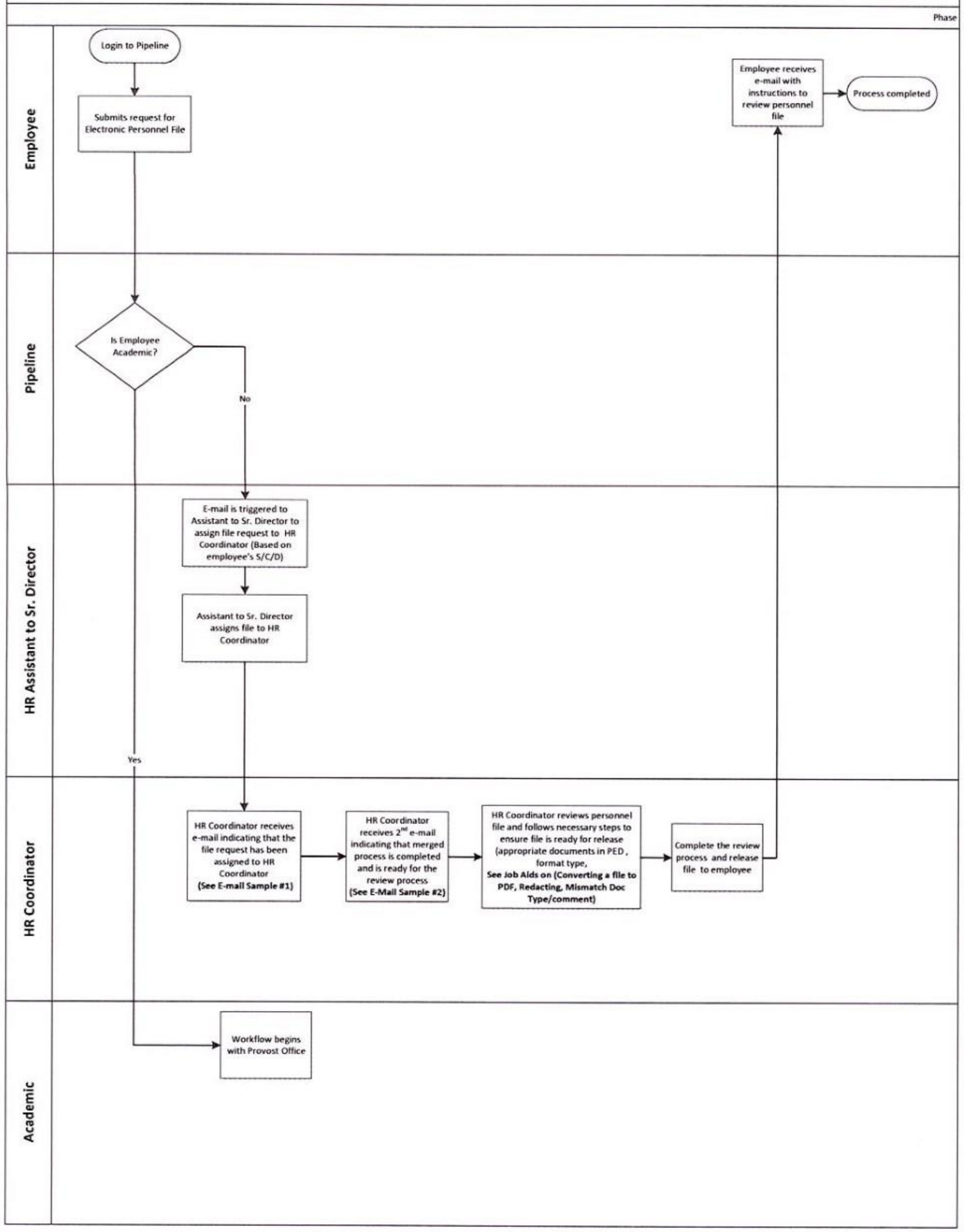
Document Type	Comment	DOC ID	Activity Date
PERSONNEL DOCS	ID-I-9	163609	2011-10-20 10:46:07

Note: This is system generated message. Please do not respond.

Thank you
Document Management Team
Computing and Information Technology
Wayne State University

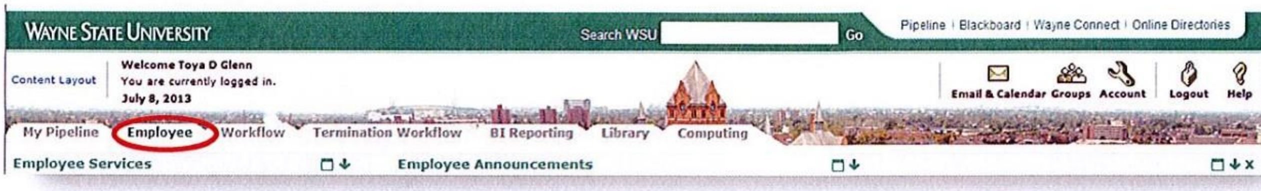
HR SOLUTIONS

Personnel File Workflow – Active Employee

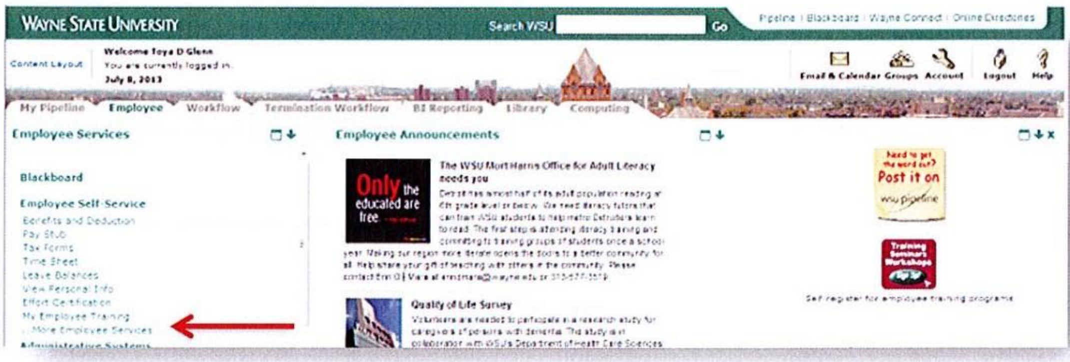


How Active Employees Request a Personnel File

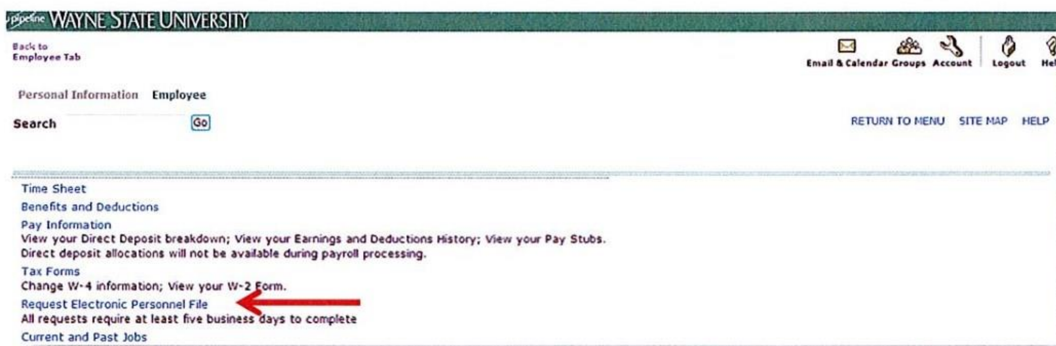
1. Log into Pipeline.wayne.edu
2. Click on the Employee Tab



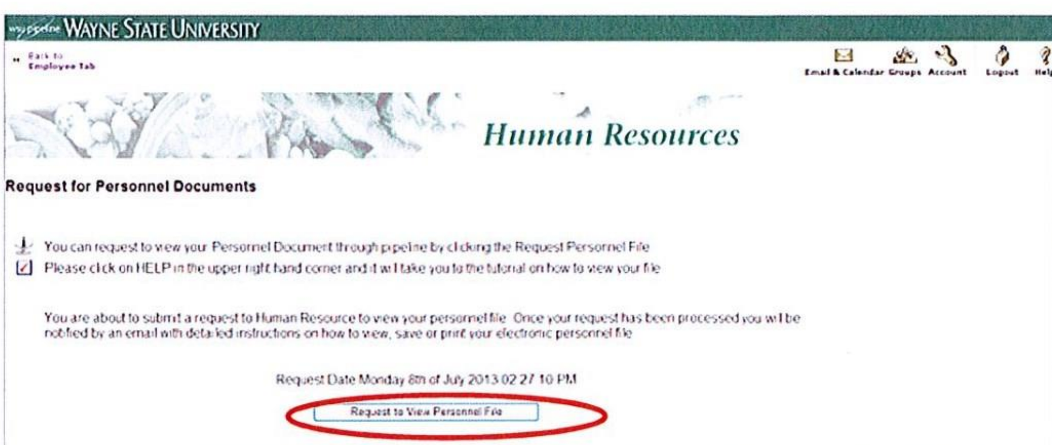
3. Click on "More Employee Services"



4. Click on "Request Electronic Personnel File"

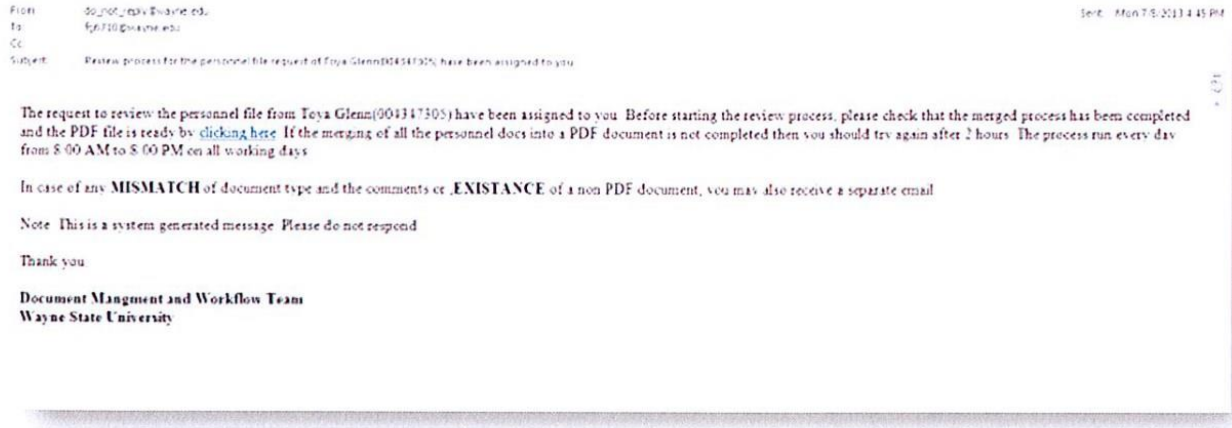


5. Click "Request to View Personnel File" and the process is complete. You must allow five business days to complete the request.



Steps to Review Personnel File Request

When a file is assigned to you for review, you will receive an email from "do_not_reply@wayne.edu". The email will include the employees name and banner ID.



From do_not_reply@wayne.edu
To
Cc
Subject Review process for the personnel file request of Toya Glenn(004347305) have been assigned to you

The request to review the personnel file from Toya Glenn(004347305) have been assigned to you Before starting the review process, please check that the merged process has been completed and the PDF file is ready by clicking here If the merging of all the personnel docs into a PDF document is not completed then you should try again after 2 hours The process run every day from 8 00 AM to 8 00 PM on all working days

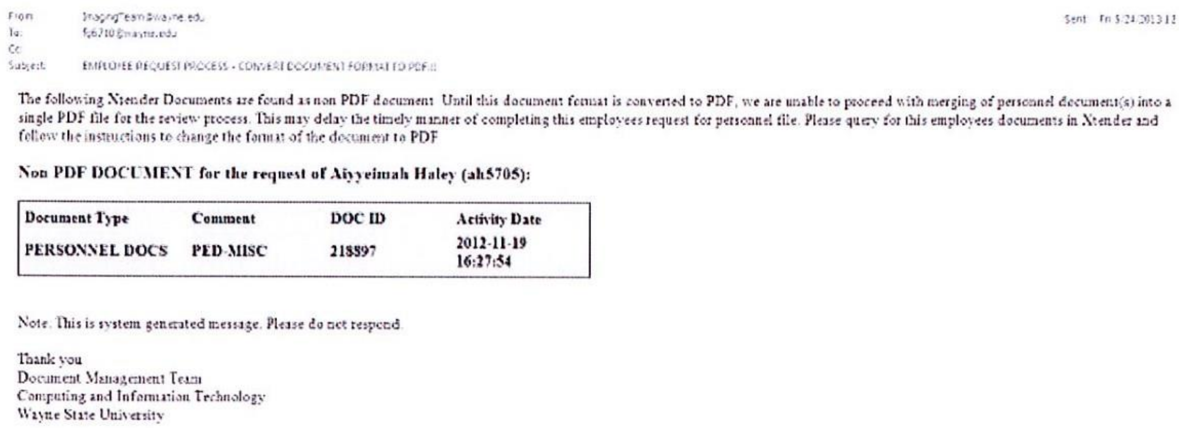
In case of any **MISMATCH** of document type and the comments or **EXISTANCE** of a non PDF document, you may also receive a separate email

Note This is a system generated message Please do not respond

Thank you

Document Mangment and Workflow Team
Wayne State University

If there are documents that have not been converted into PDF within the file you will receive an email from "ImagingTeam@wayne.edu".



From ImagingTeam@wayne.edu
To
Cc
Subject EMPLOYEE REQUEST PROCESS - CONVERT DOCUMENT FORMAT TO PDF!!

The following Xtender Documents are found as non PDF document Until this document format is converted to PDF, we are unable to proceed with merging of personnel document(s) into a single PDF file for the review process. This may delay the timely manner of completing this employees request for personnel file. Please query for this employees documents in Xtender and follow the instructions to change the format of the document to PDF

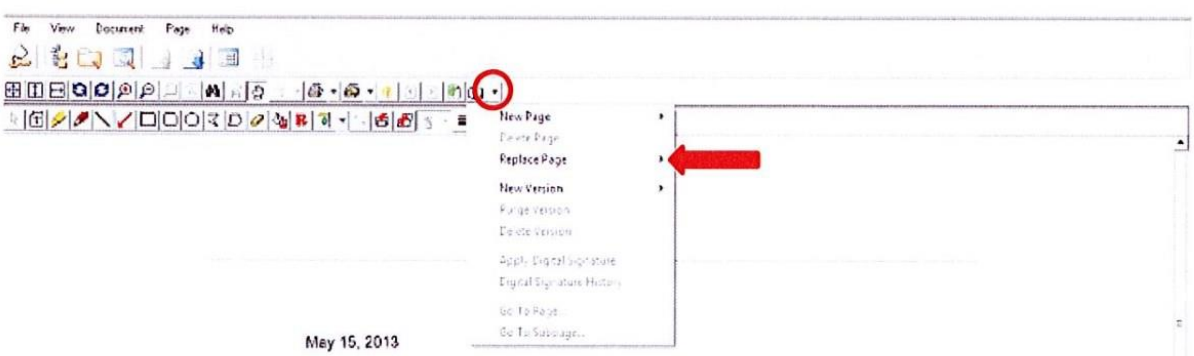
Non PDF DOCUMENT for the request of Aiyyeimah Haley (ah5705):

Document Type	Comment	DOC ID	Activity Date
PERSONNEL DOCS	PED-MISC	218897	2012-11-19 16:27:54

Note. This is system generated message. Please do not respond.

Thank you
Document Management Team
Computing and Information Technology
Wayne State University

Locate the file that has not been converted into PDF. Either print the file as a PDF or save the document and convert it into a PDF. Once the file has been converted; replace the existing document (see example below).

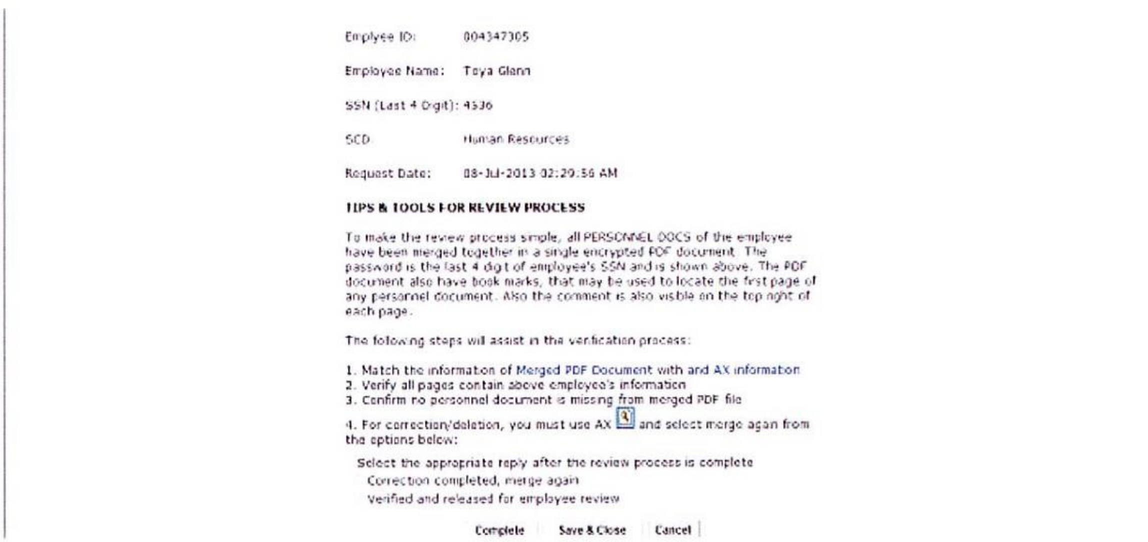


Once the file is ready to review, perform the following steps:

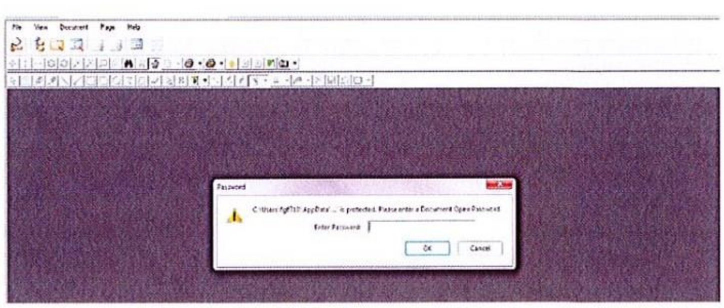
1. Log into pipeline
2. Click on the Workflow Tab

3. Click on the link under "My Workflow Worklist"

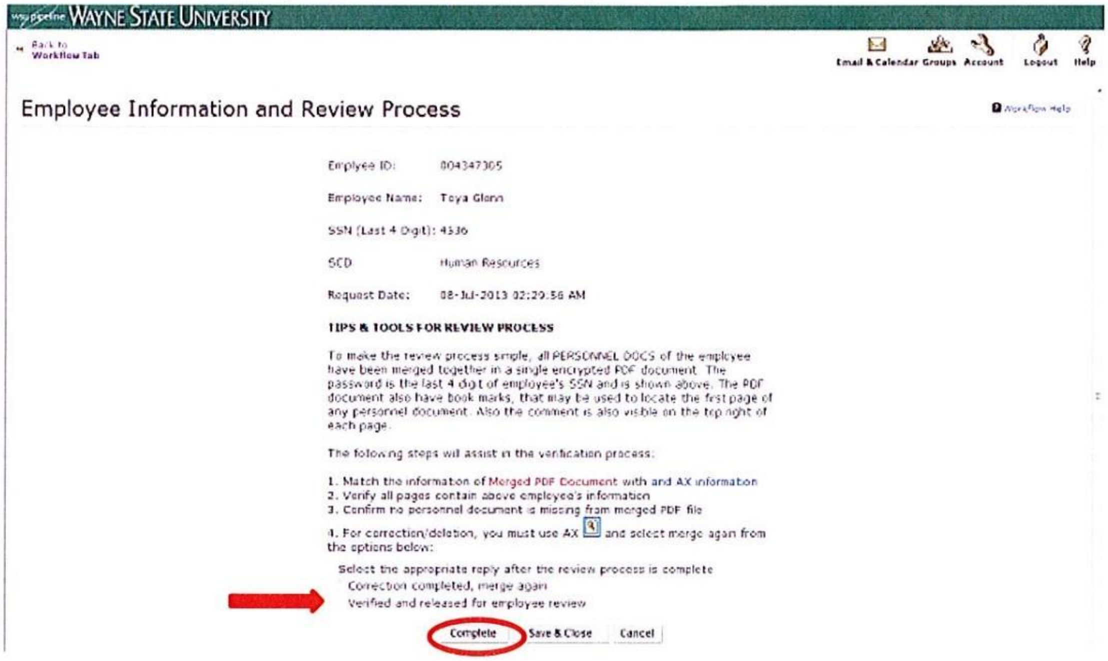
4. If you have made corrections to the file (such as converting files to PDF) click on "Correction completed, merge again" and click complete; if you are ready to view the file, click on "Merged PDF Document"



5. Click on the arrow (as shown below) and open document or view as PDF. You will be prompted to enter a password which is the last 4 digits of the employees SSN



6. Review the information in the file and ensure that
    a. All of the files are "PED" documents (Employee Data Sheets, Resumes, Application, etc.)
    b. All of the files actually belong to the employee who has submitted the request
7. Once all the information has been verified and is correct; close the window and click "Verified and released for employee review" and click complete



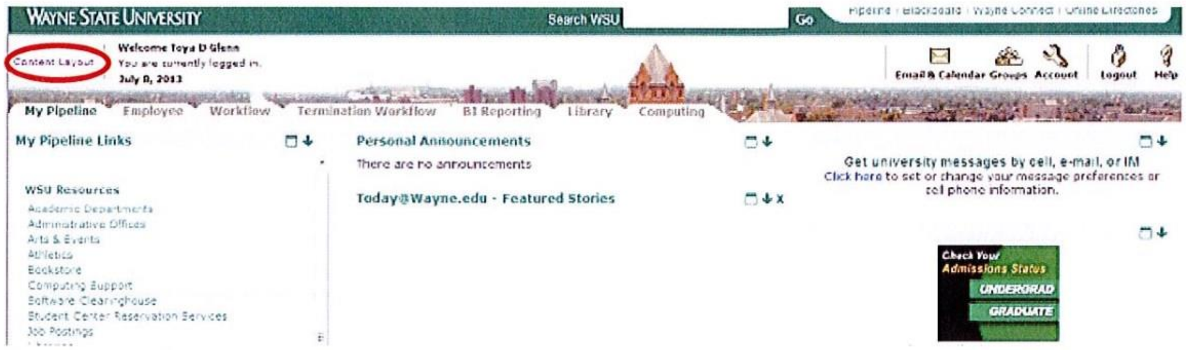
The employee will receive an email indicating that the file is ready for review via pipeline.

File Request for Terminated Employees

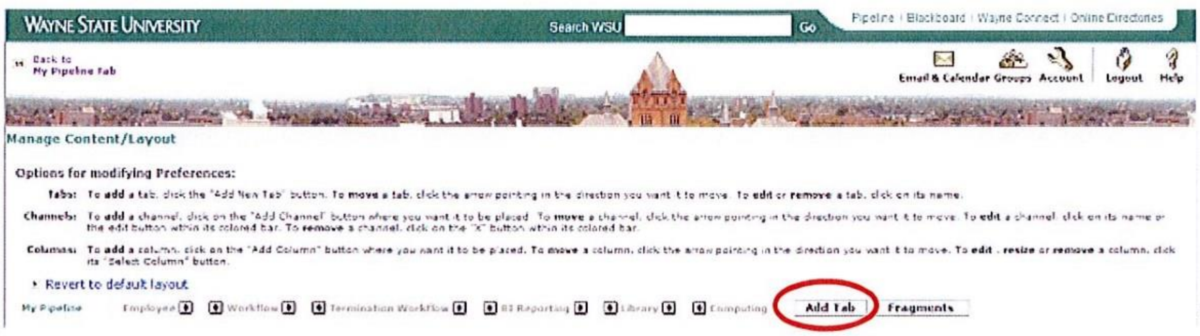
Terminated employees do not have access to pipeline and therefore do not have the ability to request their files. HR must submit the request on their behalf. You will need to obtain the access ID for the employee and a non WSU email address.

Adding the Termination Workflow URL to your pipeline tool bar:

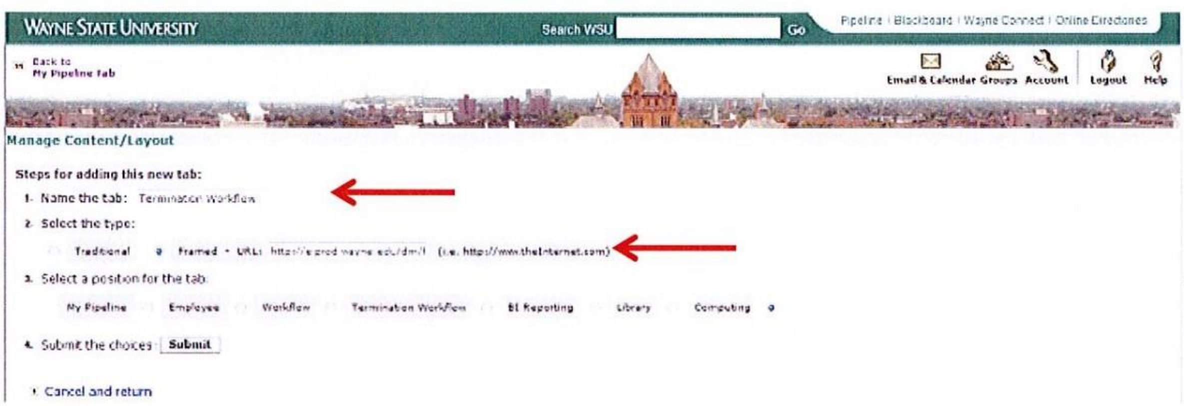
1. Log into pipeline
2. Click on "Content Layout" in the top left corner of your screen



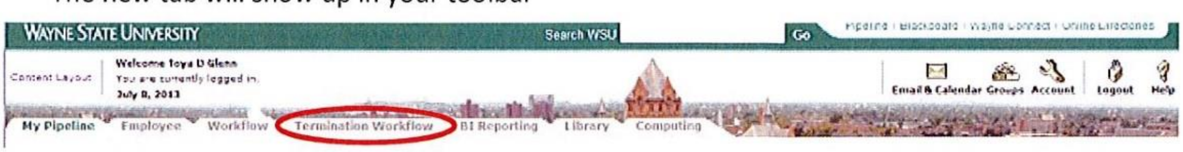
3. Click on "Add Tab"



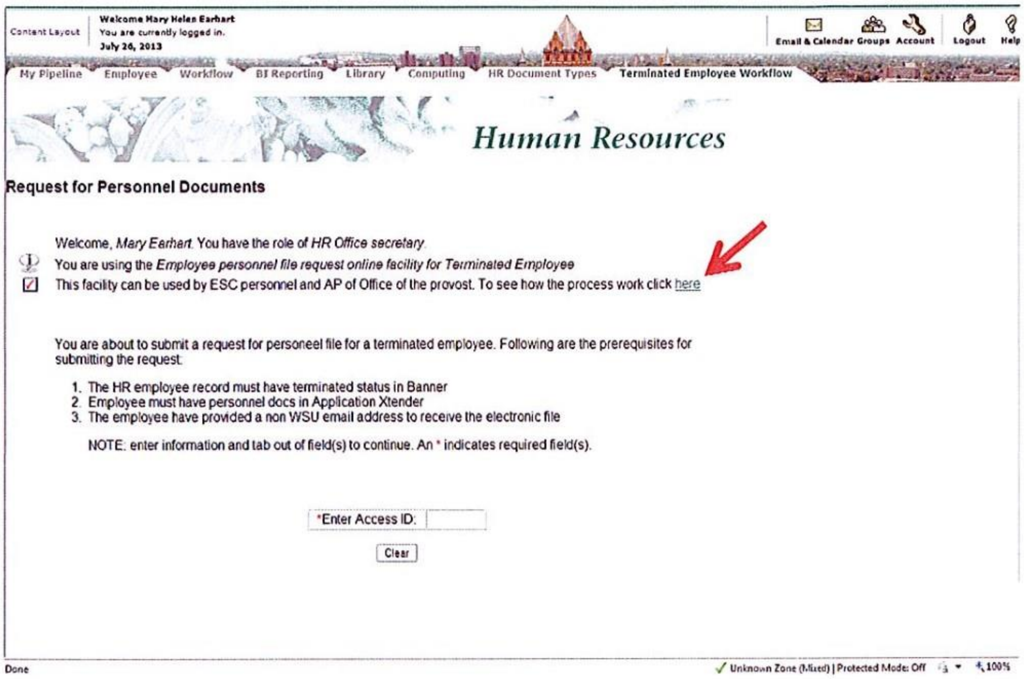
4. Name your new tab "Termination Workflow" and Insert the following URL as in the "Framed – URL" option: http://eiprod.wayne.edu/dm/hr/EmplReq/prod/TermReq/emplreq.php



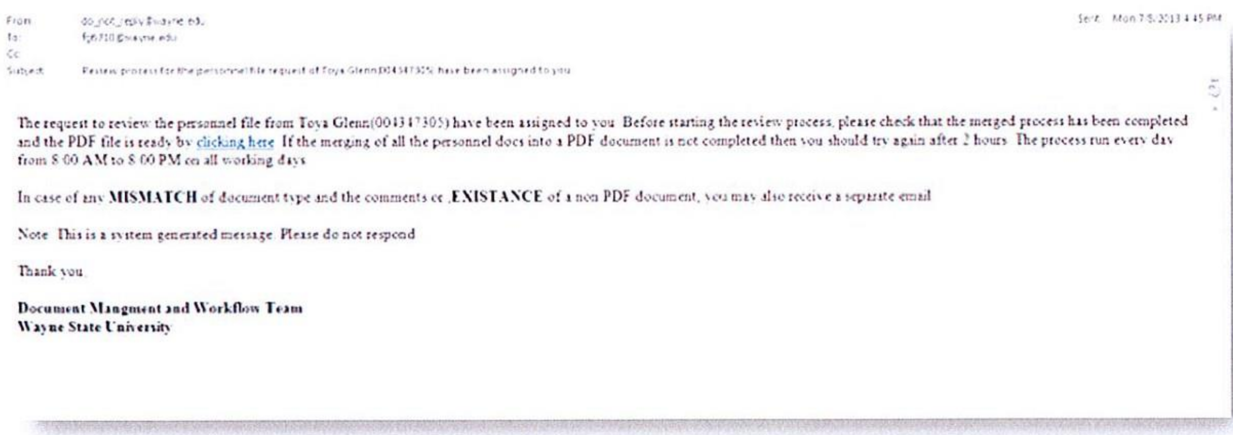
The new tab will show up in your toolbar



5. Enter the Access ID of the terminated employee to begin the process. For instructions on completing the manual request, click the link titled"here" as shown below:



Once the file request has been completed, you will receive an e-mail from "do_not_reply@wayne.edu". The email will include the employees name and banner ID.



The request to review the personnel file from Toya Glenn(004347305) have been assigned to you Before starting the review process, please check that the merged process has been completed and the PDF file is ready by clicking here If the merging of all the personnel docs into a PDF document is not completed then you should try again after 2 hours The process run every day from 8:00 AM to 8:00 PM on all working days

In case of any **MISMATCH** of document type and the comments or **EXISTANCE** of a non PDF document, you may also receive a separate email

Note This is a system generated message Please do not respond

Thank you

Document Mangment and Workflow Team
Wayne State University

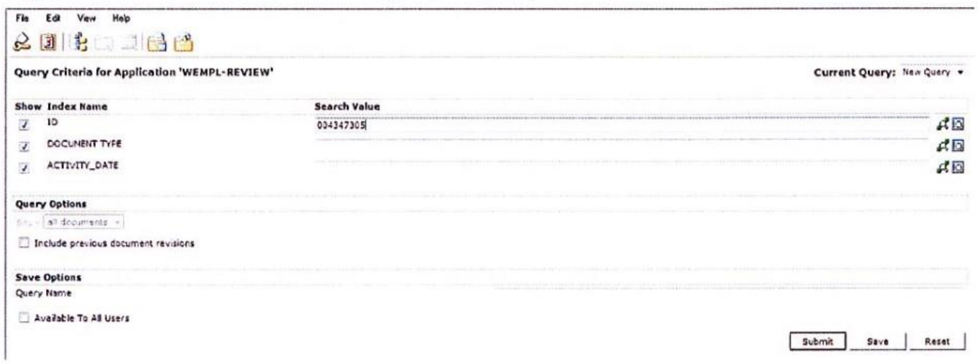
6. the encrypted file must be sent to the non WSU email address that was provided by the employee. To retrieve the file, follow these steps:

a) Log into ApplicationXtender Web Access:

https://imaging.wayne.edu/AppXtender/Login.aspx?DataSource=prod&IgnoreNTAutoLogin=True

b) Double click on Employee Personnel Files

c) Type in the Banner ID for the employee and press submit



d) Click on the email icon and email the document to yourself. This document will be encrypted and you can forward the email to the employee using the language below.

Good Afternoon,

Your request to view electronic personnel file has been completed. The attached electronic document is encrypted and will prompt for a password.

The password is the last 4 digits of your social security number.

Please let me know if you have any questions.

The employee will then be able to access the files submitted.

All files must be sent encrypted and they must enter the last four digits of the SSN in order to open the document.

WAYNE STATE UNIVERSITY

REQUEST FOR COPY/REVIEW OF PERSONNEL FILE

Date of Request: ____________________

Name (Please Print): ____

E-Mail: ____

Telephone Number Where You Can Be Contacted During Normal Business Hours:
(Please include the Area Code)

WSU Phone Number: (______) ________ - ___________________

Other Phone Number: (______) ________ - ___________________

Access ID/Banner ID: ____

Last 4 digits of Social Security Number: _________________________________

School/College/Division: ____

Are You Currently Employed? Yes______ No______

If not currently employed, date of termination: ___________________________

Type of File: Personnel File _____ Medical File ______

Service Request: Review File _______ Copy of File ______

Please allow at least 24 hours for HR staff to provide you with a copy of your personnel file. In addition, there is a $.10 (ten cents) per page administration fee that is payable upon receipt of the copies. You will be contacted by phone when the copies are ready for pickup. By signing below, you agree to pay the administrative fee.

Signature ____

****

Office Use Only

Date: Personnel File Review Performed: ____________ **Copy of File Provided:** ___________

HR Representative: ____

Sample #1:
Personnel File Request Assigned to you

FROM: do_not_reply@wayne.edu
To: HR Coordinator
Subject: Review process for the personnel file request of **EMPLOYEE'S NAME** (**XXXXXXXXX**) have been assigned to you

The request to review the personnel file from **EMPLOYEE'S NAME** (**XXXXXXXXX**) have been assigned to you. Before starting the review process, please check that the merged process has been completed and the PDF file is ready by clicking here. If the merging of all the personnel docs into a PDF document is not completed then you should try again after 2 hours. The process run every day from 8:00 AM to 8:00 PM on all working days.

In case of any **MISMATCH** of document type and the comments or,**EXISTANCE** of a non PDF document, you may also receive a separate email.

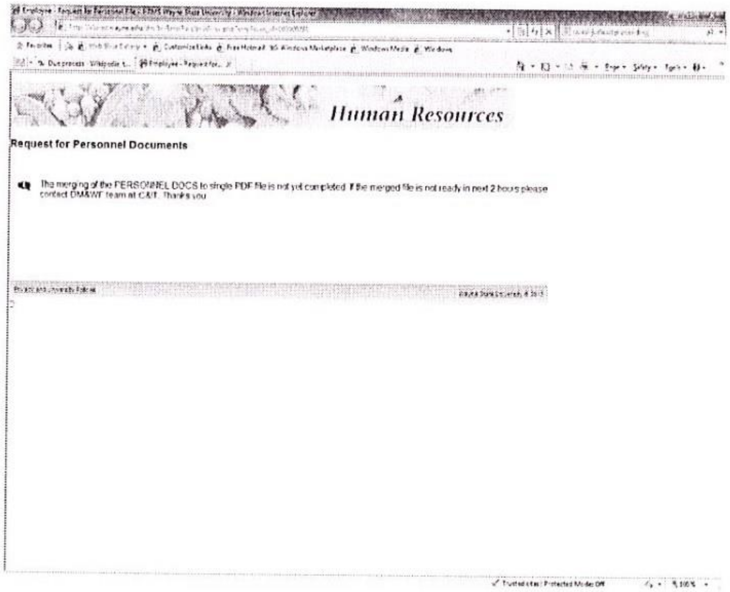
Note: This is a system generated message. Please do not respond.

Thank you,

Document Management and Workflow Team
Wayne State University

Go in Atea

FILE READY

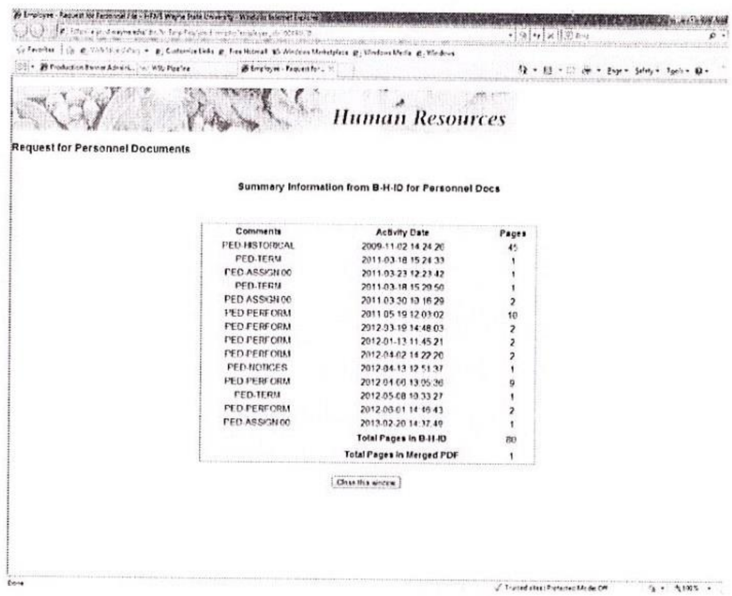


Human Resources

Request for Personnel Documents

The merging of the PERSONNEL DOCS to single PDF file is not yet completed. If the merged file is not ready in next 2 hours please contact DM&WT team at C&IT. Thanks you

FILE READY



Human Resources

Request for Personnel Documents

Summary Information from B-H-ID for Personnel Docs

Comments	Activity Date	Pages
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PED-TERM	2011-03-18 15:24:33	1
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PED-ASSIGN 00	2011-03-30 10:16:29	2
PED-PERFORM	2011-05-19 12:03:02	10
PED-PERFORM	2012-03-19 14:48:03	2
PED-PERFORM	2012-01-13 11:45:21	2
PED-PERFORM	2012-04-02 14:22:20	2
PED-NOTICES	2012-04-13 12:51:37	1
PED-PERFORM	2012-04-06 13:05:36	9
PED-TERM	2012-05-08 10:33:27	1
PED-PERFORM	2012-08-01 14:46:43	2
PED-ASSIGN 00	2013-02-20 14:37:49	1
	Total Pages in B-H-ID	80
	Total Pages in Merged PDF	1

Close this window

Sample #2:
Personnel File Request is ready for Review Process

FROM: do_not_reply@wayne.edu
To: HR Coordinator
Subject: EMPLOYEE'S NAME (ABXXXX) Electronic personnel file is ready for Review

The merging process for **EMPLOYEE'S NAME (ABXXXX)** request has been completed and ready for the review process. To start the review process you may click appropriate woklist in pipeline and follow the instruction written in the worklist

Note: This is system generated message. Please do not respond.

Thank you
Document Management Team
Wayne State University

Sample #3:
CONVERT DOCUMENT FORMAT TO PDF

FROM: ~~do-not-reply@wayne.edu~~ imaging-team@wayne.edu
To: HR Coordinator
Subject: EMPLOYEE REQUEST PROCESS - CONVERT DOCUMENT FORMAT TO PDF!!!

The following Xtender Documents are found as non PDF document. Until this document format is converted to PDF, we are unable to proceed with merging of personnel document(s) into a single PDF file for the review process. This may delay the timely manner of completing this employees request for personnel file. Please query for this employees documents in Xtender and follow the instructions to change the format of the document to PDF.

Non PDF DOCUMENT for the request of EMPLOYEE'S NAME (ABXXXX):

Document Type	Comment	DOC ID	Activity Date
PERSONNEL DOCS	PED-RENEW 01+	10694	2009-04-03 16:24:03
PERSONNEL DOCS	PED-RENEW 01+	12274	2009-05-05 11:07:18

Note: This is system generated message. Please do not respond.

Thank you
Document Management Team
Computing and Information Technology
Wayne State University

Sample #4:
MISMATCH - DOCUMENT TYPE/COMMENTS COMBINATION NOT VALID

FROM: do_not_reply@wayne.edu
To: HR Coordinator
Subject: EMPLOYEE REQUEST PROCESS - DATA CORRECTION REQUIRED!!!

The following Xtender Document Type and Comments combination is not valid. Until this problem is corrected, we are unable to proceed with merging of personnel document(s) into a single PDF file for the review process. This may delay the timely manner of completing this employees request to view his/her personnel file. Please query for this employees documents in Xtender and modify the mis-matched index values with appropriate document type and comment combination.

Mismatch document type and comment for the request of EMPLOYEE'S NAME (ABXXXX):

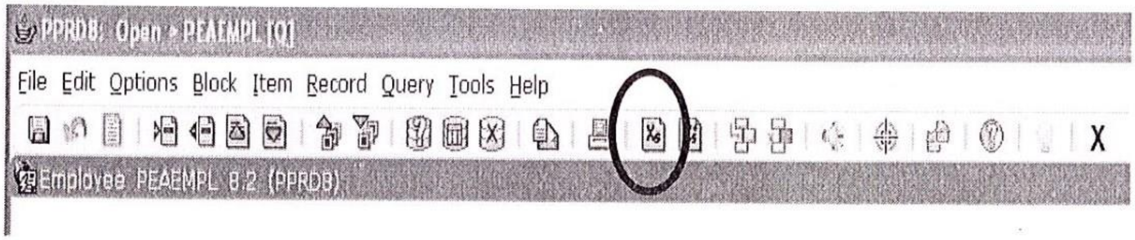
Document Type	Comment	DOC ID	Activity Date
PERSONNEL DOCS	**ID-I-9**	**163609**	**2011-10-20 10:46:07**

Note: This is system generated message. Please do not respond.

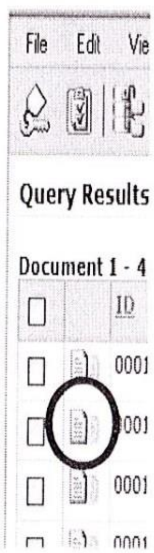
Thank you
Document Management Team
Computing and Information Technology
Wayne State University

WHAT TO DO WHEN THERE IS AN INVALID COMBINATION OF COMMENTS AND DOCUMENT TYPE

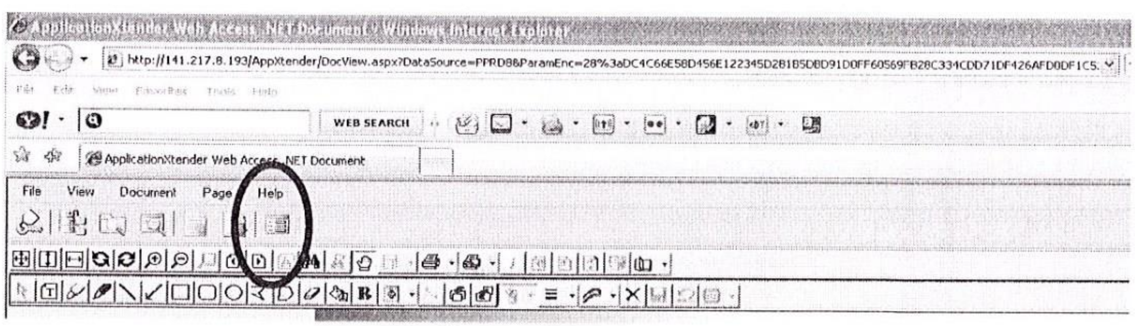
STEP 1: Open Banner → Go to NBAJOBS/PEAEMPL → Enter Banner ID for the person whose index needs to be modified → Control +PageDown into the Banner form → Click the BDMS – Display Document icon.



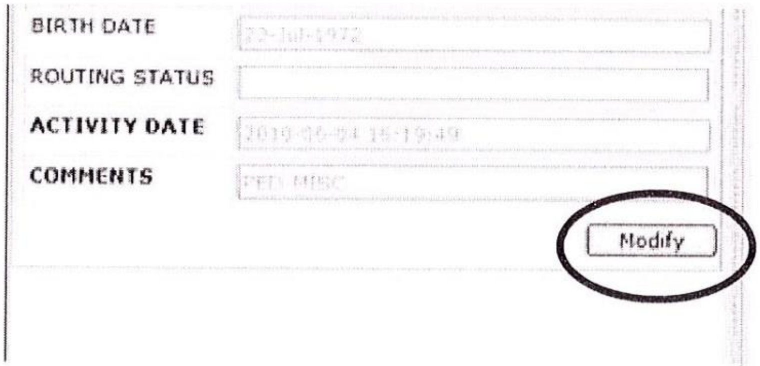
STEP 2: Open the Document to be modified



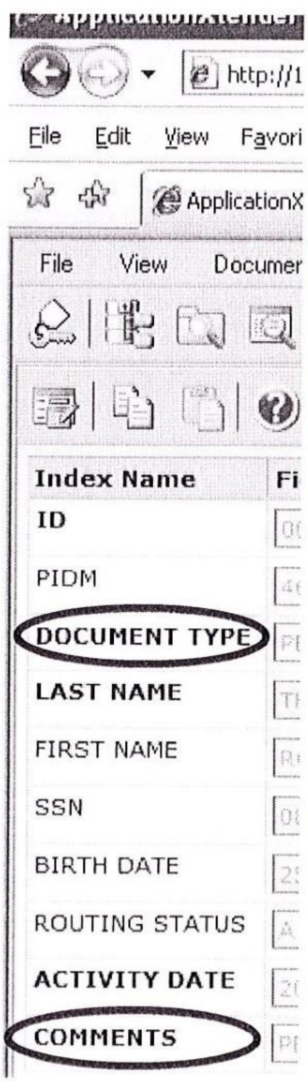
STEP 3: Select the Document Index icon to modify the index.



STEP 4: Click the modify button.



STEP 5: The DOCUMENT TYPE and/or COMMENTS fields are in bold, making them available to be modified. Make the required changes to the DOCUMENT TYPE and/or COMMENTS fields and click the Save button.



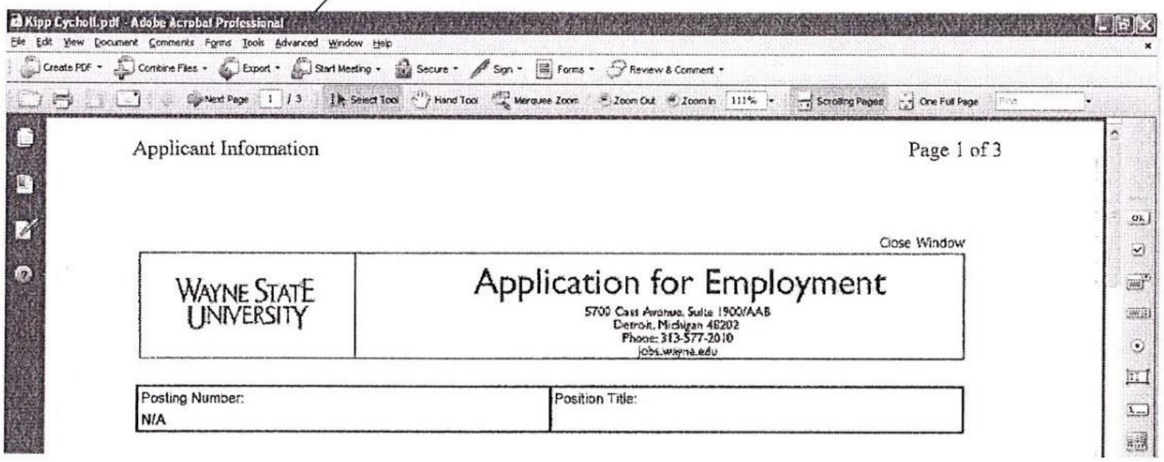
APPLICATION XTENDER

HOW TO REDACT DOCUMENTS DIRECTLY FROM ACROBAT PROFESSIONAL AND HOW TO REPLACE THE NON-REDACTED DOCUMENT

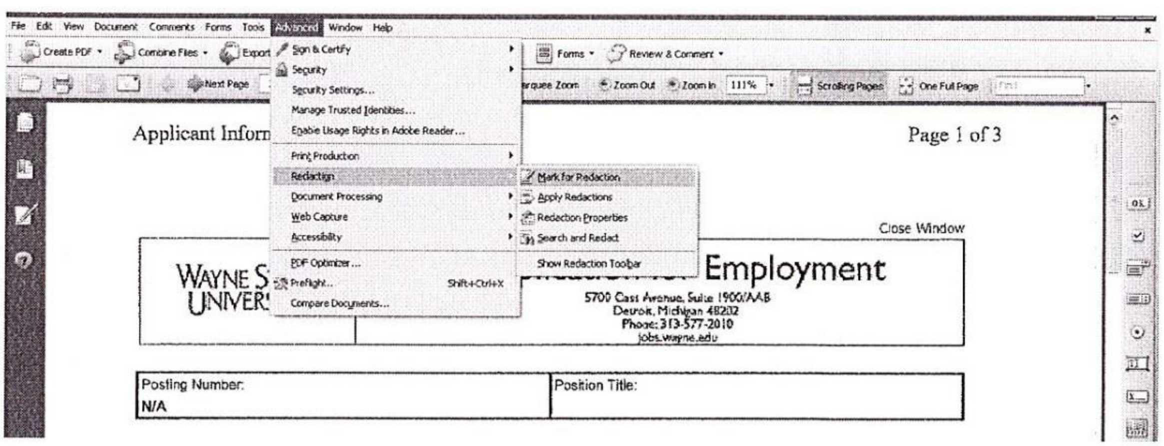
1. Export and save to your desktop the document(s) that need to be redacted (For more information, please see your job aids re: exporting)
2. Open the exported document(s) in Adobe Acrobat Professional and follow the following instructions:

WARNING! This will permanently redact the text on the original file. Be sure you redact the correct text in the document

a) Click "Advanced"



b) Click "Redaction" then click "Mark for Redaction"



c) Select (by dragging the mouse...) the text that needs to be redacted

HOW TO REDACT DOCUMENTS DIRECTLY FROM ACROBAT PROFESSIONAL AND HOW TO REPLACE THE NON-REDACTED DOCUMENT

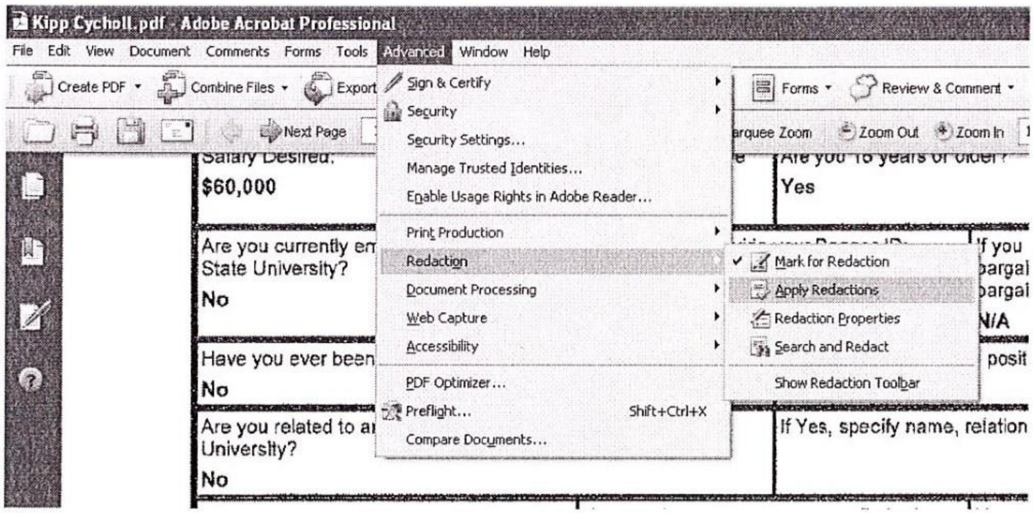
d) Once the text is selected, click :

I. "Advanced"

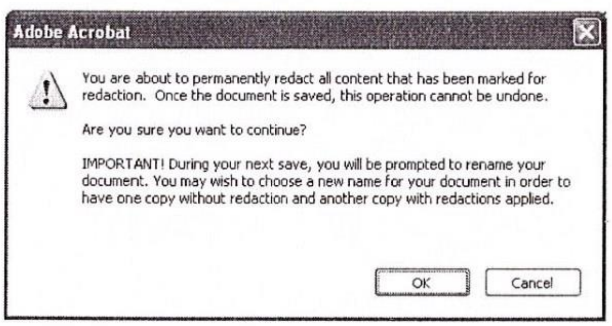
II. "Redaction"

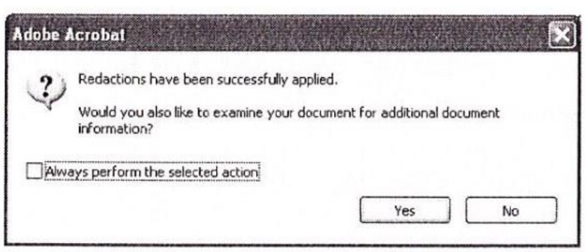
III. "Apply Redaction"

....Or simply right click the selected text and click "Apply Redaction"



You will then receive a few messages, click OK



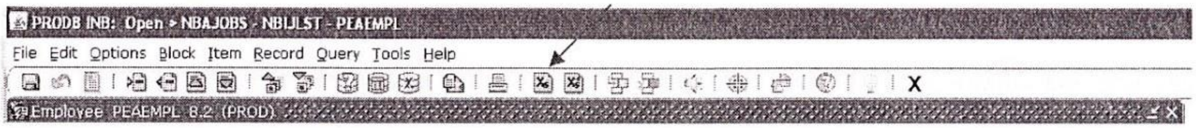


APPLICATION XTENDER

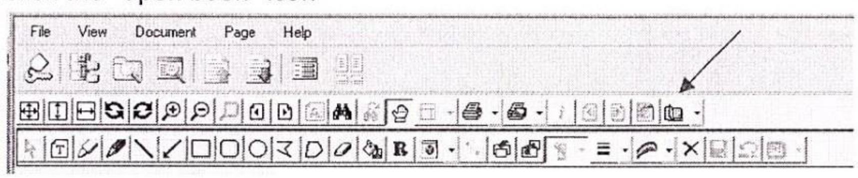
HOW TO REDACT DOCUMENTS DIRECTLY FROM ACROBAT PROFESSIONAL AND HOW TO REPLACE THE NON-REDACTED DOCUMENT

Note: *You will be prompted to save the document(s) as a separate file*

3. Go back to ApplicationXtender and click the "BDMS – Display Document" button



4. Open the non redacted document(s) you need to replace. Make sure you are displaying the CORRECT page and do the following:
   a. Click the "open book" icon



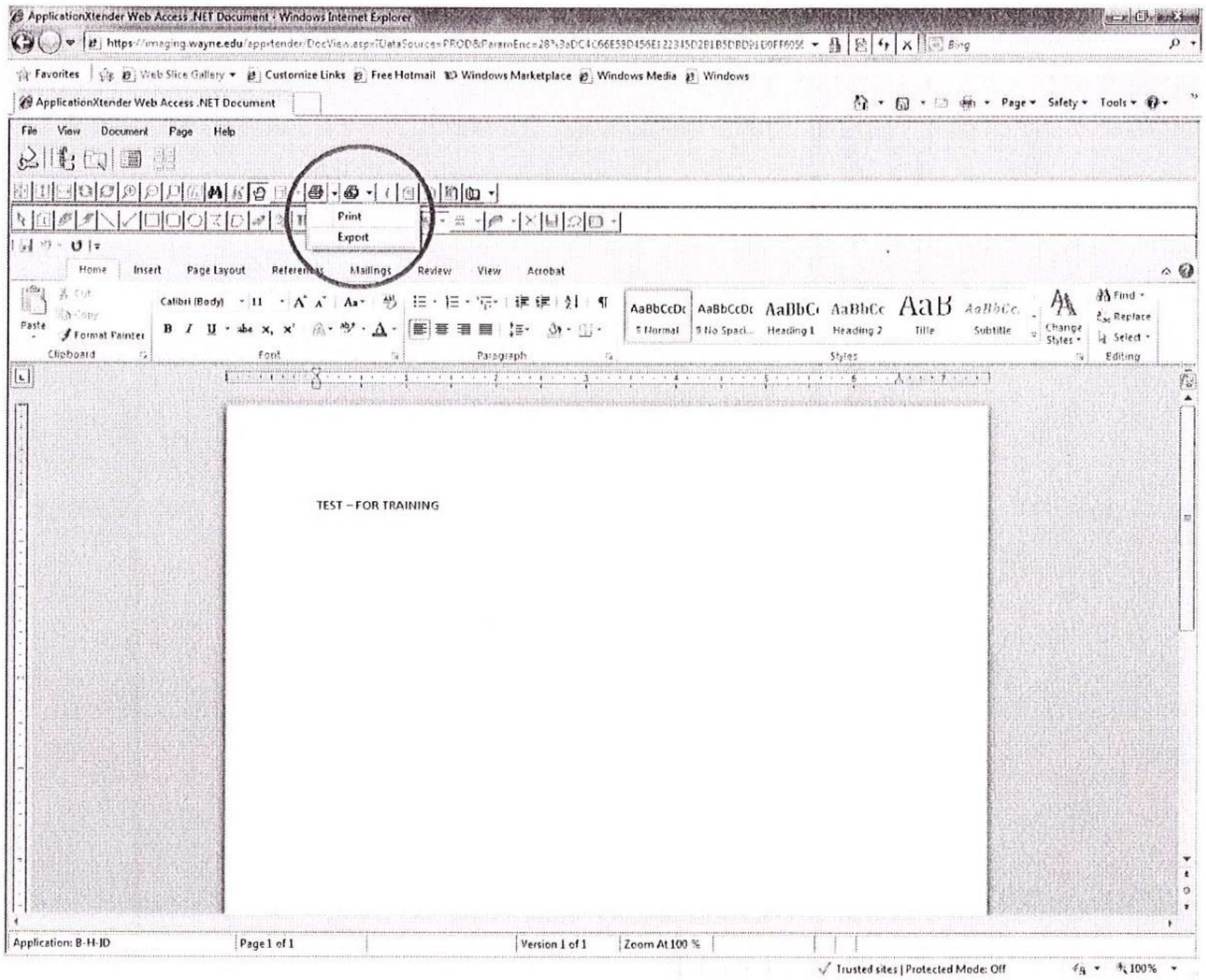
   b. Select "Replace Page" from the drop down menu, then select "Import File"
   c. An "Import File" window will pop up, Open the new file with the redacted document

The original document should now be replaced with the new redacted document.

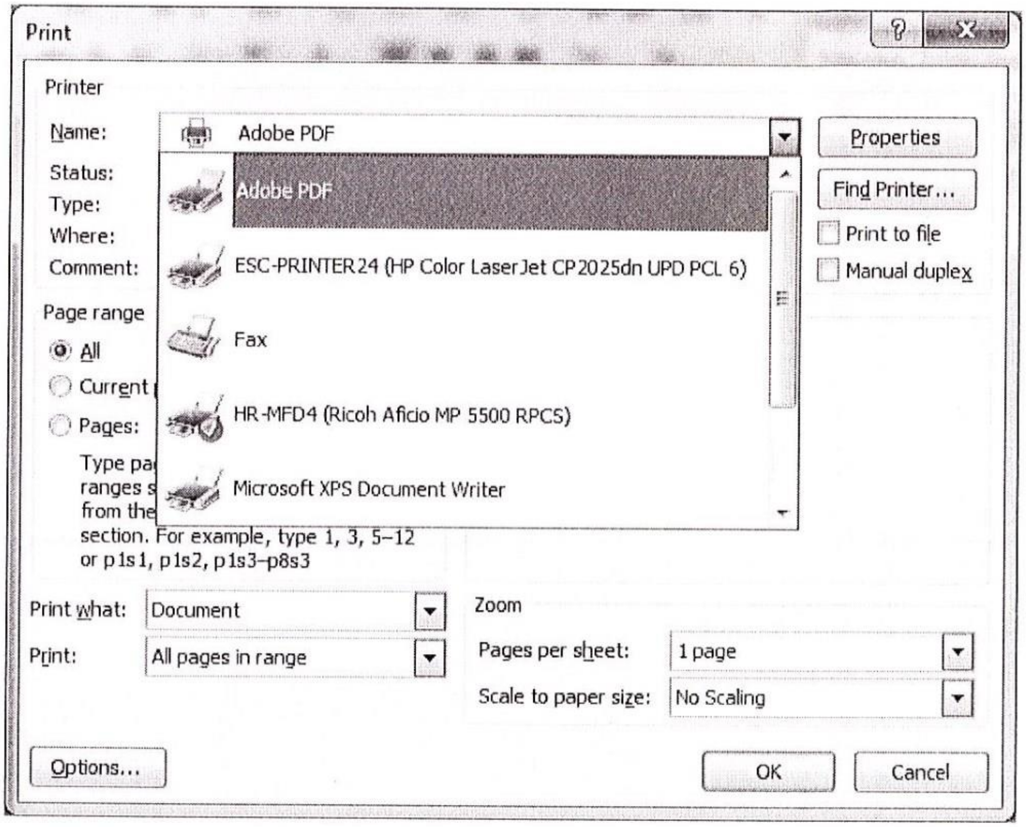
CONVERTING A DOCUMENT TO PDF IN XTENDER

1) Go to Xtender and open the document in the non-PDF Format

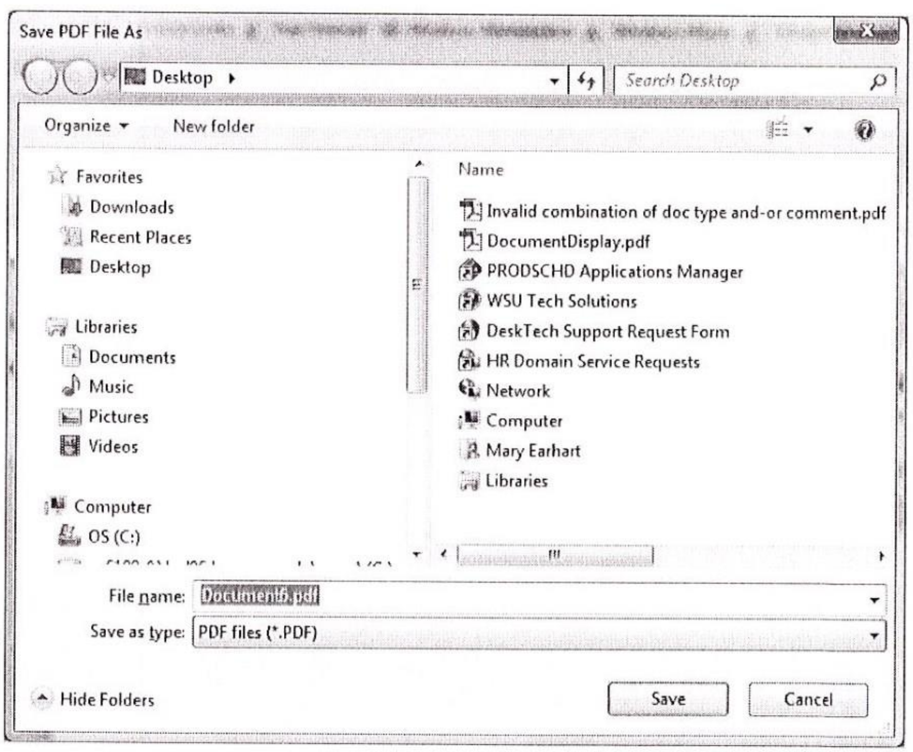
2) Click the Print Current Page Icon and select Print



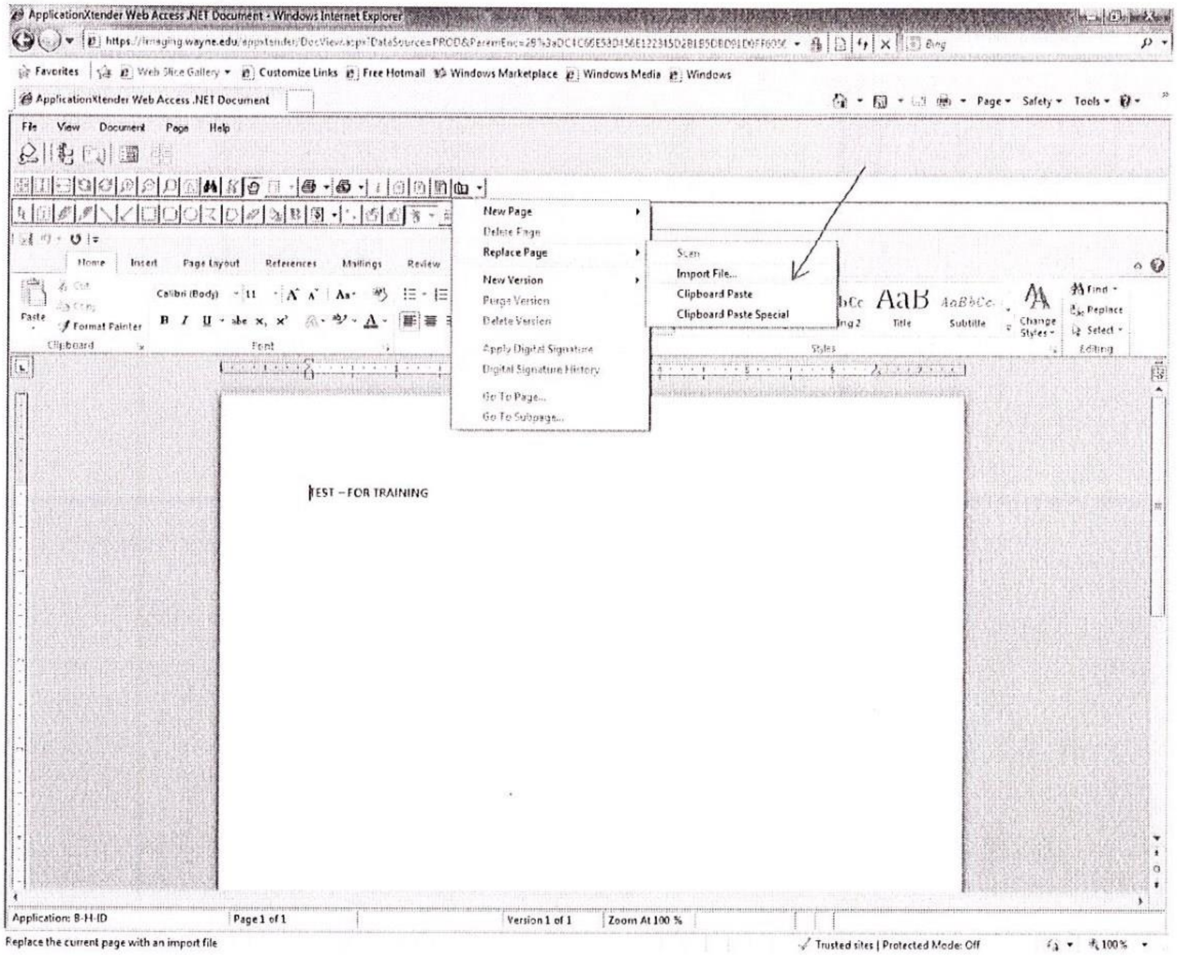
3) Select the Option to Print as Adobe PDF and Click OK



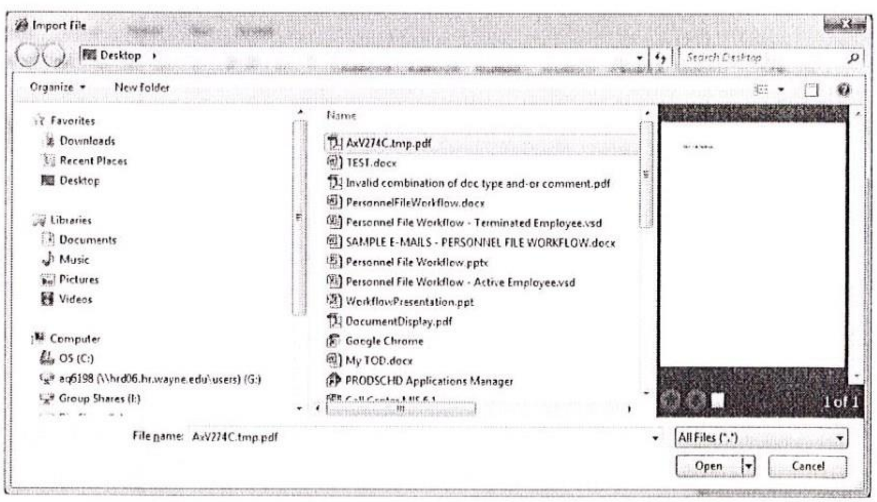
4) Save the document to your desktop



5) Click the open book icon, select Replace Page then Select Import Page. The Import file window will pop-up. Locate the PDF file and click OK



IMPORT FILE WINDOW



The non-PDF file has now been replaced with the PDF file

BULLARD-PLAWECKI EMPLOYEE RIGHT TO KNOW ACT
Act 397 of 1978

AN ACT to permit employees to review personnel records; to provide criteria for the review; to prescribe the information which may be contained in personnel records; and to provide penalties.

History: 1978, Act 397, Eff. Jan. 1, 1979.

Popular name: Right-to-Know

The People of the State of Michigan enact:

423.501 Short title; definitions.

Sec. 1. (1) This act shall be known and may be cited as the "Bullard-Plawecki employee right to know act".

(2) As used in this act:

(a) "Employee" means a person currently employed or formerly employed by an employer.

(b) "Employer" means an individual, corporation, partnership, labor organization, unincorporated association, the state, or an agency or a political subdivision of the state, or any other legal, business, or commercial entity which has 4 or more employees and includes an agent of the employer.

(c) "Personnel record" means a record kept by the employer that identifies the employee, to the extent that the record is used or has been used, or may affect or be used relative to that employee's qualifications for employment, promotion, transfer, additional compensation, or disciplinary action. A personnel record shall include a record in the possession of a person, corporation, partnership, or other association who has a contractual agreement with the employer to keep or supply a personnel record as provided in this subdivision. A personnel record shall not include:

(*i*) Employee references supplied to an employer if the identity of the person making the reference would be disclosed.

(*ii*) Materials relating to the employer's staff planning with respect to more than 1 employee, including salary increases, management bonus plans, promotions, and job assignments.

(*iii*) Medical reports and records made or obtained by the employer if the records or reports are available to the employee from the doctor or medical facility involved.

(*iv*) Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

(*v*) Information that is kept separately from other records and that relates to an investigation by the employer pursuant to section 9.

(*vi*) Records limited to grievance investigations which are kept separately and are not used for the purposes provided in this subdivision.

(*vii*) Records maintained by an educational institution which are directly related to a student and are considered to be education records under section 513(a) of title 5 of the family educational rights and privacy act of 1974, 20 U.S.C. 1232g.

(*viii*) Records kept by an executive, administrative, or professional employee that are kept in the sole possession of the maker of the record, and are not accessible or shared with other persons. However, a record concerning an occurrence or fact about an employee kept pursuant to this subparagraph may be entered into a personnel record if entered not more than 6 months after the date of the occurrence or the date the fact becomes known.

History: 1978, Act 397, Eff. Jan. 1, 1979.

Popular name: Right-to-Know

423.502 Personnel record information excluded from personnel record; use in judicial or quasi-judicial proceeding.

Sec. 2. Personnel record information which was not included in the personnel record but should have been as required by this act shall not be used by an employer in a judicial or quasi-judicial proceeding. However, personnel record information which, in the opinion of the judge in a judicial proceeding or in the opinion of the hearing officer in a quasi-judicial proceeding, was not intentionally excluded in the personnel record, may be used by the employer in the judicial or quasi-judicial proceeding, if the employee agrees or if the employee has been given a reasonable time to review the information. Material which should have been included in the personnel record shall be used at the request of the employee.

History: 1978, Act 397, Eff. Jan. 1, 1979.

Popular name: Right-to-Know

423.503 Review of personnel record by employee.

Sec. 3. An employer, upon written request which describes the personnel record, shall provide the employee with an opportunity to periodically review at reasonable intervals, generally not more than 2 times in a calendar year or as otherwise provided by law or a collective bargaining agreement, the employee's personnel record if the employer has a personnel record for that employee. The review shall take place at a location reasonably near the employee's place of employment and during normal office hours. If a review during normal office hours would require an employee to take time off from work with that employer, then the employer shall provide some other reasonable time for the review. The employer may allow the review to take place at another time or location that would be more convenient to the employee.

History: 1978, Act 397, Eff. Jan. 1, 1979.

Popular name: Right-to-Know

423.504 Copy of information in personnel record; fee; mailing.

Sec. 4. After the review provided in section 3, an employee may obtain a copy of the information or part of the information contained in the employee's personnel record. An employer may charge a fee for providing a copy of information contained in the personnel record. The fee shall be limited to the actual incremental cost of duplicating the information. If an employee demonstrates that he or she is unable to review his or her personnel record at the employing unit, then the employer, upon that employee's written request, shall mail a copy of the requested record to the employee.

History: 1978, Act 397, Eff. Jan. 1, 1979.

Popular name: Right-to-Know

423.505 Disagreement with information contained in personnel record; agreement to remove or correct information; statement; legal action to have information expunged.

Sec. 5. If there is a disagreement with information contained in a personnel record, removal or correction of that information may be mutually agreed upon by the employer and the employee. If an agreement is not reached, the employee may submit a written statement explaining the employee's position. The statement shall not exceed 5 sheets of 8-1/2-inch by 11-inch paper and shall be included when the information is divulged to a third party and as long as the original information is a part of the file. If either the employer or employee knowingly places in the personnel record information which is false, then the employer or employee, whichever is appropriate, shall have remedy through legal action to have that information expunged.

History: 1978, Act 397, Eff. Jan. 1, 1979.

Popular name: Right-to-Know

423.506 Divulging disciplinary report, letter of reprimand, or other disciplinary action; notice; exceptions.

Sec. 6. (1) An employer or former employer shall not divulge a disciplinary report, letter of reprimand, or other disciplinary action to a third party, to a party who is not a part of the employer's organization, or to a party who is not a part of a labor organization representing the employee, without written notice as provided in this section.

(2) The written notice to the employee shall be by first-class mail to the employee's last known address, and shall be mailed on or before the day the information is divulged from the personnel record.

(3) This section shall not apply if any of the following occur:

(a) The employee has specifically waived written notice as part of a written, signed employment application with another employer.

(b) The disclosure is ordered in a legal action or arbitration to a party in that legal action or arbitration.

(c) Information is requested by a government agency as a result of a claim or complaint by an employee.

History: 1978, Act 397, Eff. Jan. 1, 1979.

Popular name: Right-to-Know

423.507 Review of personnel record before releasing information; deletion of disciplinary reports, letters of reprimand, or other records; exception.

Sec. 7. An employer shall review a personnel record before releasing information to a third party and, except when the release is ordered in a legal action or arbitration to a party in that legal action or arbitration, delete disciplinary reports, letters of reprimand, or other records of disciplinary action which are more than 4 years old.

History: 1978, Act 397, Eff. Jan. 1, 1979.

Popular name: Right-to-Know

423.508 Gathering or keeping certain information prohibited; exceptions; information as part of personnel record.

Sec. 8. (1) An employer shall not gather or keep a record of an employee's associations, political activities, publications, or communications of nonemployment activities, except if the information is submitted in writing by or authorized to be kept or gathered, in writing, by the employee to the employer. This prohibition on records shall not apply to the activities that occur on the employer's premises or during the employee's working hours with that employer that interfere with the performance of the employee's duties or duties of other employees.

(2) A record which is kept by the employer as permitted under this section shall be part of the personnel record.

History: 1978, Act 397, Eff. Jan. 1, 1979.

Popular name: Right-to-Know

423.509 Investigation of criminal activity by employer; separate file of information; notice to employee; destruction or notation of final disposition of file and copies; prohibited use of information.

Sec. 9. (1) If an employer has reasonable cause to believe that an employee is engaged in criminal activity which may result in loss or damage to the employer's property or disruption of the employer's business operation, and the employer is engaged in an investigation, then the employer may keep a separate file of information relating to the investigation. Upon completion of the investigation or after 2 years, whichever comes first, the employee shall be notified that an investigation was or is being conducted of the suspected criminal activity described in this section. Upon completion of the investigation, if disciplinary action is not taken, the investigative file and all copies of the material in it shall be destroyed.

(2) If the employer is a criminal justice agency which is involved in the investigation of an alleged criminal activity or the violation of an agency rule by the employee, the employer shall maintain a separate confidential file of information relating to the investigation. Upon completion of the investigation, if disciplinary action is not taken, the employee shall be notified that an investigation was conducted. If the investigation reveals that the allegations are unfounded, unsubstantiated, or disciplinary action is not taken, the separate file shall contain a notation of the final disposition of the investigation and information in the file shall not be used in any future consideration for promotion, transfer, additional compensation, or disciplinary action.

History: 1978, Act 397, Eff. Jan. 1, 1979.

Popular name: Right-to-Know

423.510 Right of access to records not diminished.

Sec. 10. This act shall not be construed to diminish a right of access to records as provided in Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws, or as otherwise provided by law.

History: 1978, Act 397, Eff. Jan. 1, 1979.

Popular name: Right-to-Know

423.511 Violation; action to compel compliance; jurisdiction; contempt; damages.

Sec. 11. If an employer violates this act, an employee may commence an action in the circuit court to compel compliance with this act. The circuit court for the county in which the complainant resides, the circuit court for the county in which the complainant is employed, or the circuit court for the county in which the personnel record is maintained shall have jurisdiction to issue the order. Failure to comply with an order of the court may be punished as contempt. In addition, the court shall award an employee prevailing in an action pursuant to this act the following damages:

(a) For a violation of this act, actual damages plus costs.

(b) For a wilful and knowing violation of this act, $200.00 plus costs, reasonable attorney's fees, and actual damages.

History: 1978, Act 397, Eff. Jan. 1, 1979.

Popular name: Right-to-Know

423.512 Effective date.

Sec. 12. This act shall take effect January 1, 1979.

History: 1978, Act 397, Eff. Jan. 1, 1979.

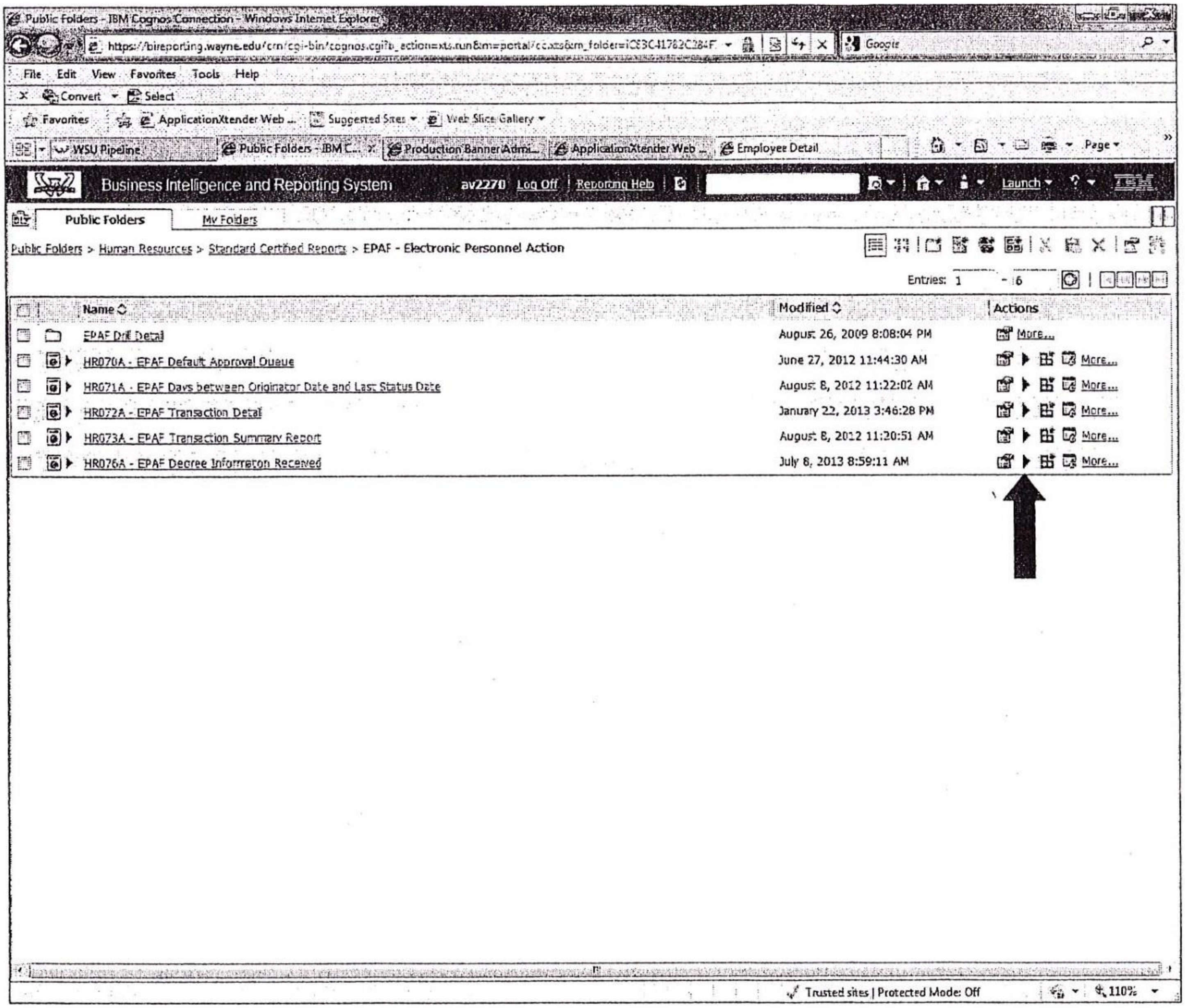
Popular name: Right-to-Know

Data entry post EPAF

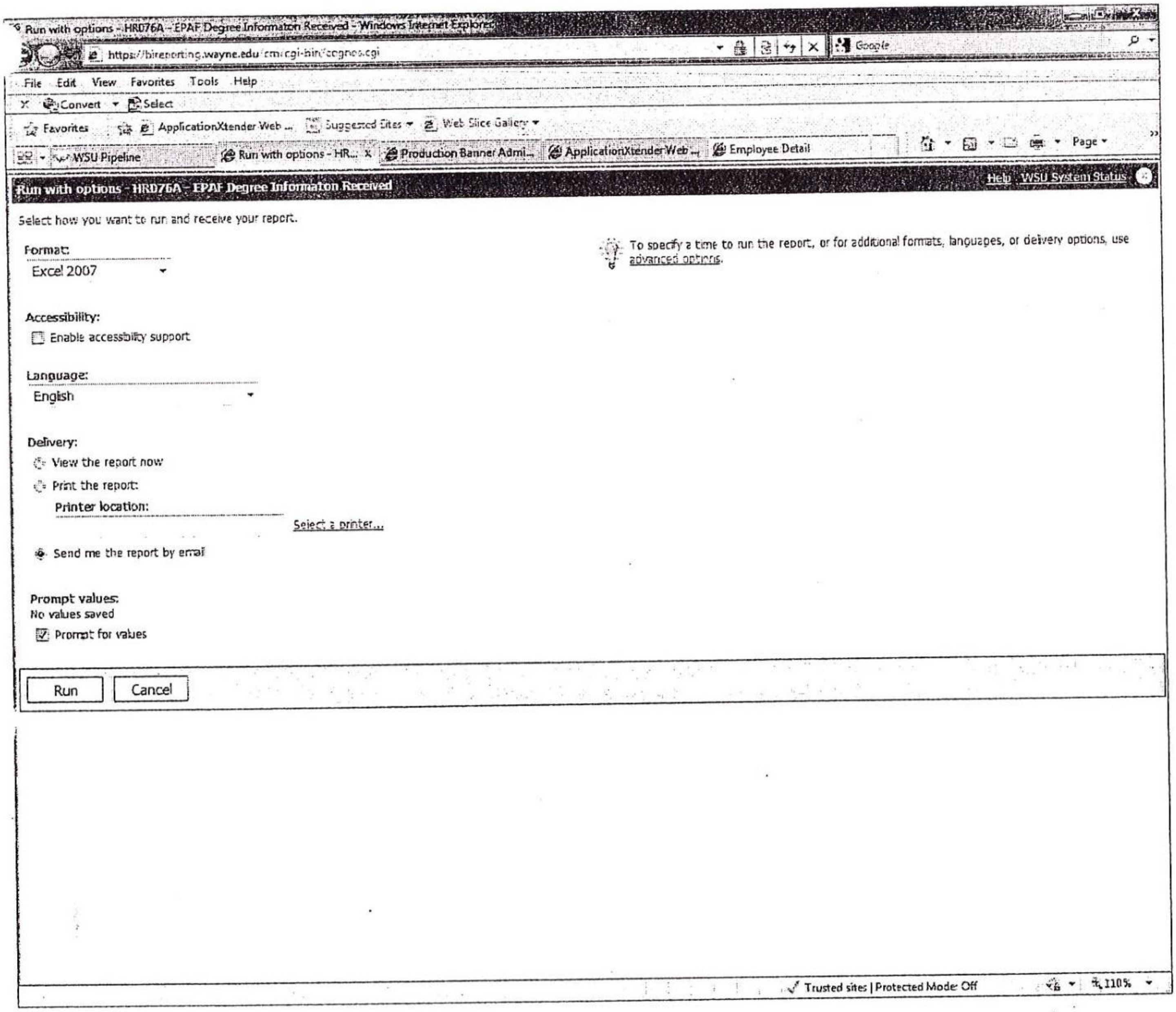
Procedure for Updating Degree Information Received

1. Run Cognos Report HR076A – EPAF Degree Information Received
   a. To pull up the HR076A, follow the following path in Business Intelligence and Reporting System:

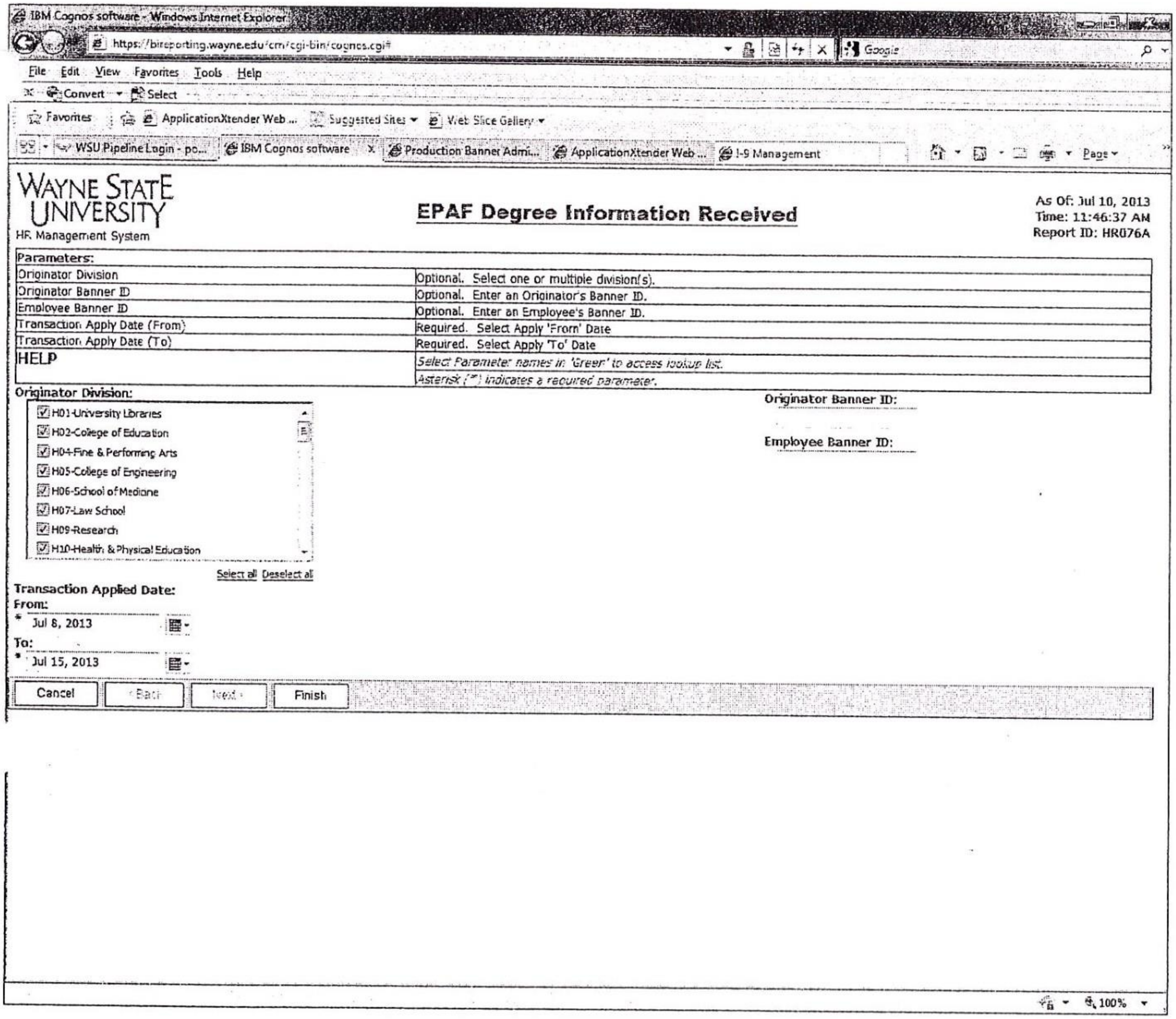
      Public Folders > Human Resources > Standard Certified Reports > EPAF - Electronic Personnel Action> **HR076A - EPAF Degree Information Received**



Procedure for Updating Degree Information Received



2. On the Run with Options page:
    a. Select the format by clicking on the drop down arrow and select "Excel 2007"
    b. Skip down to the Delivery method and select the "Send me the report by email" radio button.
    c. Then click the Run button to move on to the prompt page



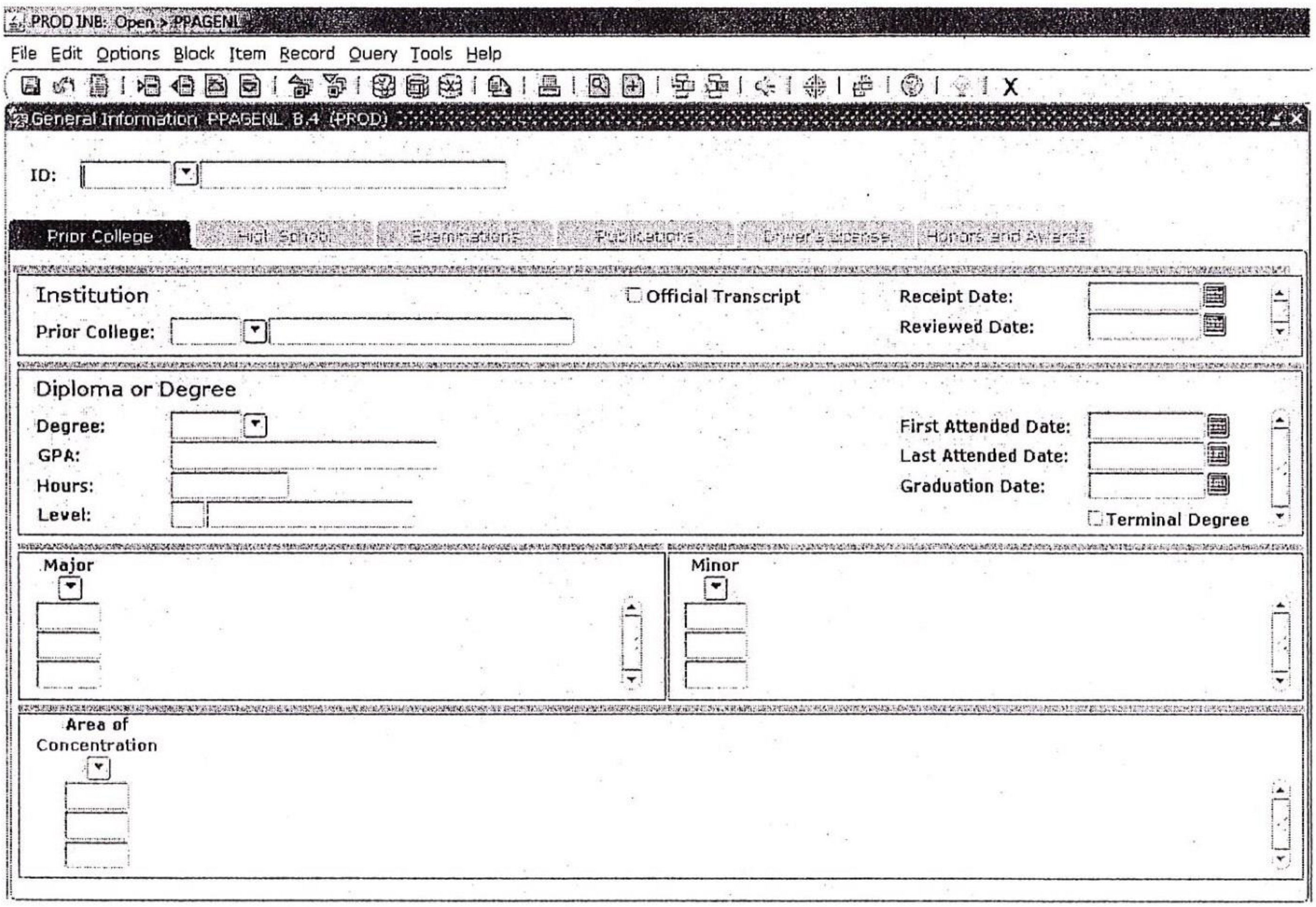
3. On prompt page:
   a. Click on the "Select all" for the "Originator Division" (S/C/Ds) section
   b. In the Transaction Applied Date section:
      i. Select previous data entry day in the **'From'** field located Transaction Applied Date section
         1. Example, today is June 6, 2013…you would select **6/6/13**
      ii. Select previous data entry day in the **'To'** field located Transaction Applied Date section.
         1. Example, today is June 7, 2013…you would select **6/7/13**
   c. Click "Finish"
4. After the report runs, it will be sent to your email address.
   a. Save report to your desktop.

5. Go to Application Xtender to locate the Degree Information of the employee(s). For example:
   a. For <u>Non-Academic employees</u> you may use the Employee Data Sheet to obtain the degree information as you may not see a copy of their diploma and/or transcript.

   b. For <u>Academic Employees (including PTFs)</u>: You must use the transcript and/or diploma information on file.

6. Utilize the **HRMS Banner Data Entry General Person Entering Educational Data PPAGENL** job aid located in the Help System to update the employee's degree information.

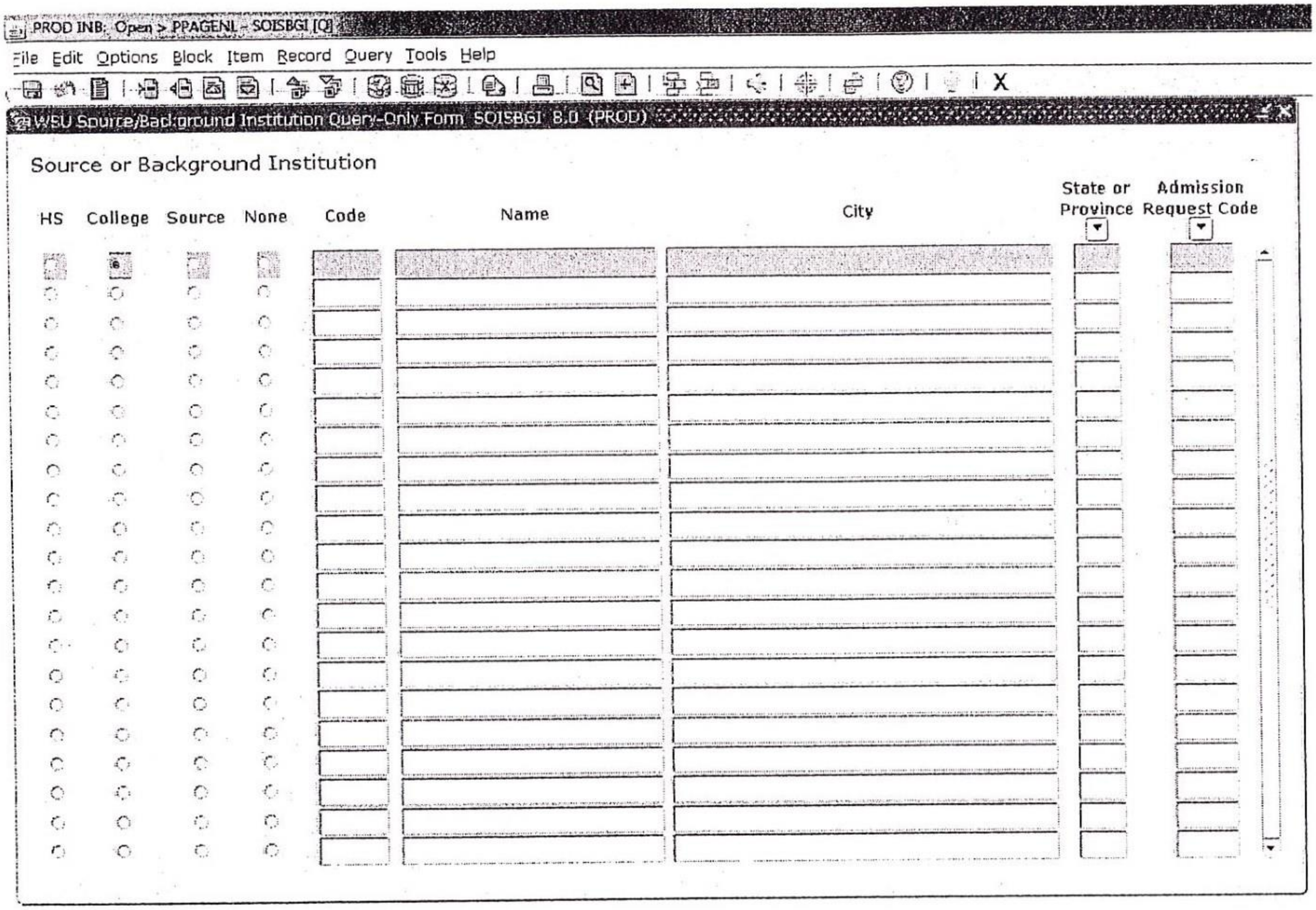
7. Login to the Banner system and type "PPAGENL" in the Go To box.



8. Enter the employee's Banner ID or Access ID.

9. Click on the first field the system will allow your cursor to rest or hit the CTRL and Page Down keys at the same time.

10. In the "Prior College" field, enter the code of the institution from which the employee obtained the degree. If you do not know the code, you may search for the institution by clicking on the drop down arrow to begin the search for the institution code.



11. **Source or Background Information (SBGI) Code:** Enter the Code of the Institution from which the employee obtained the Degree. If you do not know the code, you may search for the institution by pushing the F8 button after and typing in the name of the institution. The following can assist you in the search process:
    a. For US institutions always enter the State Code.
    b. Enter just the U, C, or S for University, College or State with the wildcard (%) before and after and the first letter of the state name (if it is a State University) with the wildcard (%) before and after.
    c. Enter the city the institution is located in, though this can generate a long list that will need to be scrolled through to find the correct institution.

12. When the correct code has been identified, double click on the code to return to the PPAGENL screen. The code will populate in the "Prior College" field. Then press F10 to save this entry into Banner. You will not be able to continue with your entry unless the record has been saved.

13. Click on the first field the system will allow your cursor to rest or hit the CTRL & Page Down keys at the same time to access the Diploma/Degree Information section of the screen.

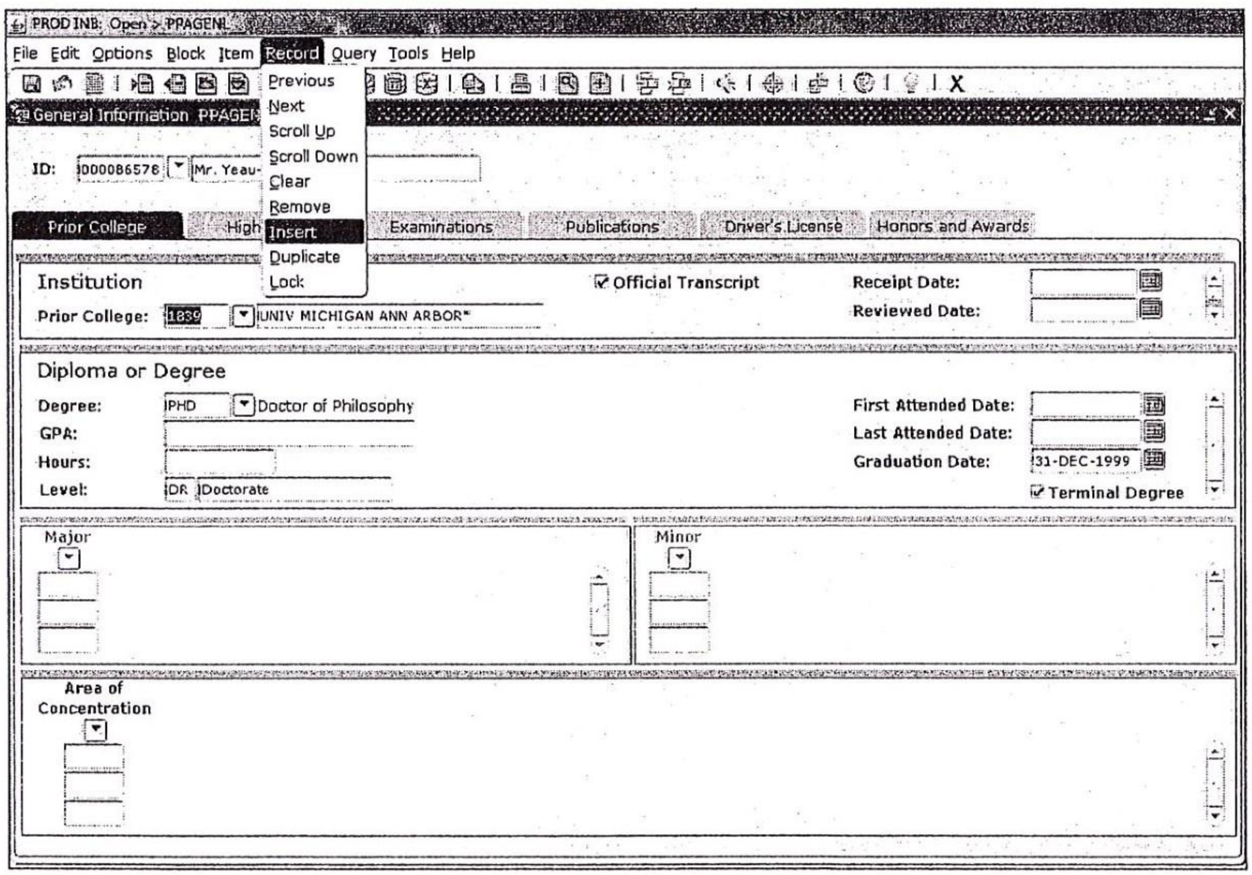
14. **Degree:** Enter the code of the degree received. If you do not know the code, hit the F9 key or double click in the first space in the field. A pop-up window will appear. Scroll down to the correct Discipline, highlight and click the OK button or use the enter key to populate information in field. When you enter a defined code, the degree name will default in.

15. Tab through the remaining areas until you have reached the "Graduation Date" field.

16. **Date of Graduation:** Since the system will accept only exact dates and the date is not important for our needs, enter the date as the last day of the year in which the employee received the degree as MMDDYY and hit your Enter key or as DD-MMM-YYYY.

17. **Terminal degree:** If the degree is a PhD, Law Degree for the Law School or Medical Degree for the Medical school or any other Professional (PR in the Level Code field) or Doctorate (DR in the Level Code Field), click in the Terminal Degree box and a check mark will appear in the box. Save the record to complete the degree entry.

18. IF the employee has another degree from the SAME Institution go back only as far as the Diploma/Degree Information. Insert a new record hitting the F6 key or selecting Record from the pull down menu on the top horizontal toolbar and clicking on the "Insert" option.



19. Enter the code of the next degree received. Proceed in the same manner as above.

20. If the employee has a degree from a different institution, go back to SBGI Code and insert a new record hitting the F6 key or selecting Record from the pull down menu on the top

horizontal tool bar and clicking on the "Insert" option. Enter the code of the second institution and proceed in same manner as above.

Click on Transcript Information Option:
This screen is only used if you have the official transcript. Because of this window, we will no longer need special codes for employees without transcripts.

Official Transcript: If an official transcript for the highest degree is received, click in the box and a check mark will appear.

The remaining fields are populated by student records, so please skip these fields and save the entry.

WAYNE STATE UNIVERSITY

HR Management System

EPAF Degree Information Received

Transactions Applied between Jul 15, 2013 and Jul 17, 2013

As Of: Jul 17, 2013

Time: 9:36:29 AM

Report ID: HR076A

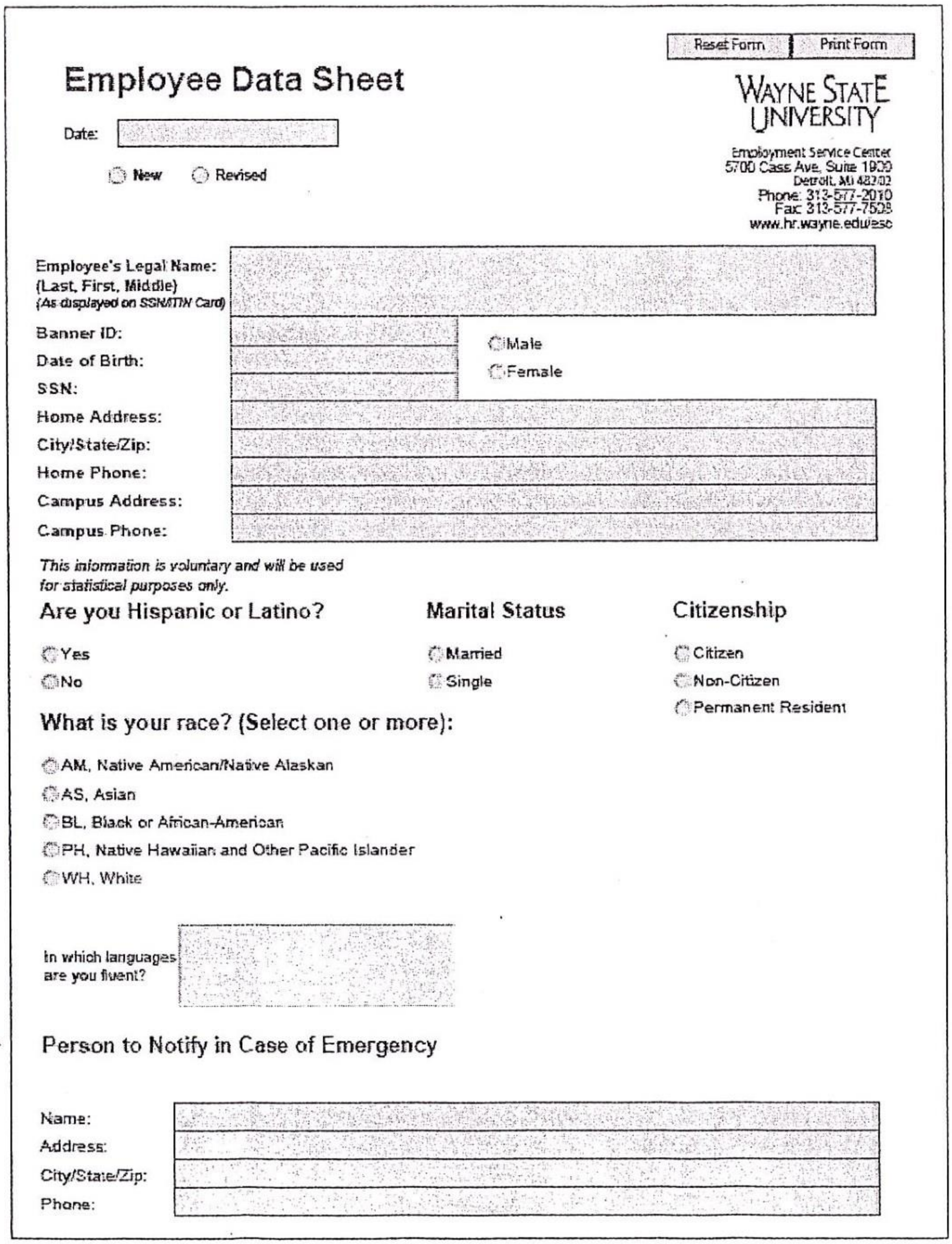
Divisions Selected: H01-University Libraries, H02-College of Education, H04-Fine & Performing Arts, H05-College of Engineering, H06-School of Medicine, H07-Law School, H09-Research, H10-Health & Physical Education, H11-Graduate School, H12-College of Liberal Arts & Science, H13-College of Social Work, H14-Honors College, H15-College of Nursing, H16-School of Business Admin, H18-Pharmacy & Health Science, H20-Educational Outreach, H25-Computing & Info Technology, H30-Secretary Board of Governors, H31-President, H32-Provost & VP Academic Affairs, H33-VP Finance & Business Operations, H37-Governmental & Community Aff, H41-Procurement & Strategic Sourcing, H42-Facilities Plan & Manage, H43-Business Operations, H44-Investment, Debt and Risk, H46-Public Safety, H47-Internal Audit, H48-Labor Relations, H49-Human Resources, H52-University Press, H66-Urban, Labor, & Metro Affairs, H69-Research Support, H72-WDET, H73-Executive Vice President, H74-Instit Res Assess & Data Resource, H75-Budget, Planning & Analysis, H77-Ombudsman, H78-Women's Commission, H82-Fiscal Operations, H86-Development & Alumni Affairs, H87-Marketing and Communications, H88-General Counsel, H90-Athletics, H92-Student Affairs,

Originator Division Code	ID	First Name	Last Name	Transaction No	Apply Date	ORIGINATOR_BANNER_ID
H04	004287876	DEBORAH	SELLNOW	558429	Jul 16, 2013	000076234
H06	003957354	Lizi	Wu	557771	Jul 16, 2013	003467264
H12	003465416	Annie	Sumareh	558070	Jul 16, 2013	000070835
	003881843	Heather	Mooney	558071	Jul 16, 2013	000070835
H16	003674681	Chansog	Kim	559616	Jul 16, 2013	000200545

Entering Emergency Contact Information for an Employee

This work instruction will aid the user in entering Emergency contact information for employees into the Banner system.

The user will obtain this information from the bottom section of the Employee Data Sheet, entitled: "Person to Notify in Case of Emergency".



Reset Form | Print Form

Employee Data Sheet

WAYNE STATE UNIVERSITY

Employment Service Center
5700 Cass Ave, Suite 1900
Detroit, MI 48202
Phone: 313-577-2010
Fax: 313-577-7509
www.hr.wayne.edu/esc

Date:

New / Revised

Employee's Legal Name: (Last, First, Middle) *(As displayed on SSN/ITIN Card)*

Banner ID:

Date of Birth:

SSN:

Male / Female

Home Address:

City/State/Zip:

Home Phone:

Campus Address:

Campus Phone:

This information is voluntary and will be used for statistical purposes only.

Are you Hispanic or Latino?

Yes

No

Marital Status

Married

Single

Citizenship

Citizen

Non-Citizen

Permanent Resident

What is your race? (Select one or more):

AM, Native American/Native Alaskan

AS, Asian

BL, Black or African-American

PH, Native Hawaiian and Other Pacific Islander

WH, White

In which languages are you fluent?

Person to Notify in Case of Emergency

Name:

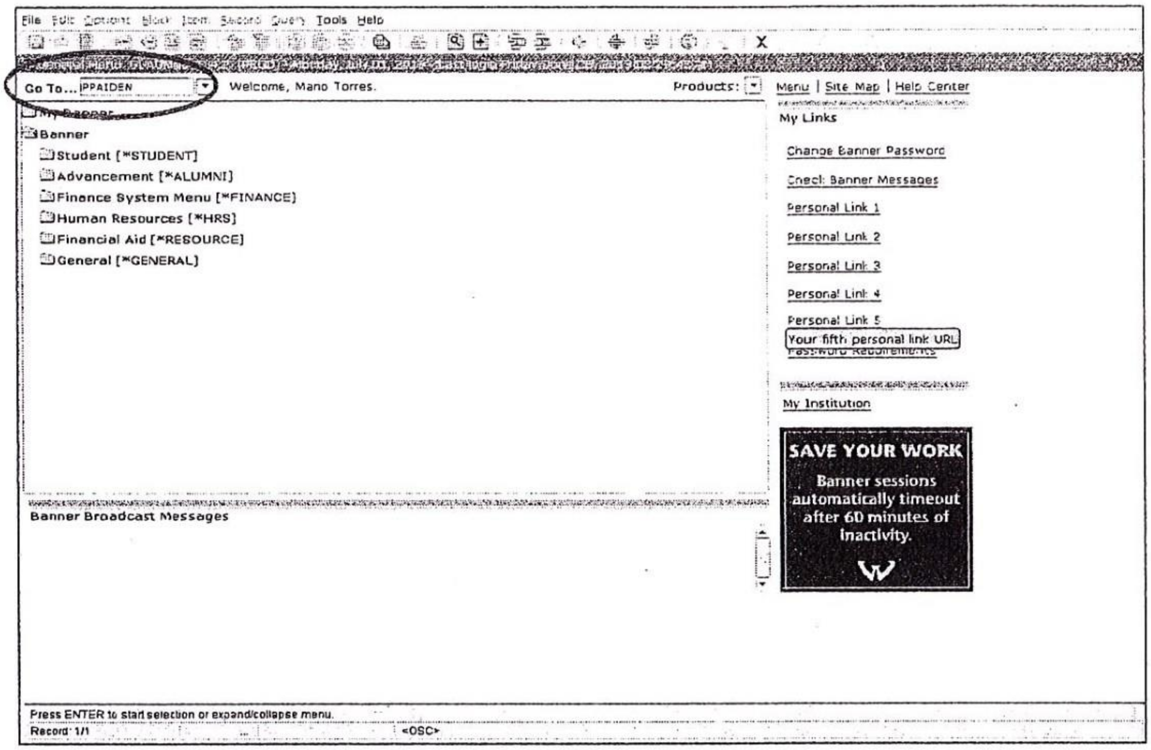
Address:

City/State/Zip:

Phone:

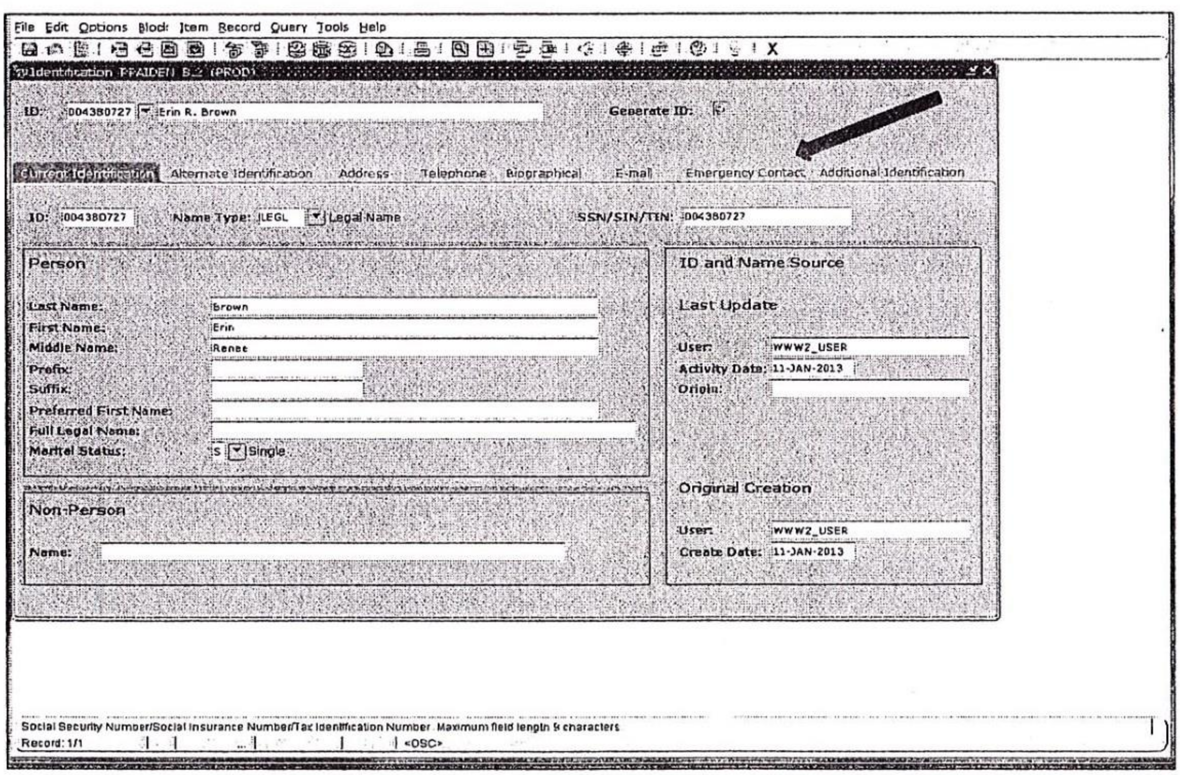
Entering Emergency Contact Information for an Employee

After signing in to Banner, the user will go to the PPAIDEN screen by typing this entry into the text box at the Banner Home Screen:

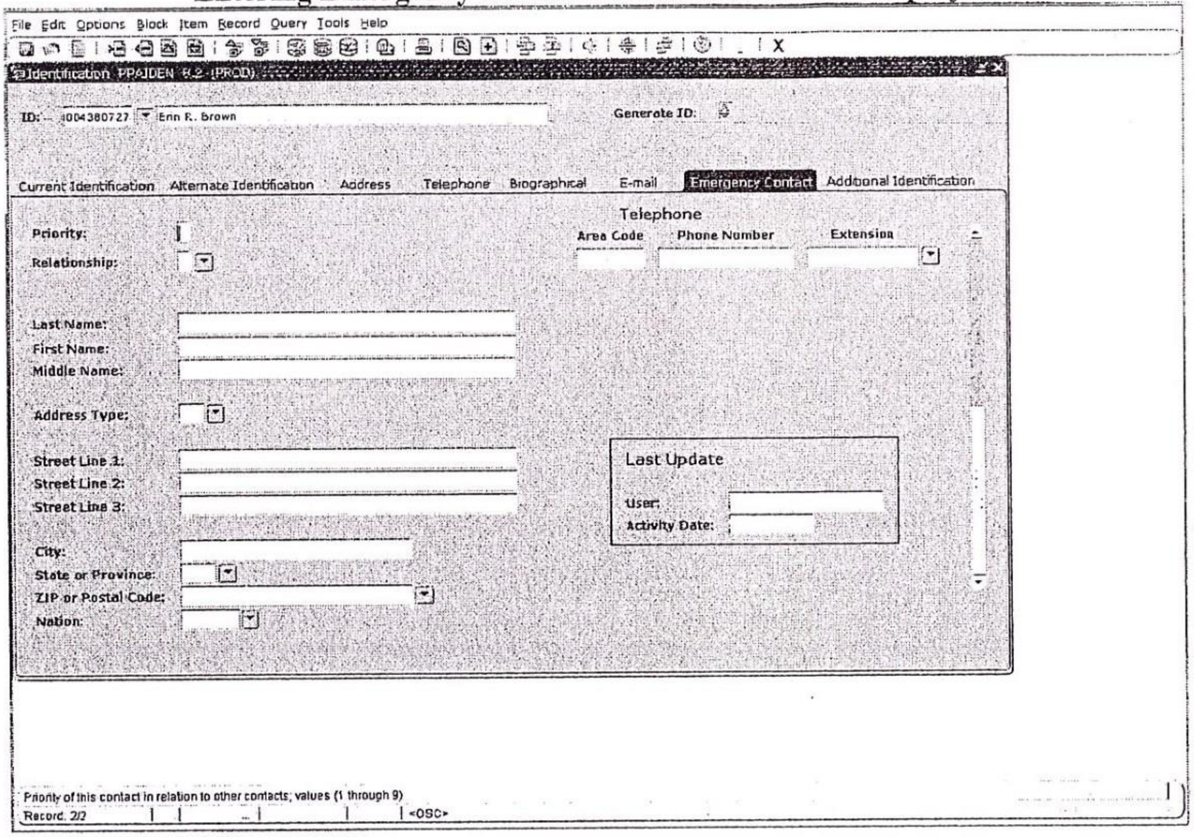


In the PPAIDEN screen, enter the Banner ID of the employee for which the emergency contact information is being entered, then press CTRL+Pg Down to populate the screen

Next, select the "Emergency Contact" tab to navigate to the screen:



Entering Emergency Contact Information for an Employee



Populate the fields with the information obtained from the Employee Data Sheet:

Priority: Enter the Priority Number, if there is only one Emergency Contact, use 1. If more than one Emergency Contact is entered, go in numerical order, 2, 3, etc.

Name: Enter the Name in mixed case. It is OK to have a capital letter in the middle of a name (for example: McDonald).

Last Name: Enter the Surname and suffix, if appropriate.

First Name: Enter the First Name. If a person uses only a first initial and a middle name, the initial and the name should be entered here. If they have no first name, enter a Period (.).

Middle Name: Enter the Middle initial, if appropriate.

Type: Enter the correct Type code. The most common types used by Employment Service Center staff are:

A. **Home Address:** MA.
B. **WSU Address:** W1.
C. **Business Address:** BU.

Address: Will default in from the Type to match address information of the same Type entered in the Address information Option. Change as necessary.

Entering Emergency Contact Information for an Employee

City: Will default in from the Type to match address information of the same Type entered in the Address information Option. Change as necessary.

State/Province: Will default in from the Type to match address information of the same Type entered in the Address information Option. Change as necessary.

ZIP/PC: Will default in from the Type to match address information of the same Type entered in the Address information Option. Change as necessary.

Nation: Will default in from the Type to match address information of the same Type entered in the Address information Option. Change as necessary.

Phone number: Enter the Area Code and Phone Number **without** dashes. Enter complete foreign Phone Number, **without** dashes, even though the number will go into the Area Code, Phone Number and Extension fields.

Ext: Enter an Extension Number, if appropriate.

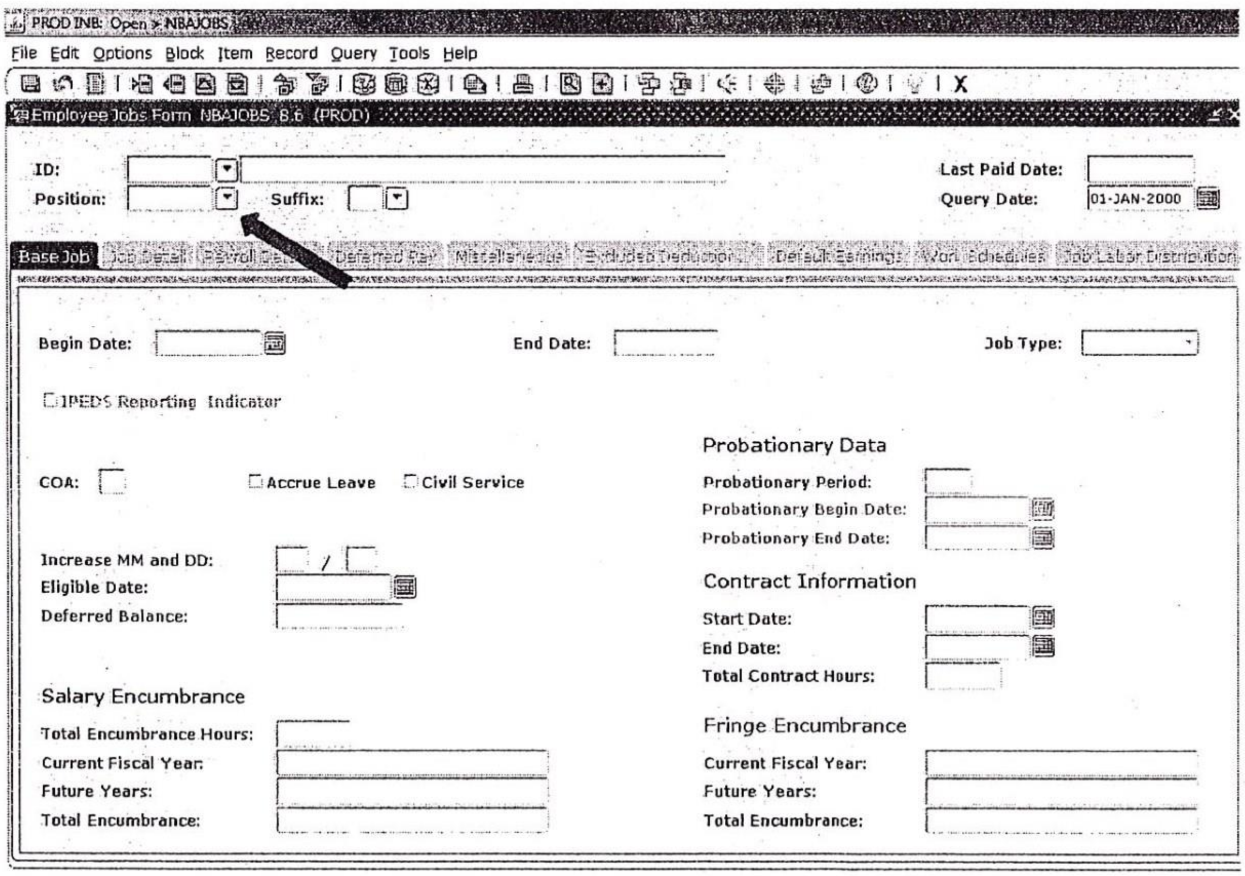
All of the same rules apply for these as for other Addresses and Phone Numbers. It is possible to have more than one, but so long as we are doing central data entry we will not encourage this. However, if the employee wants more than one Emergency Contact, you will need to insert a new record hitting the F6 key or selecting Record from the pull down menu on the top horizontal tool bar and clicking on "Insert".

Updating Service Dates in PEAEMPL

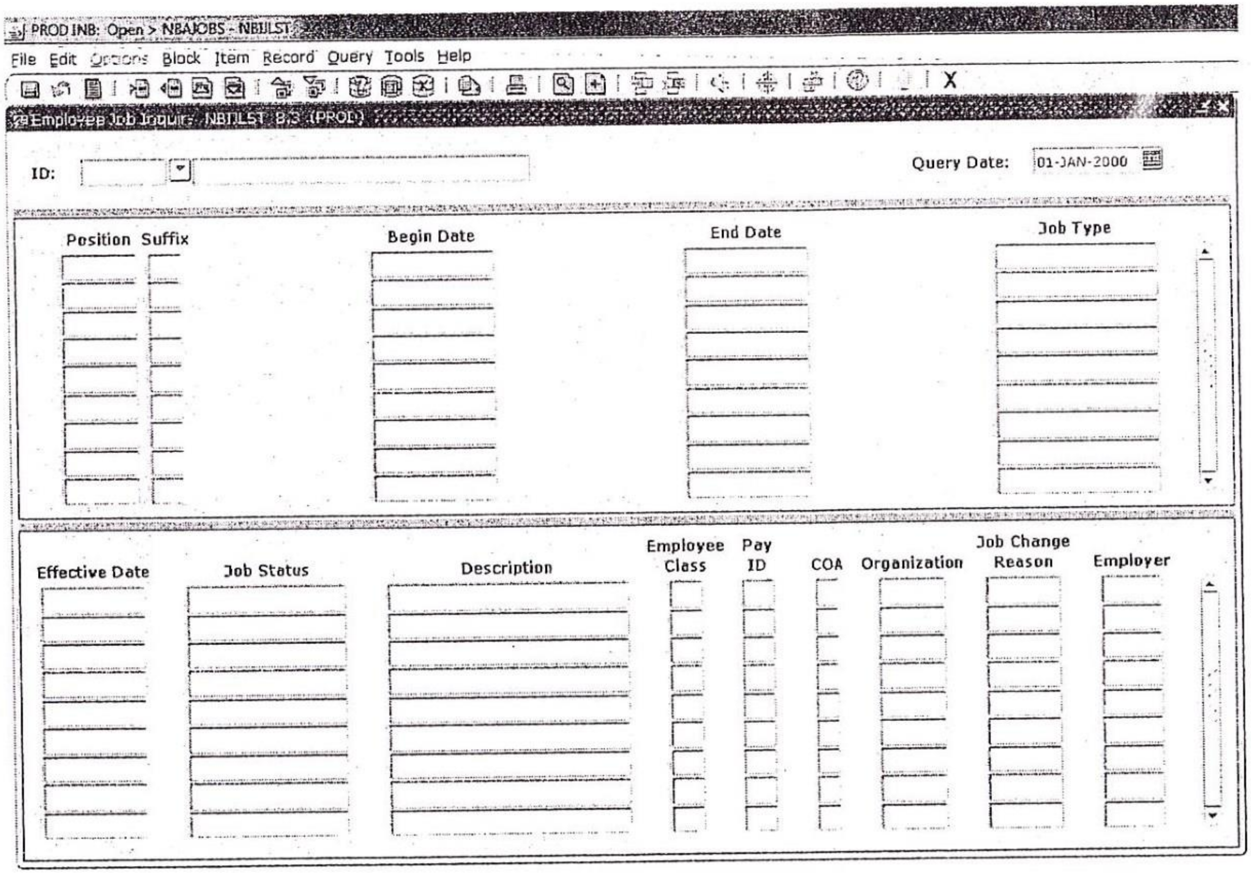
When there is a change in an employee's status (Full or Part-Time), change in title, benefits or first time employee at the University, there are relevant dates that must be changed in Banner. The following work instruction will assist in making the appropriate updates to respective service dates in the PEAEMPL screen.

Changes in the service dates are determined by the type of transaction that has applied for an employee. For instance, an employee that currently has a temporary assignment that started 1/1/2013 and now has been hired for a Full-Time position at the university effective 7/1/2013. The service dates are affected by the employee's new position since there has been a change in the status of the employee. In this case, the dates that will need to be changed are the Current Hire Date as this is a new position, the Adjusted Service Date since the employee will have a position with bank accruals and the Seniority Date as the employee is a new hire.

To view any changes in an employee's work history for promotions/demotions, new hire or rehire, we can view these in NBAJOBS and the NBIJLST screens to determine a change in any service dates. We can access the NBIJLST screen by clicking on the drop down arrow next to the position box in NBAJOBS:



Updating Service Dates in PEAEMPL



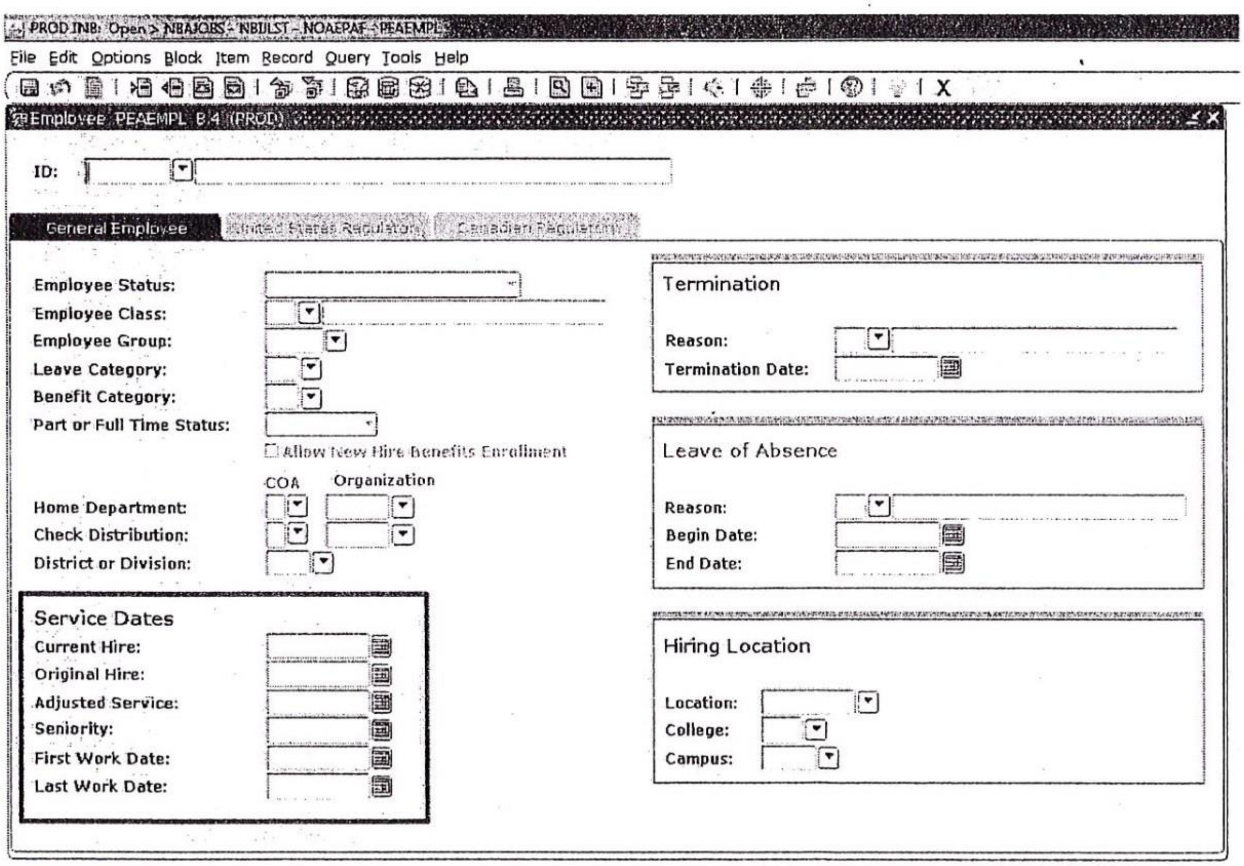
After viewing the most recent assignment, double click on the position number to view the job detail information by pressing the CTRL and Page Down buttons. Pay close attention to the Personnel Date as this determines the start of an assignment, whereas the Effective Date notes the period as to when the job starts.

Once the Personnel Date has been determined, use the following worksheet to determine which dates will be adjusted based on Job Change Reason (JCRE) codes used in a specific transaction.

Updating Service Dates in PEAEMPL

	HIAPP	HIREA	CJPRO	CJDOW	TRANS	RCLAS	RTTEM
CURRENT HIRE DATE							
New Hire	Current Hire Date = Personnel Date	N/A	N/A	N/A	N/A	N/A	N/A
Break in Service < 3 years	N/A	Current Hire Date = Personnel Date	N/A	N/A	N/A	N/A	N/A
Break in Service >3 years	Current Hire Date = Personnel Date	N/A	N/A	N/A	N/A	N/A	N/A
No Break in Service bet. Benefit Eligible E-Classes	No Change	No Change	No Change	No Change	No Change	No Change	No Change
No Break in Service bet. Benefit in-eligible E-Classes	No Change	No Change	No Change	No Change	No Change	No Change	No Change
No Break in Service - PTF to benefit Eligible E-Class	No Change	No Change	No Change	No Change	No Change	No Change	No Change
Benefit In-Eligible E-Class to Benefit Eligible E-Class	Current Hire Date = Personnel Date	No Change	No Change	No Change	No Change	No Change	No Change
Benefit In-Eligible or GTA/GRA to PTF (Does not immediately follow a 9-month assignment)	Current Hire Date = Personnel Date	N/A	N/A	N/A	N/A	N/A	N/A
ACTIVE Benefit Eligible E-Class with Additional Service Assignment	N/A	N/A	No Change	No Change	No Change	No Change	No Change
Returning from a Layoff?	No Change	No Change	No Change	No Change	No Change	No Change	No Change
ORIGINAL HIRE DATE							
New Hire - First position ever at WSU	Original Hire Date = Personnel Date	N/A	N/A	N/A	N/A	N/A	N/A
New Hire - Break in Service > 3 years	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ADJUSTED SERVICE DATE							
New Hire	Adjusted Service Date = Personnel Date	N/A	N/A	N/A	N/A	N/A	N/A
No Break in Service - E-Class without Disability Bank to Different E-Class without Disability Bank	No Change	No Change	No Change	No Change	No Change	No Change	No Change
No Break in Service - E-Class with Disability Bank to Different E-Class with Disability Bank	No Change	No Change	No Change	No Change	No Change	No Change	No Change
No Break in Service - E-Class with Disability Bank to E-Class without Disability Bank	Adjusted Service Date = Personnel Date	Adjusted Service Date = Personnel Date	Adjusted Service Date = Personnel Date	Adjusted Service Date = Personnel Date	No Change	No Change	Adjusted Service Date = Personnel Date
No Break in Service - E-Class without a Disability Bank to E-Class with Disability	Adjusted Service Date = Personnel	Adjusted Service Date = Personnel	Adjusted Service Date = Personnel	Adjusted Service Date = Personnel	No Change	No Change	Adjusted Service Date = Personnel

After determining which service date will change, we will navigate to the PEAEMPL screen to work in the Service Dates area noted below:



Prior to making any adjustments to any of these dates, please review the service date types below:

Updating Service Dates in PEAEMPL

Current Hire Date: This field is the date of the employee's most recent hire at WSU. If the information in the Current Value column is missing or should be changed, enter the new date as MMDDYY or as DD-MMM-YYYY under the New Value column. The date entered in this field is determined as follows:

1. If this is the employee's first position ever at the University, this date should be the date employee begins employment.

2. If the employee had a position that is terminated and receives a Part-Time Faculty assignment that does not immediately follow a 9 Month assignment, this date should be the date of the employee's Part-Time Faculty assignment.

3. If the employee has a break in service of a year or more between Part-Time Faculty assignments, this date should be the date of the employee's rehire as Part-Time Faculty.

4. This date is not changed if the employee has an active assignment in a classification that is eligible to receive Benefits and is taking an additional assignment in a classification this is not eligible to receive Benefits.

Original Hire Date: This field is for the date of the person's very first position at WSU **as** an employee in any classification, except Voluntary Faculty.

Adjusted Serv. Date: This field is used to calculate bank accruals. NOTE: This field is not used for Part-Time Faculty and only needs to be completed if this is the employee's first assignment at the University, entered as MMDDYY or DD-MMM-YYYY. It changes when an employee that has an E-Class without a disability bank to a different E-Class that with a disability bank.

Seniority Date: This field is for the employee's class seniority date. NOTE: This field is not used for Part-Time Faculty and only needs to be completed if this is the employee's first assignment at the University entered as MMDDYY or DD-MMM-YYYY. This date changes when there is a change in title, new E-Class, and breaks in service less than 3 years for all E-Classes.

First Work Date: This field is used to calculate years of service. NOTE: This field is not used for Part-Time Faculty and only needs to be completed if this is the employee's first assignment at the University entered as MMDDYY or DD-MMM-YYYY.

Please remember to save any changes after entering the specific service date.

PEAEMPL Date Rules

	HIAPP	HIREA	CJPRO	CJDOW	TRANS	RCLAS	RTTEM
CURRENT HIRE DATE							
New Hire	Current Hire Date = Personnel Date	N/A	N/A	N/A	N/A	N/A	N/A
Break in Service < 3 years	N/A	Current Hire Date = Personnel Date	N/A	N/A	N/A	N/A	N/A
Break in Service >3 years	Current Hire Date = Personnel Date	N/A	N/A	N/A	N/A	N/A	N/A
No Break in Service bet. Benefit Eligible E-Classes	No Change	No Change	No Change	No Change	No Change	No Change	No Change
No Break in Service bet. Benefit In-eligible E-Classes	No Change	No Change	No Change	No Change	No Change	No Change	No Change
No Break in Service - PTF to Benefit Eligible E-Class	No Change	No Change	No Change	No Change	No Change	No Change	No Change
Benefit In-Eligible E-Class to Benefit Eligible E-Class	Current Hire Date = Personnel Date	No Change	No Change	No Change	No Change	No Change	No Change
Benefit In-Eligible or GTA/GRA to PTF (does not immediately follow a 9-month assignment)	Current Hire Date = Personnel Date	N/A	N/A	N/A	N/A	N/A	N/A
ACTIVE Benefit Eligible E-Class with Additional Service Assignment	N/A	N/A	No Change	No Change	No Change	No Change	No Change
ORIGINAL HIRE DATE							
New Hire	Original Hire Date = Personnel Date	N/A	N/A	N/A	N/A	N/A	N/A
ADJUSTED SERVICE DATE							
New Hire	Adjusted Service Date = Personnel Date	N/A	N/A	N/A	N/A	N/A	N/A
No Break in Service - E-Class without Disability Bank to Different E-Class without Disability Bank	No Change	No Change	No Change	No Change	No Change	No Change	No Change
No Break in Service - E-Class with Disability Bank to Different E-Class with Disability Bank	No Change	No Change	No Change	No Change	No Change	No Change	No Change
No Break in Service - E-Class with Disability Bank to E-Class without Disability Bank	Adjusted Service Date = Personnel Date	Adjusted Service Date = Personnel Date	Adjusted Service Date = Personnel Date	Adjusted Service Date = Personnel Date	No Change	No Change	Adjusted Service Date = Personnel Date

Revised: 7/17/2013

PEAEMPL Date Rules

	HIAPP	HIREA	CJPRO	CJDOW	TRANS	RCLAS	RTTEM
No Break in Service - E-Class without a Disability Bank to E-Class with Disability Bank	Adjusted Service Date = Personnel Date	**Adjusted Service Date = Personnel Date**	**Adjusted Service Date = Personnel Date**	**Adjusted Service Date = Personnel Date**	No Change	No Change	Adjusted Service Date = Personnel Date
Break in Service < 3 years - Previously in E-Class without Disability Bank to Different E-Class without Disability Bank	No Change	No Change	N/A	N/A	N/A	N/A	N/A
Break in Service < 3 years - Previously in E-Class with Disability Bank to Different E-Class with Disability Bank	No Change	No Change	N/A	N/A	N/A	N/A	N/A
Break in Service < 3 years - Previously in E-Class with Disability Bank coming back to E-Class without Disability Bank	Adjusted Service Date = Personnel Date	**Adjusted Service Date = Personnel Date**	N/A	N/A	N/A	N/A	N/A
Break in Service < 3 years - Previously in E-Class without Disability Bank coming back to E-Class with Disability Bank	Adjusted Service Date = Personnel Date	**Adjusted Service Date = Personnel Date**	N/A	N/A	N/A	N/A	N/A
E-Classes with Disability Banks: A2,A9,C2,C9,D2,D9,EX,F2,F9,MA,NE,NN,PA,PE,PN, R2,R9,S2,S9, TR							
SENIORITY DATE							
New Hire (All E-Classes)	Seniority Date = Personnel Date	N/A	N/A	N/A	N/A	N/A	N/A
Break in Service < 3 years (All E-Classes)	Seniority Date = Personnel Date	**Seniority Date = Personnel Date**	N/A	N/A	N/A	N/A	N/A
Same Non-Academic E-Class; different class title	N/A	N/A	**Seniority Date = Personnel Date**	**Seniority Date = Personnel Date**	**Seniority Date = Personnel Date**	Seniority Date = Personnel Date	Seniority Date = Personnel Date
Same Non-Academic E-Class; same class title	N/A	N/A	No Change	No change	No Change	No Change	No change
Different E-Class (If one is Non-Academic)	Seniority Date = Personnel Date	**Seniority Date = Personnel Date**	Seniority Date = Personnel Date	Seniority Date = Personnel Date	Seniority Date = Personnel Date	Seniority Date = Personnel Date	Seniority Date = Personnel Date
Non-Academic E-Classes: 24,7M,AS,HC,HE,HU,MA,NC,NE,NN,OE,OS, PE,PN,PS,SA,SK							

PEAEMPL Date Rules

	HIAPP	HIREA	CJPRO	CJDOW	TRANS	RCLAS	RTTEM
FIRST WORK DAY							
New Hire	First Work Day = Personnel Date	N/A	N/A	N/A	N/A	N/A	N/A
Break in Service >3 years	First Work Day = Personnel Date	N/A	N/A	N/A	N/A	N/A	N/A
Break in Service Resulting from Layoff	N/A	First Work Day = First Work Day + Length of time on Layoff	N/A	N/A	N/A	N/A	N/A
Current TE position in same home department for <1 year to Benefit-Eligible E-Class	No Change	No Change	N/A	N/A	N/A	N/A	N/A
Current TE position in same home department >1 year to Benefit-Eligible E-Class	First Work Day = First Work Day + 1 year	First Work Day = First Work Day + 1 year	N/A	N/A	N/A	N/A	N/A
TE that is not in the same home department, or any other Temporary Non-Benefit position, including Stipends, to a Benefit Eligible E-class	First Work Day = Personnel Date	First Work Day = Personnel Date	N/A	N/A	N/A	N/A	N/A
Break in Service < 3 years - EE returning to full-time position	First Work Day = Length of time from separation + First Work Day	First Work Day = Length of time from separation + First Work Day	N/A	N/A	N/A	N/A	N/A
PTF, ST, CW, GTA/GRA, MR	No Change						

Entering Performance Review Scores into Banner

Performance Review Data Entry Steps

1. Check to make sure the performance review form has:
    a. Banner ID
    b. HRC initials/signature
    c. Overall rating at the top of form

Final Ratings

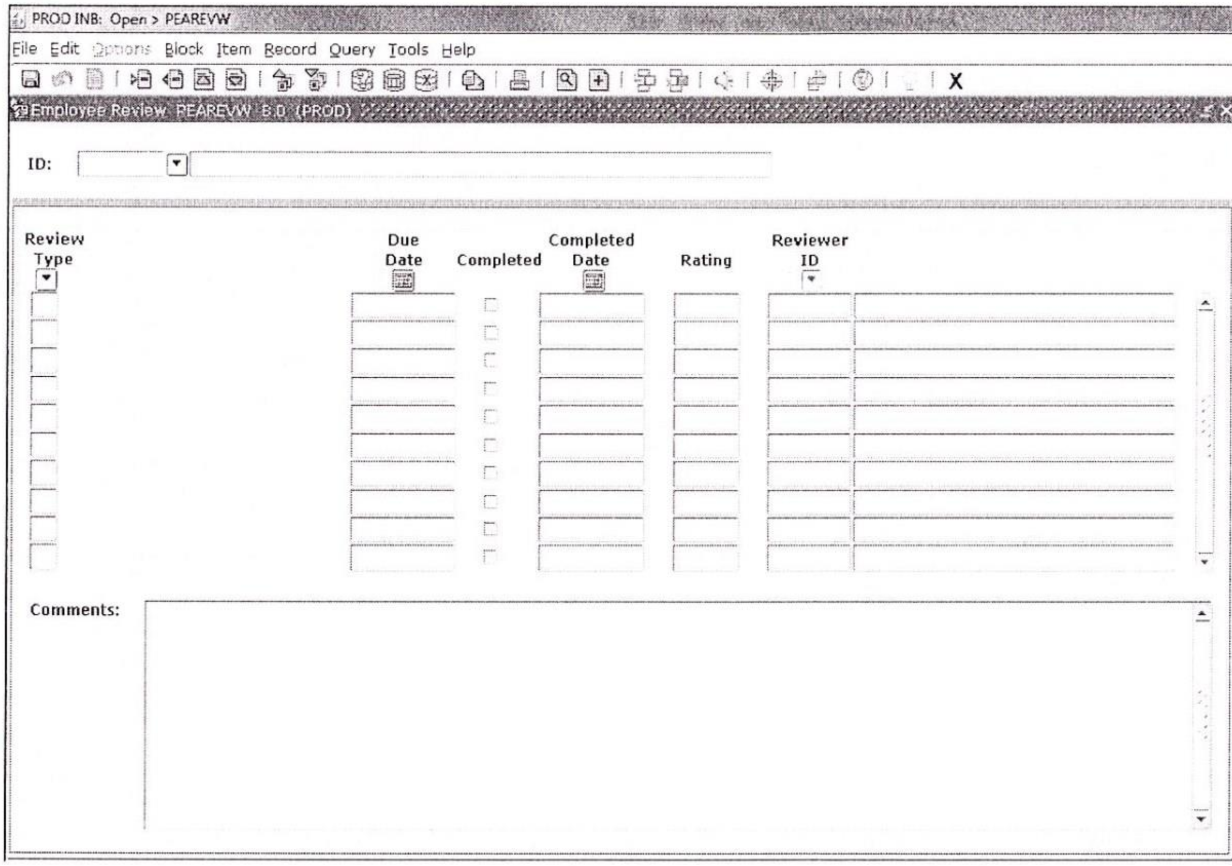
Annual Reviews

9/30

Completed date is the date they sign off on

2. Log into Banner

3. Go to **PEAREVW** screen

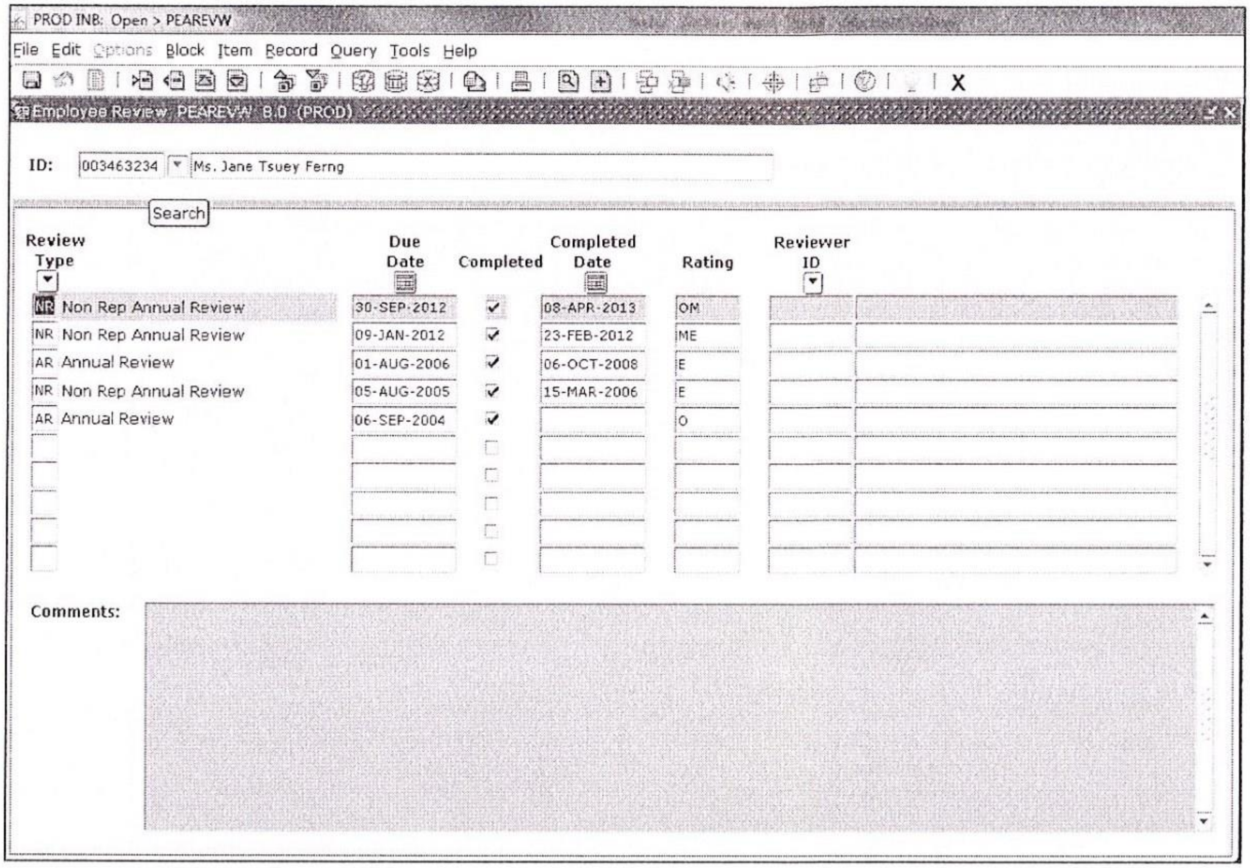


4. Enter Banner ID (found on form)
    a. Make sure the name that populates in Banner matches form
    b. Hit CTRL + page down

Due Date & Completed date will be the same for Probationary & NR Review

Entering Performance Review Scores into Banner

AR-
Annual
Review form



PROD INB: Open > PEAREVW

File Edit Options Block Item Record Query Tools Help

Employee Review PEAREVW 8.0 (PROD)

ID: 003463234 Ms. Jane Tsuey Ferng

Search

Review Type		Due Date	Completed	Completed Date	Rating	Reviewer ID
NR	Non Rep Annual Review	30-SEP-2012	✓	08-APR-2013	OM	
NR	Non Rep Annual Review	09-JAN-2012	✓	23-FEB-2012	ME	
AR	Annual Review	01-AUG-2006	✓	06-OCT-2008	E	
NR	Non Rep Annual Review	05-AUG-2005	✓	15-MAR-2006	E	
AR	Annual Review	06-SEP-2004	✓		O	

Comments:

5. Find the review type by clicking the down arrow on the **Review Type** drop down
    a. AR - for Academic & Represented (Due date varies – see schedule)
    b. NR - for Academic Administrators (Due date should be **9/30/yyyy**)
    c. Varies for probationary (see forms)
6. Enter the due date on the **"Due Date"** field
7. Check the **"Completed"** box
8. Enter the date the review was completed in the **"Completed Date"** field
    a. Use date signed by employee and supervisor, or just employee if different
9. Click the **Save** icon or press F10
10. Repeat 1 -9 for next employee review

Entering Performance Review Scores into Banner

XTENDER INDEXING STEPS

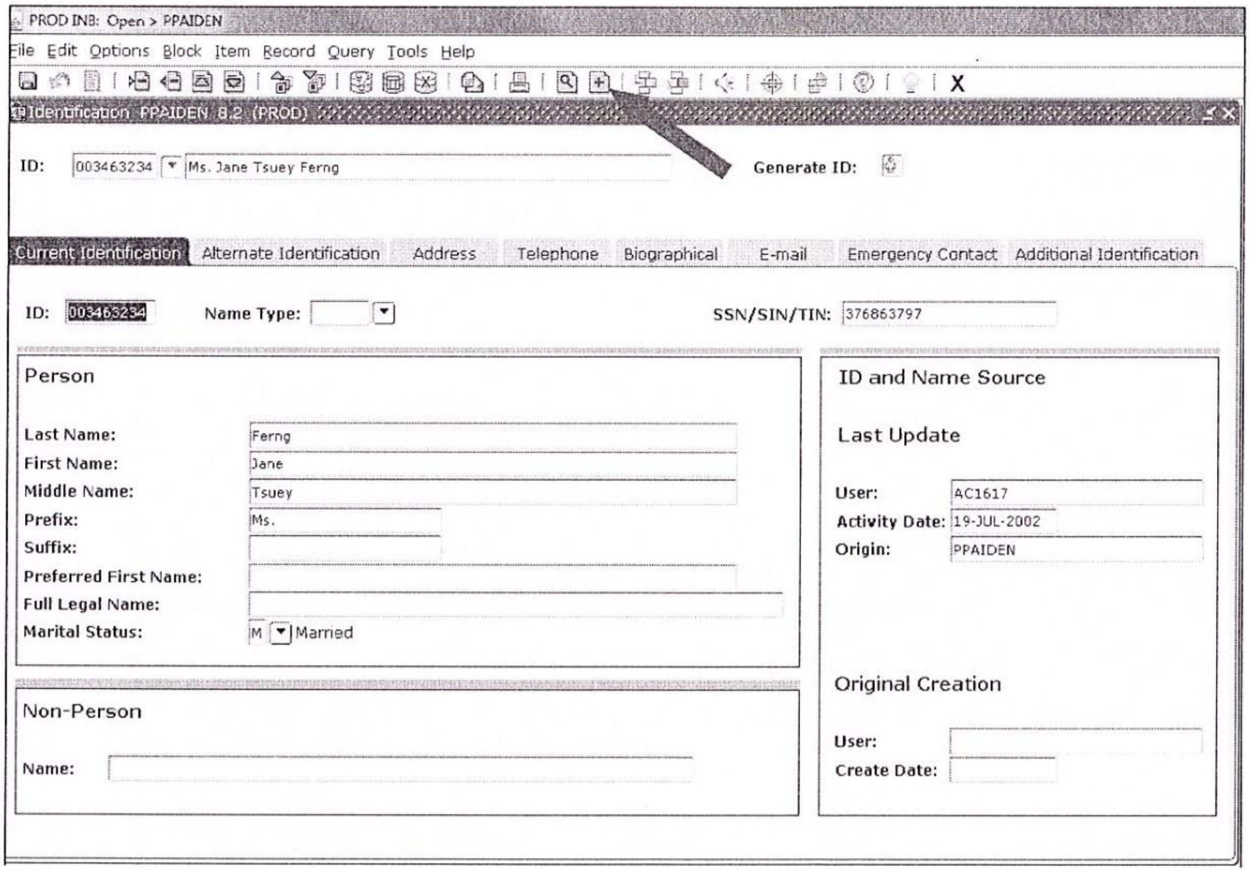
Once the review scores have been data-entered

1. Scan several performance reviews at a time

2. Open Banner, PPAIDEN form

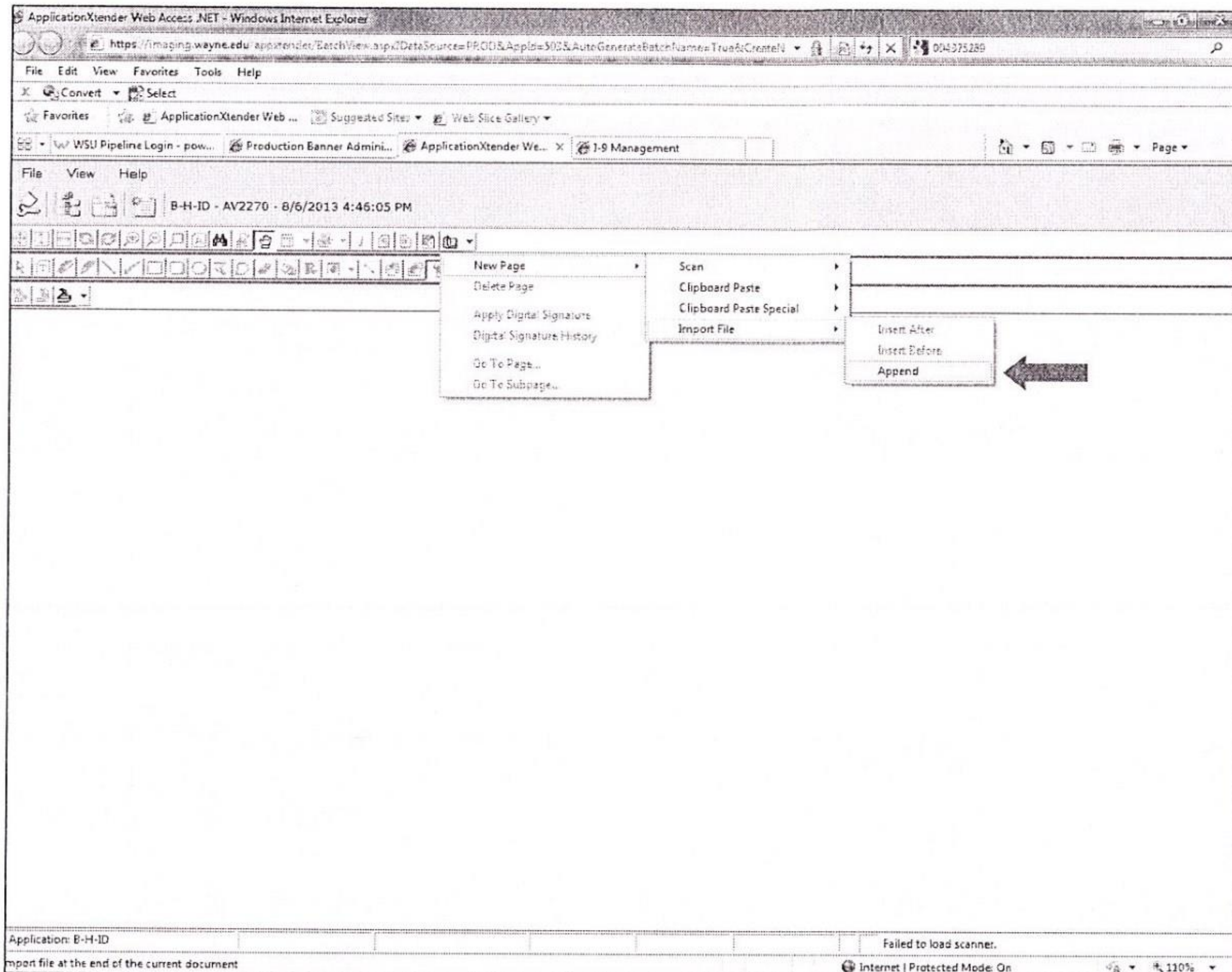
3. Enter Banner ID for first employee in the stack.

4. Click on the green "plus" icon.



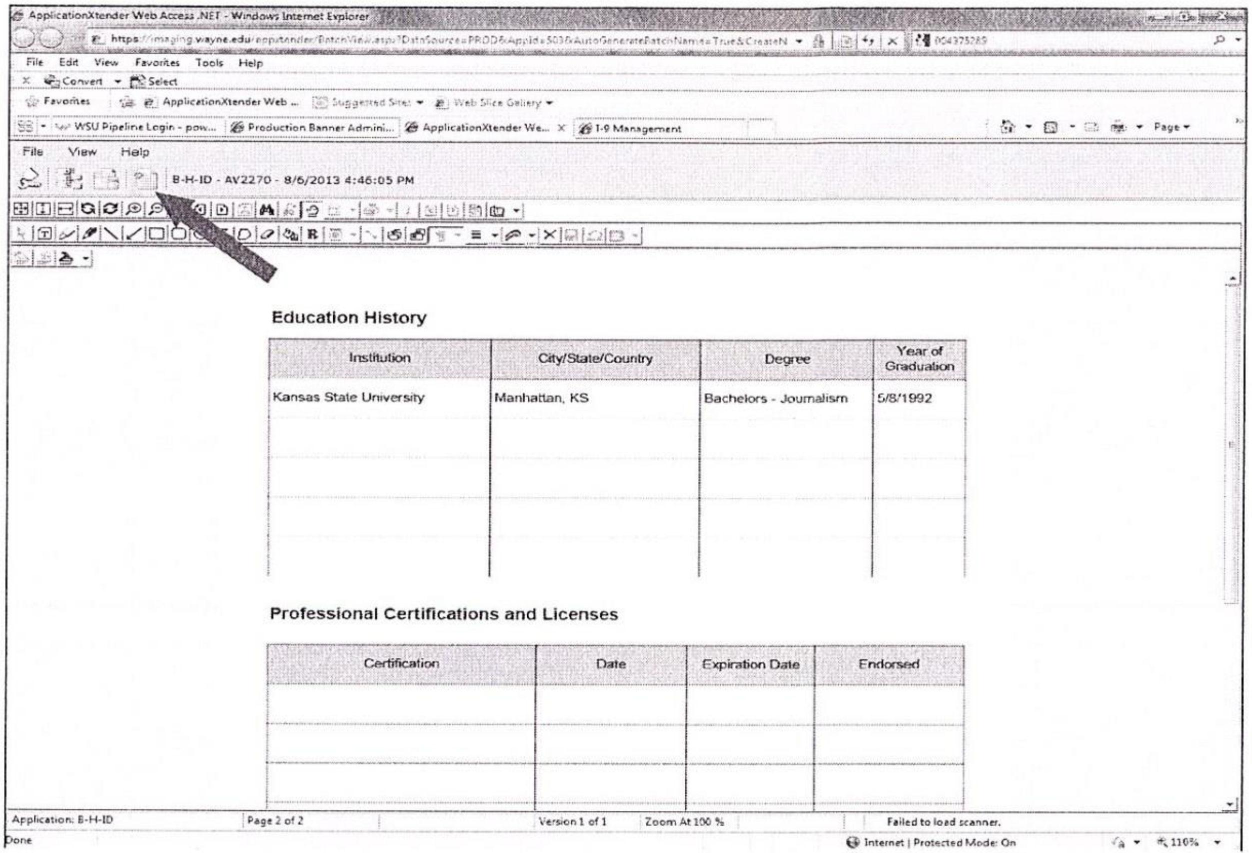
5. Upload document.

Entering Performance Review Scores into Banner

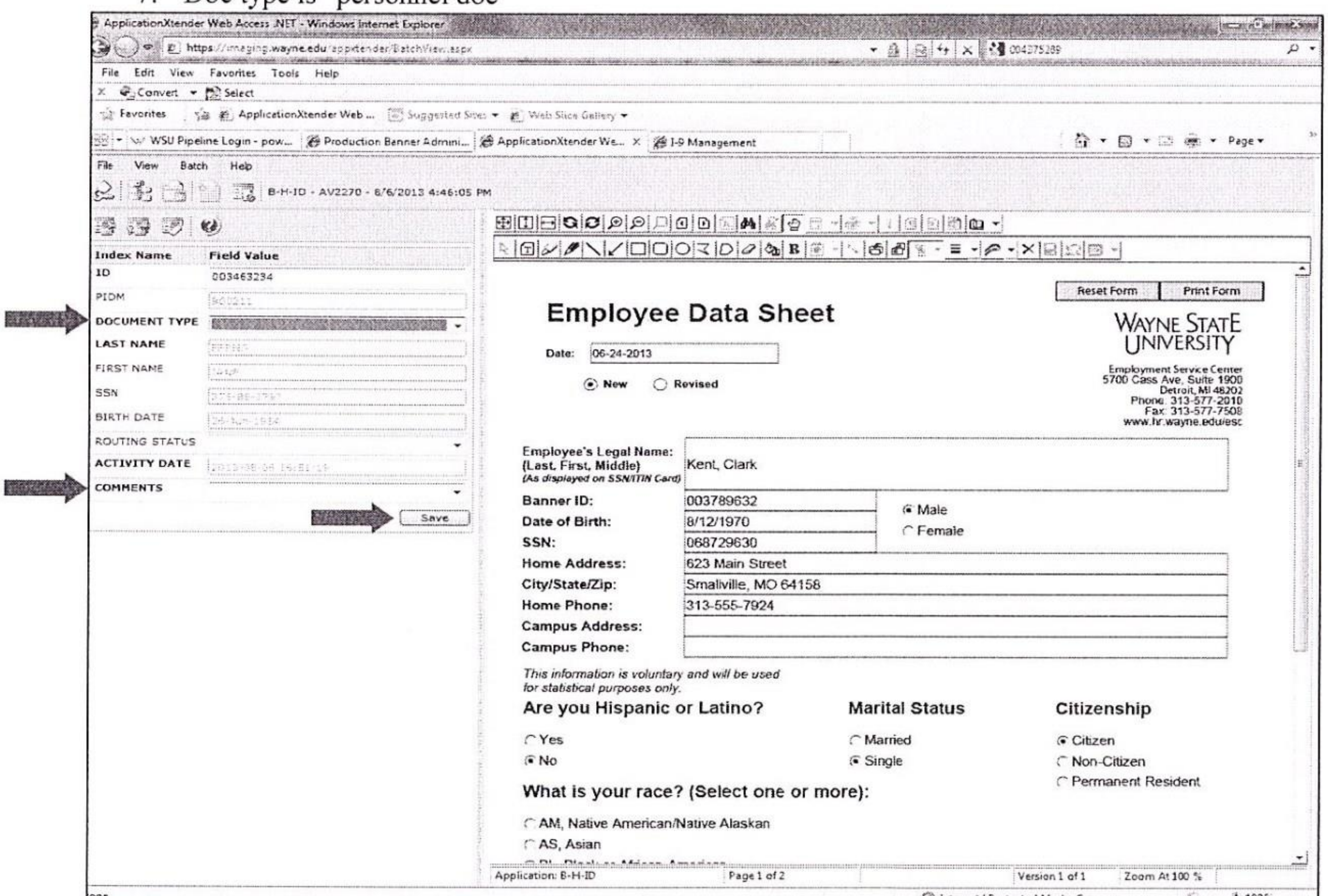


6. Click on "new document" icon (paper with orange sun icon).

Entering Performance Review Scores into Banner



7. Doc type is "personnel doc"



8. Comment type is "PED-PERFORM".
9. Add pages for that employee individually and save the record.
10. When you come to a new employee, click the "new document" icon (paper with orange sun icon).
11. Manually type in the new employee's Banner ID.
12. Repeat steps 5-10.

Rep.

WAYNE STATE UNIVERSITY

Performance Planning and Development
Probationary/Provisional Review Form

Employee Name | Banner ID # | Classification

School/College/Division | Department

P&A	Staff Association	Special Evaluations
☐ 3-Month Probationary (midway)	☐ 3-Month Probationary (midway)	☐
☐ 6-Month Probationary	☐ 6-Month Probationary	☐
☐ 45-Day Provisional (midway)	☐ 30-Day Provisional (for transfers)	
☐ 90-Day Provisional	☐ 60-Day Provisional (for transfers)	
	☐ 112 hrs. Worked-Provisional (for Staff promotions) (midway)	
	☐ 225 hrs. Worked-Provisional (for Staff promotions)	
Date Due:		

ACCOMPLISHMENTS OF POSITON DUTIES, TASKS, AND RESPONSIBILITIES

LIST DUTIES AND RESPONSIBILITIES IN PRIORITY ORDER. DOCUMENT EVALUATIONS BY PROVIDING COMMENTS ON PERFORMANCE WHICH BRIEFLY DESCRIBE THE ACCOMPLISHMENTS AND JUSTIFY THE LEVEL OF EVALUATION.

MAJOR DUTIES AND RESPONSIBILITIES (To be completed by employee) This list should not be considered a complete description of all employee's duties and responsibilities.	LEVEL OF PERFORMANCE (To be completed by supervisor) Indicate one of these ratings for each duty and responsibility: **U LS FS E O** (defined on last page)	COMMENTS ON PERFORMANCE (To be completed by supervisor) Should consist of a statement indicating results achieved; also may consist of comments indicating the employee's proficiency with job related skills

OTHER CONTRIBUTIONS

List contributions made by the employee or assets possessed by the employee in addition to those described above.

WAYNE STATE UNIVERSITY

Performance Planning and Development

Probationary/Provisional Review Form

This is a Microsoft forced-field form. Use the tab key to move the cursor to gray areas and tables will automatically expand as information is entered. To access this form electronically, go to: http://www.hr.wayne.edu/employment/appraisals.

Some of the following factors may not apply to all positions. When that is the case, check N/A. **If N/A is not provided, the factor MUST be evaluated**. For each defined element of job performance, place a mark within the appropriate appraisal rating box. The appraisal of each element of job performance should be followed by comments explaining the rating and recommending specific areas of improvement or development if necessary.

JOB/ORGANIZATIONAL KNOWLEDGE: Application of appropriate technical and procedural knowledge; understanding of facts and information related to or assignments, including department and University policies; degree of technical competence and demonstration of appropriate level of knowledge in specific field or discipline.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Insufficient for most tasks	Unable to handle some job tasks	Satisfactory knowledge of job functions	Handles new tasks with ease.	Able to adapt knowledge to complex problems

Supervisor's comments:

PLANNING AND ORGANIZING: Setting objectives; establishing priorities; developing plans; arranging work schedules; meeting deadlines; anticipating problems; adapting to changes and using resources effectively; plan long and short range objectives; define goals and procedures; delegate work; follow-up to ensure work is completed.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Insufficient for most tasks	Can plan routine tasks only	Plans/prioritizes full range of required tasks	Plans/prioritizes with an emphasis on flexibility	Planning shows anticipation of potential problems

Supervisor's comments:

PROBLEM ANALYSIS AND DECISION MAKING (Analytical abilities and judgment): Understanding factors and developing sound, practical and workable solutions; recognizing when a decision is necessary; asking for input; making decisions and providing information and feedback in a timely manner; accepting responsibility; facilitate problem resolution; willingness to make necessary and immediate decisions given incomplete information.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Insufficient for most tasks	Decisions reflect basic analytical skills only	Decisions reflect full understanding of unit needs	Recognizes need for and performs additional investigation to solve problems	Decisions show in-depth analysis and understanding

WAYNE STATE UNIVERSITY

Performance Planning and Development

Probationary/Provisional Review Form

Supervisor's comments:

HUMAN RELATIONS: Interacts effectively and maintains positive relationships with peers, subordinates, and customers; builds teamwork; motivates and inspires others; cooperates with persons outside of the department; willingly accepts instructions and assignments; assists others to accomplish work group objectives; develops confidence; uses positive reinforcement; treats people with respect.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Consistently rude to others. Frequent complaints from customers, co-workers, external clients, etc.	Fails to respond to needs of customers, employees, external clients, etc. An uncooperative working partner or team member. Makes little or no effort to provide good service	Provides prompt and effective service to customers and/or employees, external clients, etc. Cooperative, polite, and congenial at all times	Frequently goes beyond performance standards to provide service and maintain relationships	Consistently exceeds requirements to anticipate the needs of customers and/or employees. Works harmoniously with others and is an example to all

Supervisor's comments:

COMMUNICATION SKILLS: Display of oral and/or written communication skills required by job; ability to listen and understand information; present information in a clear and concise manner.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Information and ideas are consistently poorly organized and difficult to follow. Poor communication has created serious misunderstandings	Oral and written communications are frequently unclear and disorganized and/or contain grammatical and structural errors. May fail to communicate information on a timely basis	Can summarize data and/or ideas into understandable thoughts in oral and written form to meet position requirements. Actively listens when communicating with others. Usually uses appropriate sentence structure, grammar, spelling, and punctuation. Writes effective complete documentation	Communications are effective, well organized, clear, and concise. Orally presents information in an articulate and convincing manner. Grammar, spelling, punctuation, and vocabulary are consistently correct.	Communications are exceptionally effective, timely, well organized, articulate, concise, and appropriate. Meetings and/or presentations are well organized, professionally executed, and highly effective

Supervisor's comments:

QUALITY OF WORK: Accuracy, thoroughness, and efficiency of work regardless of volume; ability to meet standards of quality.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Insufficient for most tasks	Performs only minimally acceptable work	Assignments are complete and thorough	Work shows high quality and expertise	Consistently thorough and documented beyond what is required

WAYNE STATE UNIVERSITY

Performance Planning and Development

Probationary/Provisional Review Form

Supervisor's comments:

PRODUCTIVITY/ACCOMPLISHMENT: Accuracy, thoroughness, and general effectiveness of regularly produced work; may include speed and consistency of output and volume of acceptable work.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Insufficient for most situations	Does less than is expected; work is not thorough or well thought out	Work is complete; work is regularly produced at an acceptable level	Consistently produces work which more than meets normal job requirements	Generates thorough and well documented work; work far exceeds established requirements

Supervisor's comments:

DEPENDABILITY: Attendance (disregarding FMLA protected absence) and punctuality; reliability; meets established schedules and deadlines, including assigned work hours; demonstrates commitment to department and University goals; attends to detail; follows-up on progress of work; follows instructions and appropriate procedures; fulfills responsibilities; maintains confidentiality as appropriate.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Insufficient for most tasks	Sometimes unreliable; does not respond in a timely manner to requests; requires more than normal supervision	Reliable; responds quickly to requests; fulfills responsibility; needs only expected levels of supervision	Very reliable; typically makes sound decisions; very resourceful; acts independently; requires little supervision	Extremely reliable; consistently makes sound decisions; makes creative contributions; justifies utmost confidence; works independently

Supervisor's comments:

PROFESSIONAL DEVELOPMENT: Learns appropriate new work-related skills and procedures; works to develop professionally, growing in professional skills and knowledge.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Does not develop professionally	Works toward professional development to some degree	Works to develop professionally; continues to learn and grow	Works to develop professionally to a considerable degree; typically seeks out new opportunities to learn appropriate new work–related skills and procedures	Works to develop professionally to a very high degree; continually challenging self to advance professional skills and knowledge; researches new learning sources and tools

WAYNE STATE UNIVERSITY

Performance Planning and Development

Probationary/Provisional Review Form

Supervisor's comments:

☐ N/A **SUPERVISION AND DEVELOPMENT OF EMPLOYEES:** Trains, guides, and assists employees; appraises and reviews performance of supervised employees in a timely, fair, and appropriate manner; motivates employees to perform effectively; recognizes and encourages employee development; maintains appropriate standards of performance; resolves personnel-related problems and issues in a timely and effective manner.

Unsatisfactory ☐	Less than Satisfactory ☐	Fully Satisfactory ☐	Excellent ☐	Outstanding ☐
Fails to counsel and praise staff relative to performance; fails to follow-up and correct staff errors	Involved with staff only when necessary; may fail to follow-up and document employee performance; provides sporadic and ineffective training and counseling of staff	Actions show interest in subordinates; ensures training and appropriate cross training of staff; follows-up and document employee performance; provides praise and critical feedback; schedules assignments according to staff abilities and time constraints	Motivates staff; develops specific procedures and formalized training methods including regular follow-up training; has developed performance standards; provides timely coaching and counseling with supportive documentation; adjusts staff schedules when needs and priorities change to effectively utilize resources	Successful with staff development and team building; develops the skills of all staff on a timely basis; effective coaching and counseling has led to performance improvements; provides effective, innovative training methods; consistently redistributes work and keeps staff functioning smoothly at peak performance levels

Supervisor's comments:

☐ N/A **FISCAL MANAGEMENT:** Prepare and/or maintain and operate within budget by controlling costs and keeping within prescribed limits; budgeting exhibits planning, flexibility, and responsibility given budgetary constraints. Record, analyze, monitor, develop, correct, and/or approve transactions, budgets and proposals in compliance with established policy and procedure.

Unsatisfactory ☐	Less than Satisfactory ☐	Fully Satisfactory ☐	Excellent ☐	Outstanding ☐
Insufficient for most tasks	Fails to consistently operate within budgetary constraints; record, analyze, monitor, develop, correct, and/or approve transactions, budgets and proposals in compliance with established policy and procedure	Consistently operates within budgetary constraints; records, proposals and transactions are current and in compliance with policy and procedure	Budgets for new projects and basic operation in a cost effective and consistent manner; analysis and evaluation reflect complete understanding and command of the process including the non-routine	Budgeting shows exceptional planning, flexibility, and responsibility; actions are effective, accurate and indicate anticipation of future trends and difficulties

WAYNE STATE UNIVERSITY

Performance Planning and Development
Probationary/Provisional Review Form

Supervisor's comments:

☐ N/A **INITIATIVE AND CREATIVITY**: Resourceful to deviate from the routine; self-starter; develops and implements new methods, procedures, solutions, concepts, designs and/or applications of existing designs or procedures; accepts additional challenges and willingly assists others; self-reliant; demonstrates imagination, originality, and self-motivation; makes innovative and/or productive contributions; responds to changing requirements and meeting changing technical business needs; flexibility and adaptability.

Unsatisfactory ☐	Less than Satisfactory ☐	Fully Satisfactory ☐	Excellent ☐	Outstanding ☐
Insufficient for most tasks and situations	Needs detailed instructions to handle tasks; makes some effort to change if directed	Assists in generating new approaches; responds well to change	Self-starter in developing new ideas; resourceful in improving work methods	Ideas display innovation, resourcefulness and imagination in improving work methods

Supervisor's comments:

☐ N/A **AFFIRMATIVE ACTION AND EEO COMPLIANCE**: Meets affirmative action responsibilities by monitoring unit employment practices to support the University efforts in meeting its diversity goals and ensure compliance with the law and University policy; supports, enforces and adheres to the University's policies for non-discrimination and a harassment free workplace.

Unsatisfactory ☐	Less than Satisfactory ☐	Fully Satisfactory ☐	Excellent ☐	Outstanding ☐
Consistently fails to meet responsibilities; repeated non-compliance with University policy	Unable to fully meet responsibilities; requires frequent assistance and direction in meeting goals and observing University policy	Meets responsibilities; participates in goals setting; willingly and consistently in compliance with University policy	Actively organizes, plans and develops goals; knows and correctly applies University policy; consistently seeks additional information and knowledge	Takes initiative in setting and meeting goals; develops new approaches, and generates new ideas in meeting goals and observing University policy; consistently recognizes and responds to situations that affect goal attainment

Supervisor's comments:

WAYNE STATE UNIVERSITY

Performance Planning and Development

Probationary/Provisional Review Form

OVERALL PERFORMANCE RATING

Evaluate the employee's overall level of performance in the accomplishment of major duties and responsibilities, other contributions, quality of service, and other job related performance factors. **An overall performance rating of Unsatisfactory or Outstanding MUST be supported with a written attached justification.**

Unsatisfactory ☐	Less than Satisfactory ☐	Fully Satisfactory ☐	Excellent ☐	Outstanding ☐
Employee has had a reasonable period of time (initiated by a documented evaluation of Less than Satisfactory) to improve performance. Employee continues to fail to accomplish assigned position duties and/or continues to use job-related skills in an inadequate manner. Upon consultation with appropriate Human Resources or labor Relations representative, the employee will either be demoted or terminated.	Overall performance indicates the employee fails to accomplish assigned position duties and/or uses job-related skills in an inadequate manner; requires an inordinate amount of direct supervision in order to produce work of acceptable quality and quantity. The employee may possess the talent to earn a higher rating if special training and coaching is given or if the employee is transferred to another more suitable position	Overall performance is characterized by acceptable quality and quantity of work in accomplishment of position duties; uses job related skills in an acceptable manner; requires a degree of supervision that is typical for the position	Overall performance is characterized by high quality and quantity of work in the accomplishment of position duties; uses job-related skills in more than acceptable manner; requires a degree of supervision that is somewhat less than typical for the position.	Overall performance is characterized by exceptionally high quality and quantity of work in accomplishment of position duties; assumes responsibilities which are beyond the position requirements; uses job-related skills in an exceptional manner; requires substantially less supervision than typical for the position.

Supervisor's comments:

☐ I do Recommend this employee for Continued Service

☐ I do not recommend this employee for Continued Service

WAYNE STATE UNIVERSITY

Performance Planning and Development

Probationary/Provisional Review Form

Employee Development Plan Form

Employee Development Plan: Identify and schedule appropriate classes and/or professional associations, conferences, on the job training, work experience and other developmental resources.

Professional and Personal Development (Complete at Beginning of Performance Year)	**Actual Progress** (Complete Throughout Performance Year)

Employee Signature: ______________________________ **Date:** ________________
(Copy given to employee)

Supervisor Signature: ______________________________ **Date:** ________________
(Copy given to supervisor)

4128B (12/11)

WAYNE STATE UNIVERSITY

Performance Planning and Development
Probationary/Provisional Review Form

SIGNATURES:

Completed by Immediate Supervisor — Date

1st Level Reviewer — Date

Employee comments (optional – may include discussion of professional development plans and objectives):

Employee's Signature — Date

Your signature does not necessarily mean that you agree with this review; it is only to acknowledge that your supervisor has met and reviewed it with you.

☐ **I WISH TO REVIEW MY OVERALL RATING FURTHER**

Check box if employee significantly disagrees (feels there is a one level or greater rating discrepancy) with the overall rating. If box is checked, employee must complete comments section and include additional supporting documentation. The review materials will be forwarded to the 1st Level Reviewer for rating consideration. 1st Level Reviewer may take actions to arrange to resolve rating discrepancy and respond back to employee.

Employee Signature — Date

1st Level Reviewer should check the appropriate box and sign to acknowledge that the performance appraisal document was received for further rating consideration. Reviewed document is to be returned to employee and immediate supervisor.

☐ **Reviewed and Re-affirmed**

☐ **Further Action Necessary**

1st Level Reviewer Signature — Date

WAYNE STATE UNIVERSITY

Rep

Performance Planning and Development

Annual Review Form

Use the tab key to move the cursor to gray areas and tables will automatically expand as information is entered. To access this form electronically, go to: http://www.hr.wayne.edu/appraisals/.

Employee Name	Banner ID #	Classification
School/College/Division		Department

ACCOMPLISHMENTS OF POSITION DUTIES, TASKS, AND RESPONSIBILITIES

LIST DUTIES AND RESPONSIBILITIES IN ORDER OF PRIORITY. DOCUMENT EVALUATIONS BY PROVIDING COMMENTS ON PERFORMANCE WHICH BRIEFLY DESCRIBE THE ACCOMPLISHMENTS AND JUSTIFY THE LEVEL OF EVALUATION.

MAJOR DUTIES AND RESPONSIBILITIES (To be completed by employee) This list should not be considered a complete description of all employee's duties and responsibilities.	LEVEL OF PERFORMANCE (To be completed by supervisor) Indicate one of these ratings for each duty and responsibility: U LS FS E O (defined on last page)	COMMENTS ON PERFORMANCE (To be completed by supervisor) Should consist of a statement indicating results achieved; also may consist of comments indicating the employee's proficiency with job related skills

OTHER CONTRIBUTIONS List contributions made by the employee or assets possessed by the employee in addition to those described above.

WAYNE STATE UNIVERSITY

Performance Planning and Development

Annual Review Form

Some of the following factors may not apply to all positions. When that is the case, check N/A. **If N/A is not provided, the factor MUST be evaluated.** For each defined element of job performance, place a mark within the appropriate appraisal rating box. The appraisal of each element of job performance should be followed by comments explaining the rating and recommending specific areas of improvement or development if necessary.

JOB/ORGANIZATIONAL KNOWLEDGE: Application of appropriate technical and procedural knowledge; understanding of facts and information related to or assignments, including department and University policies; degree of technical competence and demonstration of appropriate level of knowledge in specific field or discipline.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Insufficient for most tasks	Unable to handle some job tasks	Satisfactory knowledge of job functions	Handles new tasks with ease.	Able to adapt knowledge to complex problems

Supervisor's comments:

PLANNING AND ORGANIZING: Setting objectives; establishing priorities; developing plans; arranging work schedules; meeting deadlines; anticipating problems; adapting to changes and using resources effectively; plan long and short range objectives; define goals and procedures; delegate work; follow-up to ensure work is completed.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Insufficient for most tasks	Can plan routine tasks only	Plans/prioritizes full range of required tasks	Plans/prioritizes with an emphasis on flexibility	Planning shows anticipation of potential problems

Supervisor's comments:

PROBLEM ANALYSIS AND DECISION MAKING (Analytical abilities and judgment): Understanding factors and developing sound, practical and workable solutions; recognizing when a decision is necessary; asking for input; making decisions and providing information and feedback in a timely manner; accepting responsibility; facilitate problem resolution; willingness to make necessary and immediate decisions given incomplete information.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Insufficient for most tasks	Decisions reflect basic analytical skills only	Decisions reflect full understanding of unit needs	Recognizes need for and performs additional investigation to solve problems	Decisions show in-depth analysis and understanding

Supervisor's comments:

HUMAN RELATIONS: Interacts effectively and maintains positive relationships with peers, subordinates, and customers; builds teamwork; motivates and inspires others; cooperates with persons outside of the department; willingly accepts instructions and assignments; assists others to accomplish work group objectives; develops confidence; uses positive reinforcement; treats people with respect.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Consistently rude to others. Frequent complaints from customers, co-workers, external clients, etc.	Fails to respond to needs of customers, employees, external clients, etc. An uncooperative working partner or team member. Makes little or no effort to provide good service	Provides prompt and effective service to customers and/or employees, external clients, etc. Cooperative, polite, and congenial at all times	Frequently goes beyond performance standards to provide service and maintain relationships	Consistently exceeds requirements to anticipate the needs of customers and/or employees. Works harmoniously with others and is an example to all

Supervisor's comments:

COMMUNICATION SKILLS: Display of oral and/or written communication skills required by job; ability to listen and understand information; present information in a clear and concise manner.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Information and ideas are consistently poorly organized and difficult to follow. Poor communication has created serious misunderstandings	Oral and written communications are frequently unclear and disorganized and/or contain grammatical and structural errors. May fail to communicate information on a timely basis	Can summarize data and/or ideas into understandable thoughts in oral and written form to meet position requirements. Actively listens when communicating with others. Usually uses appropriate sentence structure, grammar, spelling, and punctuation. Writes effective complete documentation	Communications are effective, well organized, clear, and concise. Orally presents information in an articulate and convincing manner. Grammar, spelling, punctuation, and vocabulary are consistently correct.	Communications are exceptionally effective, timely, well organized, articulate, concise, and appropriate. Meetings and/or presentations are well organized, professionally executed, and highly effective

WAYNE STATE UNIVERSITY

Performance Planning and Development

Annual Review Form

Supervisor's comments:

QUALITY OF WORK: Accuracy, thoroughness, and efficiency of work regardless of volume; ability to meet standards of quality.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐ Insufficient for most tasks	☐ Performs only minimally acceptable work	☐ Assignments are complete and thorough	☐ Work shows high quality and expertise	☐ Consistently thorough and documented beyond what is required

Supervisor's comments:

PRODUCTIVITY/ACCOMPLISHMENT: Accuracy, thoroughness, and general effectiveness of regularly produced work; may include speed and consistency of output and volume of acceptable work.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐ Insufficient for most situations	☐ Does less than is expected; work is not thorough or well thought out	☐ Work is complete; work is regularly produced at an acceptable level	☐ Consistently produces work which more than meets normal job requirements	☐ Generates thorough and well documented work; work far exceeds established requirements

Supervisor's comments:

DEPENDABILITY: Attendance (disregarding FMLA protected absence) and punctuality; reliability; meets established schedules and deadlines, including assigned work hours; demonstrates commitment to department and University goals; attends to detail; follows-up on progress of work; follows instructions and appropriate procedures; fulfills responsibilities; maintains confidentiality as appropriate.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐ Insufficient for most tasks	☐ Sometimes unreliable; does not respond in a timely manner to requests; requires more than normal supervision	☐ Reliable; responds quickly to requests; fulfills responsibility; needs only expected levels of supervision	☐ Very reliable; typically makes sound decisions; very resourceful; acts independently; requires little supervision	☐ Extremely reliable; consistently makes sound decisions; makes creative contributions; justifies utmost confidence; works independently

Supervisor's comments:

PROFESSIONAL DEVELOPMENT: Learns appropriate new work-related skills and procedures; works to develop professionally, growing in professional skills and knowledge.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐ Does not develop professionally	☐ Works toward professional development to some degree	☐ Works to develop professionally; continues to learn and grow	☐ Works to develop professionally to a considerable degree; typically seeks out new opportunities to learn appropriate new work–related skills and procedures	☐ Works to develop professionally to a very high degree; continually challenging self to advance professional skills and knowledge; researches new learning sources and tools

Supervisor's comments:

☐ N/A **SUPERVISION AND DEVELOPMENT OF EMPLOYEES**: Trains, guides, and assists employees; appraises and reviews performance of supervised employees in a timely, fair, and appropriate manner; motivates employees to perform effectively; recognizes and encourages employee development; maintains appropriate standards of performance; resolves personnel-related problems and issues in a timely and effective manner.

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐ Fails to counsel and praise staff relative to performance; fails to follow-up and correct staff errors	☐ Involved with staff only when necessary; may fail to follow-up and document employee performance; provides sporadic and ineffective training and counseling of staff	☐ Actions show interest in subordinates; ensures training and appropriate cross training of staff; follows-up and document employee performance; provides praise and critical feedback; schedules assignments according to staff abilities and time constraints	☐ Motivates staff; develops specific procedures and formalized training methods including regular follow-up training; has developed performance standards; provides timely coaching and counseling with supportive documentation; adjusts staff schedules when needs and priorities change to effectively utilize resources	☐ Successful with staff development and team building; develops the skills of all staff on a timely basis; effective coaching and counseling has led to performance improvements; provides effective, innovative training methods; consistently redistributes work and keeps staff functioning smoothly at peak performance levels

Supervisor's comments:

WAYNE STATE UNIVERSITY

Performance Planning and Development

Annual Review Form

☐ N/A **FISCAL MANAGEMENT**: Prepare and/or maintain and operate within budget by controlling costs and keeping within prescribed limits; budgeting exhibits planning, flexibility, and responsibility given budgetary constraints. Record, analyze, monitor, develop, correct, and/or approve transactions, budgets and proposals in compliance with established policy and procedure.

Unsatisfactory ☐	Less than Satisfactory ☐	Fully Satisfactory ☐	Excellent ☐	Outstanding ☐
Insufficient for most tasks	Fails to consistently operate within budgetary constraints; record, analyze, monitor, develop, correct, and/or approve transactions, budgets and proposals in compliance with established policy and procedure	Consistently operates within budgetary constraints; records, proposals and transactions are current and in compliance with policy and procedure	Budgets for new projects and basic operation in a cost effective and consistent manner; analysis and evaluation reflect complete understanding and command of the process including the non-routine	Budgeting shows exceptional planning, flexibility, and responsibility; actions are effective, accurate and indicate anticipation of future trends and difficulties

Supervisor's comments:

☐ N/A **INITIATIVE AND CREATIVITY**: Resourceful to deviate from the routine; self-starter; develops and implements new methods, procedures, solutions, concepts, designs and/or applications of existing designs or procedures; accepts additional challenges and willingly assists others; self-reliant; demonstrates imagination, originality, and self-motivation; makes innovative and/or productive contributions; responds to changing requirements and meeting changing technical business needs; flexibility and adaptability.

Unsatisfactory ☐	Less than Satisfactory ☐	Fully Satisfactory ☐	Excellent ☐	Outstanding ☐
Insufficient for most tasks and situations	Needs detailed instructions to handle tasks; makes some effort to change if directed	Assists in generating new approaches; responds well to change	Self-starter in developing new ideas; resourceful in improving work methods	Ideas display innovation, resourcefulness and imagination in improving work methods

Supervisor's comments:

☐ N/A **AFFIRMATIVE ACTION AND EEO COMPLIANCE**: Meets affirmative action responsibilities by monitoring unit employment practices to support the University efforts in meeting its diversity goals and ensure compliance with the law and University policy; supports, enforces and adheres to the University's policies for non-discrimination and a harassment free workplace.

Unsatisfactory ☐	Less than Satisfactory ☐	Fully Satisfactory ☐	Excellent ☐	Outstanding ☐
Consistently fails to meet responsibilities; repeated non-compliance with University policy	Unable to fully meet responsibilities; requires frequent assistance and direction in meeting goals and observing University policy	Meets responsibilities; participates in goals setting; willingly and consistently in compliance with University policy	Actively organizes, plans and develops goals; knows and correctly applies University policy; consistently seeks additional information and knowledge	Takes initiative in setting and meeting goals; develops new approaches, and generates new ideas in meeting goals and observing University policy; consistently recognizes and responds to situations that affect goal attainment

Supervisor's comments:

WAYNE STATE UNIVERSITY

Performance Planning and Development

Annual Review Form

OVERALL PERFORMANCE RATING

Evaluate the employee's overall level of performance in the accomplishment of major duties and responsibilities, other contributions, quality of service, and other job related performance factors. **An overall performance rating of Unsatisfactory or Outstanding MUST be supported with a written attached justification.**

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Employee has had a reasonable period of time (initiated by a documented evaluation of Less than Satisfactory) to improve performance. Employee continues to fail to accomplish assigned position duties and/or continues to use job-related skills in an inadequate manner. Upon consultation with appropriate Human Resources or labor Relations representative, the employee will either be demoted or terminated.	Overall performance indicates the employee fails to accomplish assigned position duties and/or uses job-related skills in an inadequate manner; requires an inordinate amount of direct supervision in order to produce work of acceptable quality and quantity. The employee may possess the talent to earn a higher rating if special training and coaching is given or if the employee is transferred to another more suitable position	Overall performance is characterized by acceptable quality and quantity of work in accomplishment of position duties; uses job related skills in an acceptable manner; requires a degree of supervision that is typical for the position	Overall performance is characterized by high quality and quantity of work in the accomplishment of position duties; uses job-related skills in more than acceptable manner; requires a degree of supervision that is somewhat less than typical for the position.	Overall performance is characterized by exceptionally high quality and quantity of work in accomplishment of position duties; assumes responsibilities which are beyond the position requirements; uses job-related skills in an exceptional manner; requires substantially less supervision than typical for the position.

Supervisor's comments:

WAYNE STATE UNIVERSITY

Performance Planning and Development

Annual Review Form

Employee Development Plan Form

Employee Development Plan: Identify and schedule appropriate classes and/or professional associations, conferences, on the job training, work experience and other developmental resources.

Professional and Personal Development (Complete at Beginning of Performance Year)	**Actual Progress** (Complete Throughout Performance Year)

Employee Signature: ______________________________ **Date**: ________________
(Copy given to employee)

Supervisor Signature: ______________________________ **Date**: ________________
(Copy given to supervisor)

4128A (05/04)

WAYNE STATE UNIVERSITY

Performance Planning and Development

Annual Review Form

SIGNATURES:

Completed by Immediate Supervisor — Date

1st Level Reviewer — Date

Employee comments (optional – may include discussion of professional development plans and objectives):

Employee's Signature — Date

Your signature does not necessarily mean that you agree with this review; it is only to acknowledge that your supervisor has met and reviewed it with you.

☐ **I WISH TO REVIEW MY OVERALL RATING FURTHER**

Check box if employee significantly disagrees (feels there is a one level or greater rating discrepancy) with the overall rating. If box is checked, employee must complete comments section and include additional supporting documentation. The review materials will be forwarded to the 1st Level Reviewer for rating consideration. 1st Level Reviewer may take actions to arrange to resolve rating discrepancy and respond back to employee.

Employee Signature — Date

1st Level Reviewer should check the appropriate box and sign to acknowledge that the performance appraisal document was received for further rating consideration. Reviewed document is to be returned to employee and immediate supervisor.

☐ **Reviewed and Re-affirmed**

☐ **Further Action Necessary**

1st Level Reviewer Signature — Date

Rep

WAYNE STATE UNIVERSITY

Reduction of Work Force

Qualifying Period Progress Report Form

Employee Name	Banner ID #	Job Classification / Title
School/College/Division		Department

P&A Local 1979	Staff Association Local 2071	
☐ 45-Day RIF Job Qualifying (midway)	☐ 30 Day RIF Job Qualifying (midway)	
☐ 90-Day RIF Job-Qualifying (prior to expiration of qualifying period)	☐ 60-Day RIF Job-Qualifying (prior to expiration of qualifying period)	
See: Article 14.A.1 of the P&A Contract	See: Article 18.A.2 of the Staff Contract	
Date Due:		

ACCOMPLISHMENTS OF POSITON DUTIES, TASKS, AND RESPONSIBILITIES

LIST THE DUTIES AND RESPONSIBILITIES IN PRIORITY ORDER. DOCUMENT PROGRESS REPORTS BY PROVIDING COMMENTS AND/OR EVIDENCE REGARDING OBSERVED PERFORMANCE, WHICH BRIEFLY DESCRIBE THE ACCOMPLISHMENTS, AND JUSTIFY THE LEVEL OF EVALUATION. THERE SHALL BE A MINIMUM OF TWO PROGRESS REPORTS DURING THE QUALIFYING PERIOD. IT IS RECOMMENDED THAT THE FINAL PROGRESS REPORT BE COMPLETED AT LEAST TEN DAYS PRIOR TO THE END OF THE QUALIFYING PERIOD, DUE TO SUBSEQUENT PLACEMENT CONSIDERATIONS.

<u>MAJOR DUTIES AND RESPONSIBILITIES</u> (To be completed by supervisor and shared with employee) This list should be based on the employee's job classification description <u>and</u> the unit's specific needs.	<u>LEVEL OF PERFORMANCE</u> (To be completed by supervisor) Indicate one of these ratings for each duty and responsibility: **U LS FS E O** (defined on last page)	<u>COMMENTS ON PERFORMANCE</u> (To be completed by supervisor) Should consist of a supporting statement indicating results achieved; also may consist of comments indicating the employee's proficiency with job related skills.

This is a Microsoft forced-field form. Use the tab key to move the cursor to gray areas and tables will automatically expand as information is entered. To access this contractual form electronically, go to: http://www.hr.wayne.edu/employment/appraisals or http://www.laborrelations.wayne.edu/contracts.php.

WAYNE STATE UNIVERSITY

Reduction of Work Force
Qualifying Period Progress Report Form

OVERALL PERFORMANCE RATING

Evaluate the employee's overall level of performance in the accomplishment of major duties and responsibilities. **An overall performance rating of Unsatisfactory or Outstanding MUST be supported with a written attached justification.**

Unsatisfactory	Less than Satisfactory	Fully Satisfactory	Excellent	Outstanding
☐	☐	☐	☐	☐
Employee fails to accomplish assigned position duties and/or continues to use job-related skills in an inadequate manner.	Overall performance indicates the employee fails to accomplish assigned position duties and/or uses job-related skills in an inadequate manner; requires an inordinate amount of direct supervision in order to produce work of acceptable quality and quantity. The employee may possess the talent to earn a higher rating if special training and coaching is given.	Overall performance is characterized by acceptable quality and quantity of work in accomplishment of position duties; uses job related skills in an acceptable manner; requires a degree of supervision that is typical for the position	Overall performance is characterized by high quality and quantity of work in the accomplishment of position duties; uses job-related skills in more than acceptable manner on a consistent basis; requires a degree of supervision that is somewhat less than typical for the position.	Overall performance is characterized by exceptionally high quality and quantity of work in accomplishment of position duties on a consistent basis; assumes responsibilities which are beyond the position requirements; uses job-related skills in an exceptional manner; requires substantially less supervision than typical for the position.

Supervisor's comments:

☐ I recommend this employee for this position TO BE COMPLETED AFTER FINAL PROGRESS REPORT	☐ I do not recommend this employee for this position TO BE COMPLETED AFTER FINAL PROGRESS REPORT

WAYNE STATE UNIVERSITY

Reduction of Work Force

Qualifying Period Progress Report Form

Training provided by S/C/D during the Qualifying Period

Identify and list the training provided to the employee, to assist them in their proficiency. List any other resources provided.

TRAINING/RESOURCES PROVIDED	DATE(S)

WAYNE STATE UNIVERSITY

Reduction of Work Force

Qualifying Period Progress Report Form

Supervisor Signature: ______________________ **Date:** ____________

Supervisor's Printed Name: ______________________

______________________ ______________________

Employee's Signature Date

Your signature does not necessarily mean that you agree with this report; it is only to acknowledge that your supervisor has met and reviewed it with you.

Employee comments (optional):

(12/11) To be used for Reduction of Work Force Job Qualifying Periods only.

WAYNE STATE UNIVERSITY

PERFORMANCE REVIEW FORM
Academic Administrators[1]
(Please see accompanying guidelines)

Review form prepared mid-August ____

Employee Name   Banner I.D.   Classification

____

School/College/Division   Department

____

Self-Evaluation Narrative:

[The self-evaluative narrative should address accomplishments during the concluding year and goals for next year. Exhibits may be attached if desired.]

Supervisor's Comments:

1 Academic Administrators include Associate and Assistant Provosts, Associate Vice Presidents who hold faculty appointments, Deans, Associate Deans, Assistant Deans not primarily associated with support of student services, Academic Directors, Department/Division Heads, Department Chairpersons, Associate Department Chairpersons, and Ombudspersons.

Supervisor Signature Date:

Supervisee Signature: Date

FY 2013

NON-Rep

WAYNE
LEADS

Linked **E**mployee **A**ssessment & **D**evelopment **S**ystem

Wayne LEADS is Wayne State University's performance management system for non-represented employees. Its purpose is to engage employees in the process of optimizing WSU operations by aligning employee contributions with the aims of the university. The system will focus on achieving measurable results, providing objective performance assessments and establishing a foundation for ongoing, constructive communication between the employee and supervisor.

Wayne LEADS consists of three elements:
- Performance Planning
- Status Updates
- Final Assessment

The Employee Planning, Assessment & Development Form consists of three Parts
- Part A: Performance Objective Plan & Assessment
- Part B: Competency Assessment
- Part C: Summary

Each part does not need to be completed for each element. Below is an at-a-glance summary of WHAT needs to be completed WHEN:

Element	**Part A** *Performance Objective Plan & Assessment*	**Part B** *Behavioral Competency Assessment*	**Part C** *Summary*
Performance Planning (October, New hire, Transition planning)	X		
Status Updates (Ongoing)	X		
Final Assessment (September)	X	X	X

Linked Employee Assessment & Development System

WAYNE LEADS

Employee Planning Assessment & Development Form

IDENTIFICATION			
Employee:		Banner ID:	
S/C/D:		Department:	
Classification:		Supervisor:	
Performance Period :		Second Level Reviewer:	

◯ Provisional ◯ Probationary ◯ Regular

PART A – PERFORMANCE OBJECTIVE PLAN & ASSESSMENT

Write four to six performance objectives, which can either be "operational" objectives (based on routine activities from employee's task and duties) or "project" objectives (based on employee's projects). You can have both "operational" and "project" objectives. Keep in mind that this list should not be considered a complete description of all employee's duties and responsibilities.

FINAL ASSESSMENT RATINGS	
Objectives Exceeded	OE
Objectives Met	OM
Objectives Not Met	ONM
New and/or Developing	N/D

Performance Objectives October	Status Updates Ongoing	Final Assessment / Rating September	
			none
			none
			none
			none
			none
			none

Linked Employee Assessment & Development System

E ployee Planning, Assessment & Development Form

IDENTIFICATION			
Employee:		Performance Period:	

◯ Provisional ◯ Probationary ◯ Regular

PART B - BEHAVIORAL COMPETENCY ASSESSMENT

Final Assessment: *Supervisor: Please select the appropriate level of skill (Excels, Meets Requirements, Some Attention Needed) of each competency you observed. Employee: Please select the appropriate level of skill (Excels, Meets Requirements, Some Attention Needed) of each competency you believe you displayed.*

Competency *Click the competency to access its definition*	**Final Assessment**	
	Employee	*Supervisor*
Analytical & Problem Solving Skills	None	None
Communication	None	None
Creativity & Innovation	None	None
Customer Focus	None	None
Dealing with Change	None	None
Initiative Taking	None	None
Job / Functional Skills	None	None
Personal Credibility	None	None
Teamwork	None	None
Time Management	None	None
Additional Competencies for Supervisor/Managerial Employees		
Accountability/Managerial Courage	None	None
Business Acumen	None	None
Developing Direct Reports	None	None
Strategic Agility	None	None
Timely Decision Making	None	None

Supervisor and Employee: Please discuss any gaps as well as areas of agreement and check the appropriate box below to acknowledge the competencies were discussed.

Employee	Supervisor
☐ I Discussed the Competencies with My Supervisor	☐ I Discussed the Competencies with My Employee

Linked Employee Assessment & Development System

WAYNE LEADS

E ployee Planning, Assessment & Development Form

IDENTIFICATION

Employee: ____________ **Performance Period:** ____________

◯ Provisional ◯ Probationary ◯ Regular

PART C - SUMMARY (Final Assessment)

OTHER EMPLOYEE CONTRIBUTIONS

SUPERVISOR'S SUMMARY OF PERFORMANCE

Briefly describe the employee's overall performance regarding competencies and regarding performance as compared to agreed upon objectives .

Final Assessment Rating

(Supervisor: Please take into consideration Performance Objectives Ratings and Competency Ratings)

Objectives Exceeded = OE	none
Objectives Met = OM	
Objectives Not Met = ONM	
New and/or Developing = N/D	

EMPLOYEE'S COMMENTS

The employee may use this section to comment on his/her performance.

Employee signature does not imply agreement or disagreement, only the acknowledgement that the discussion of all parts has occurred.
If the employee has a strong disagreement with this Assessment, he/she may make comments in the section entitled Employee Comments.

Employee **Date** **Supervisor** **Date**

Reporting

3.2.3 Temporary Employees

DESCRIPTION

Temporary employees are appointed upon the recommendation of the employing unit to provide capable persons to staff the University's temporary employment needs.

DEFINITION(S)

A temporary employee is an hourly worker that is not eligible for any University benefits, can be hired on a part-time or full-time basis, and whose employment status is of a temporary or contingent nature. Such temporary assignments are primarily for short-term projects, sick leave and vacation replacement, peak period workloads, and for filling vacant positions currently posted until a regular, full-time employee can start work. Full and part-time employees with a regular Wayne State University assignment who need to perform additional duties on a temporary basis should not be hired as temporary employee. If deemed appropriate, the employee can be assigned to and must comply with the APPM, Section 3.3.1, Additional Service Assignment.

Temporary Employee Classification Titles - Union   Copy LR on union positions

Clerical – A temporary employee who is assigned to clerical support work that would otherwise be performed by an individual represented by a union.

Professional – A temporary employee who is assigned to professional/managerial work that would otherwise be performed by an individual represented by a union.

Labor/Service – A temporary employee who is assigned to labor or service work that would otherwise be performed by an individual represented by a union.

Temporary Employee Classification Titles – Non-Union

Non-Represented Clerical – A temporary employee who is assigned to clerical support work that would otherwise be performed by an individual who is not represented by a union.

Non-Represented Professional – A temporary employee who is assigned to professional/managerial work that would otherwise be performed by an individual who is not represented by a union.

Non-Represented Research – A temporary employee who is assigned to research work that would otherwise be performed by a research assistant or research associate.

POLICY

Introduction

It is the intent of the University to hire qualified, temporary employees in units to fulfill short-term staffing needs. The process is initiated with the unit assessing its requirements, determining if hiring a temporary employee is in the best interest of the University and within the unit's ability to fund. If the unit decides hiring a temporary employee is the optimal solution to achieve its short-term goals, the unit is to follow the procedures outlined in this policy to begin the hiring process.

All temporary hiring decisions must be approved by the Dean or Vice President of the employing unit.

This policy is designed to adhere to applicable collective bargaining agreement provisions on the utilization of temporary employees and to comport with pertinent employment laws.

Duration of Assignments

All temporary employees are limited to a maximum of 1,000 hours per fiscal year. All units are required to establish an assignment end date, within a six month period, prior to filling an assignment. Temporary employees will be automatically terminated upon reaching the maximum hours or on the pre-established assignment end date.

A reminder will be sent to units whose temporary employees have worked 900 or more hours. A request to extend the assignment end date can be submitted as long as the temporary employee has not worked beyond 1,000 hours.

This policy prohibits the following actions:

A unit cannot change the job title, position number, or e-class of a temporary employee who has exceeded the hour and/or time limitations.

A unit should not repeatedly hire temporary employees in lieu of filling a vacant position.

Special Considerations

Candidates approved for the temporary assignment must not have been under any of the following:

Special separation agreement prohibiting employment with Wayne State University under that agreement

Involuntarily terminated from regular employment at Wayne State University

Previously worked at Wayne state University and is not eligible for rehire

Hiring Process

Hiring departments should interview candidates and select the best qualified individual. Before an assignment is approved, the selected candidate must complete an employment application and all required employment paperwork. *The unit must also submit documentation to describe the circumstances under which the temporary employee will be hired (e.g. peak workload, position vacancy, scheduled vacations) and a description of the work performed.*

Nepotism

Relatives (as defined in the APPM Section 3.0.3, Nepotism) of current employees (permanent or temporary) may not be employed within the same department without review by and notice to the Employment Service Center. If relatives are considered for employment, it is necessary for the Dean or Vice President to certify that such action will not result in one family member supervising or having influence in employment matters of another family member.

Employment restrictions might also include others living within the employee's household or otherwise so closely identified with the employee as to suggest the potential for difficulty in the employment relationship. Relatives (or other closely affiliated persons) of current employees are not given preference in employment.

Reference Checks

Departments should complete reference checks and credentials verification (if applicable) for all final candidates for temporary assignments.

Employment Eligibility

Prior to the employee's start date, departments must verify the eligibility for employment by having the prospective employee complete the appropriate documentation, including:

Temporary Employment Application (Online Hiring System)
Employment Eligibility Verification (Form I-9)
Tax withholding forms (Federal, State, City)

Orientation

Hiring managers are responsible for providing appropriate university and department orientation to temporary employees. Departments are required to ensure that temporary employees are aware of all University policies.

Work Hours

Work schedules may vary with each assignment. Temporary employees who work at least 6 hours a day may be granted two (2) ten minute breaks. If the temporary employee works more than 6 hours, an unpaid lunch period is granted according to a schedule determined by the immediate supervisor.

Wage-Hour Administration

All temporary employees must be paid at or above the State minimum wage ($7.15 per hour).

Temporary employees should submit a completed Web-Time Entry timesheet for each biweekly period in which work is performed. Temporary employees are paid on the same biweekly schedule as full –time regular employees and must adhere to the same payroll deadlines.

All temporary employees are subject to the overtime provisions of the federal Fair Labors Standards Act (FLSA). Non-Exempt employees earn time-and-one half for all hours worked in excess of 40 hours in a work week. An employee must actually work over 40 hours in a single work week to receive overtime compensation. Lack of funds does not relieve a department from its liability to compensate overtime work at the rate of time-and-one-half. The additional pay is to be included in the paycheck for the pay period in which the overtime was worked.

Note: Some units may require occasional mandatory overtime as a condition of employment. Such a requirement should be explained to candidates during the interview and selection process.

Temporary employees are not eligible for compensatory time off.

Temporary employees do not receive pay for a University holiday not worked.

Separation / Release

Temporary employees serve at will and may be terminated at any time without additional university compensation or preference in hiring.

Security Clearance

Based on the nature and location of the work, certain positions may be required to undergo a warrant check and fingerprinting for employment and/or continued employment. Refer to APPM 9.5 to determine if a security clearance is required and the procedures.

Signatory Authority

The determination on whether a temporary employee should possess signatory authority should be made by the unit Dean or Vice President.

Use of Technology

The University community is encouraged to make innovative and creative use of information technologies and users are expected to use computer and network resources in a responsible manner. Refer to University policy, 00-1, Acceptable Use of Technology.

Request for access to the University's administrative systems must be authorized by the Dean or Vice President of the employing unit.

When the temporary assignment has ended, it is the responsibility of the supervisor to request that the employee's access to administrative systems be terminated.

PROCEDURES

I. Hiring

Responsibility	Action
Employing Unit	1. Determine need for short-term temporary assignment.
	2. Complete Requisition for Temporary Employee and obtain Dean or VP signature indicating approval to hire
	3. Downloads employment application from HR site for potential hires to complete
	4. Identify candidate and selects best qualified
	5. No later than the first day of work, candidate must complete the following: a. Conditions of Employment for Temporary Employees b. Employment Eligibility Verification, Form I-9. (See APPM Section 3.0.12; Verification of Employment Eligibility) c. Federal, State and Local tax withholding cards d. Employee data form e. VETS 100 Survey
	6. Process the appropriate transaction to appoint the temporary as a new hire or re-appointment
	7. Send hiring packet (Requisition for Temporary Employee, New Hire Form, Employee Data, VETS 100 Survey, Conditions of Employment, Form I-9, tax cards, employment application and resume) to the Employment Service Center
Employment Service Center	8. Enter transaction into Banner HRMS.
	9. Send Federal, State and Local tax withholding cards to the Payroll Office.
	10. Send VETS 100 Survey to the Office of Equal Opportunity.

II. Termination

Responsibility	Action
Employing Unit	1. At least one week prior to the temporary assignment end date the employing unit must prepare an exit checklist to retrieve all Wayne State University property, i.e. OneCard, keys, equipment, uniforms, etc., and delete all access to university administrative systems.
	2. Process the appropriate transaction to terminate employee's assignment

Temporary Employee Report Procedures

- Run the report Thursday of apply/week for 800 + hours

1. Run Cognos Report HR028A Temporary Employees, located in the **Human Resource/ Standard Certified Reports/Employee Jobs and Roster** folder on the Thursday of non-apply week

   - Send report to Temp employee supervisor

   On prompt page:

   a. Click the Temporary Employee radio button
   b. Select the current Fiscal Year
   c. Select all Division Codes
   d. Select all Home Orgns
   e. Click finish
   f. Export report to Excel and save **to I: ESC/Employment/Temporary Employees/Reports/Your Folder**

   - Those that are represented Coal/labor on 800 + 1000+ hours

2. Review report for the following:

   a. Identify any employees that have worked 1,000 hours, if the employee has worked 1,000 hours or more
      i. Check Banner to see employee has been terminated
      ii. If employee is still active in Banner, notify the department to terminate the employee ASAP. (**Send Warning Email)**
      iii. If warning email has already been sent to unit, ESC will centrally terminate this employee **(Send Termination email)**

- 1,000 hours not per assignment but per employee

1,000 hours Warning Email:

Subject: 1,000 hours' Notice for Temporary Employee in your School/College/Division
High Importance

- Run report in CSV format

According to the APPM Section 3.2.3 the 1,000 hour cap per fiscal year Temporary Employees will be more vigorously enforced through careful monitoring of the number of hours worked. Accordingly, the below referenced employees is **at the 1,000 hour limit.**

The most recent Temporary Summary Report generated on Date of Report indicated that following employee have accumulated the maximum hours in the current fiscal year.

Banner ID	Employee Name	Total Hours	Department	S/C/D

Please terminate these employees immediately. If the temporary employee works beyond this point, the School/College/Division in which they work will be responsible for resolving the subsequent, significant administrative and union problems.

If you have any questions or concerns, please contact me directly.

Termination Email:

Subject: Termination of Employee Name for reaching 1,000 hour limit for Temporary Employment
High Importance

Temporary Employees are limited to the performance of 1,000 hours of work in a fiscal year (10/1-9/30) per the WSU Temporary Employees policy.

You were previously alerted that this Temporary Employee was nearing the 1,000 hour limit and were instructed to terminate the employee before the 1000 hour was exceeded. This employee was not terminated by your department. Therefore, Employee Name has been centrally terminated and removed from the payroll effective Date Terminated.

If you have any questions concerning the above information, please contact me.

b. Identify any employees that have worked 800 hours or more

   i. Prepare the warning 800+ hours email and send to Business Manager and copy Labor Relations

800+ hours Email:

Subject: 800 + hours hours' Notice for Temporary Employee in your School/College/Division
High Importance
According to the APPM Section 3.2.3 the 1,000 hour cap per fiscal year Temporary Employees will be more vigorously enforced through careful monitoring of the number of hours worked. Accordingly, the below referenced employees have worked at least 800 hours this fiscal year (10/1-9/30) and is nearing the 1,000 hour limit.

The most recent Temporary Summary Report generated on Date of Report indicated that following employees have accumulated 800 or **above** hours in the current fiscal year.

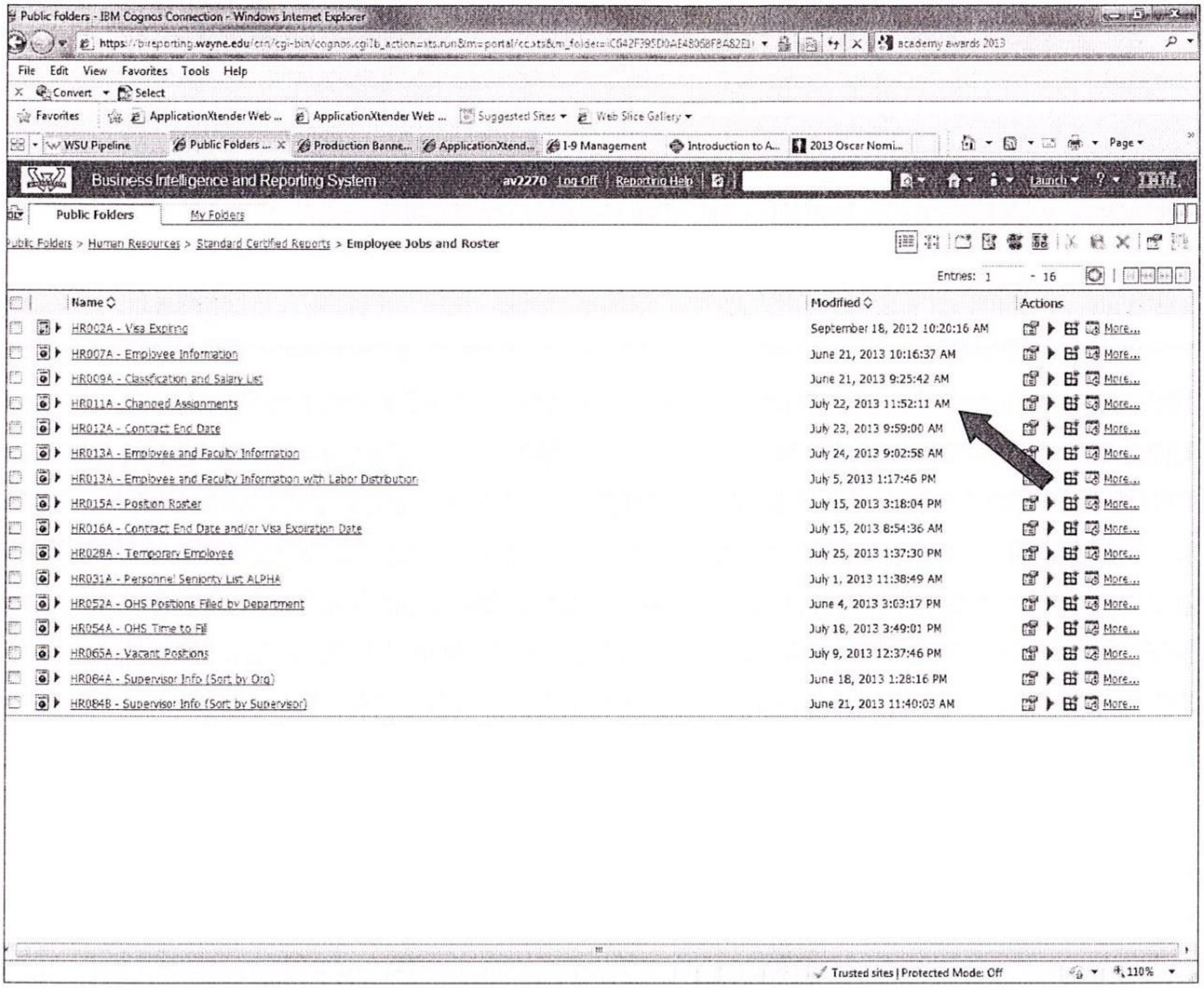
Banner ID	**Employee Name**	**Total Hours**	**Department**	**S/C/D**

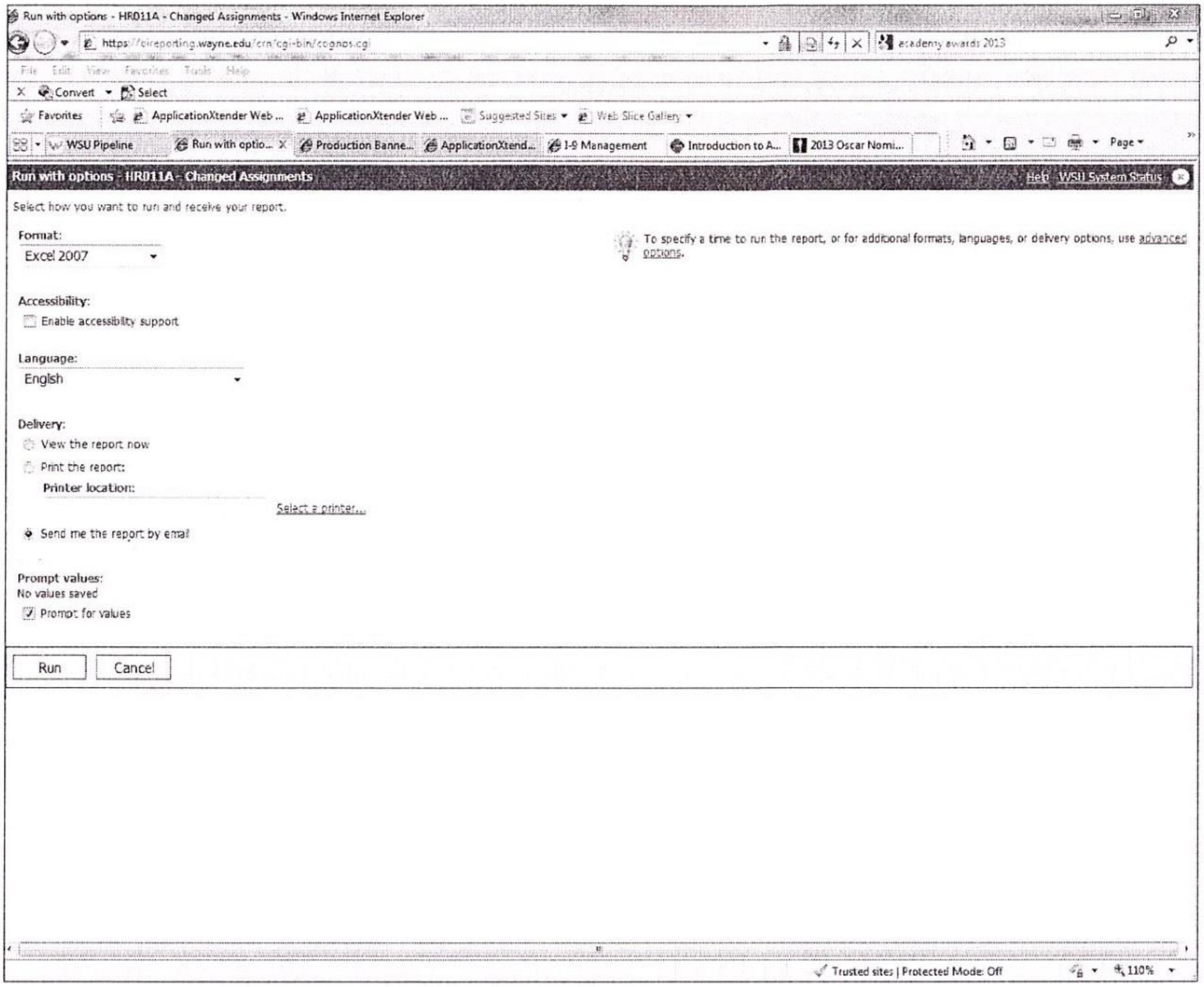
It is the responsibility of the temporary employee's School/College/Division to initiate paperwork to terminate the employee before the 1,000 hour limit has been exceeded. If the temporary employee works beyond this point, the School/College/Division in which they work will be responsible for resolving the subsequent, significant administrative and union problems.

Procedure for Running the Changed Assignments Report

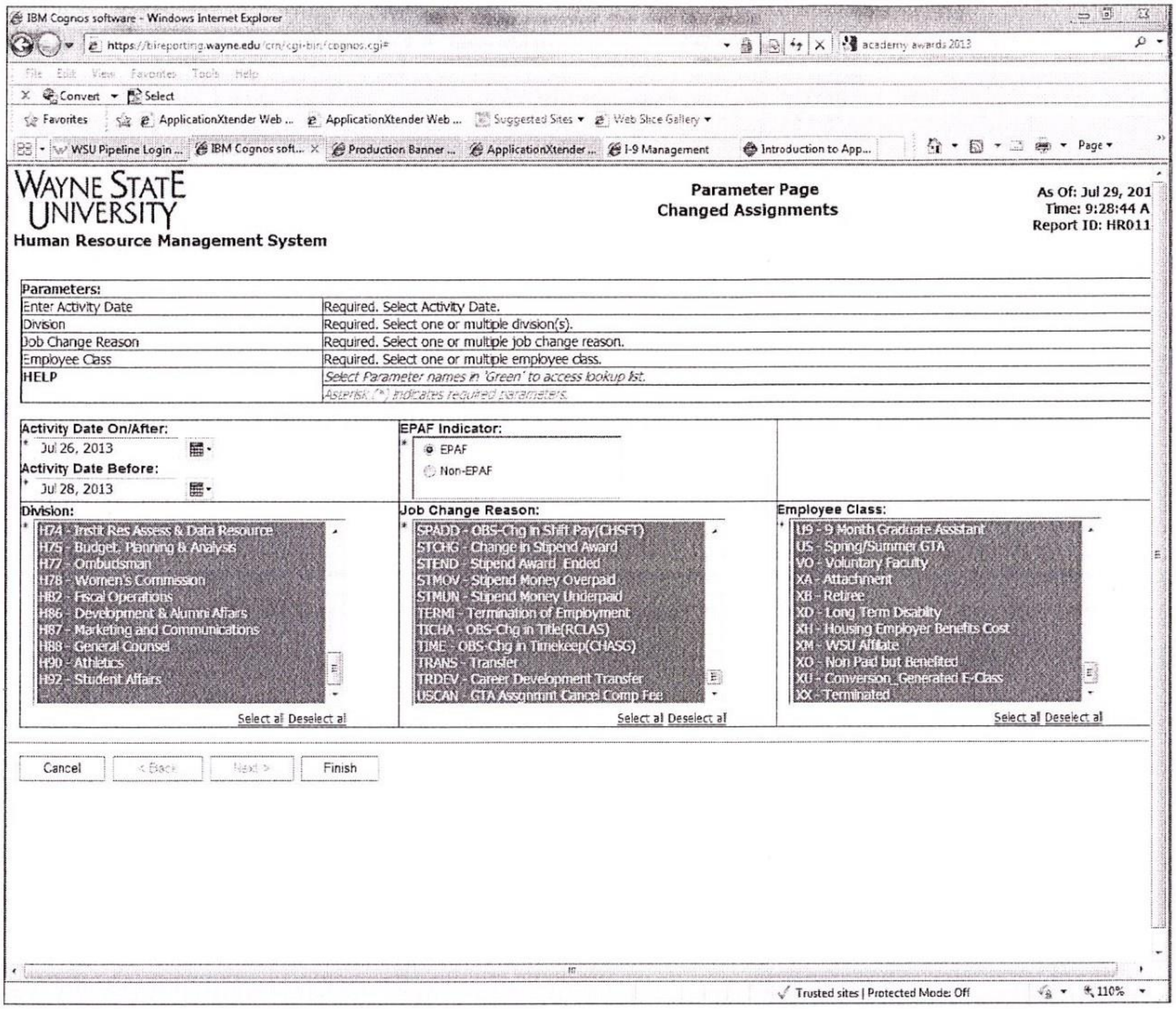
1. Run Cognos Report HR011A – Changed Assignments
   a. To pull up the HR076A, follow the following path in Business Intelligence and Reporting System:

      Public Folders > Human Resources > Standard Certified Reports > Employee Jobs and Roster> **HR011A – Changed Assignments**





2. On the Run with Options page:
   a. Select the format by clicking on the drop down arrow and select "Excel 2007"
   b. Skip down to the Delivery method and select the "Send me the report by email" radio button.
   c. Then click the Run button to move on to the prompt page



3. On prompt page:
   a. In the Transaction Applied Date section:
      i. Select previous data entry day in the **'From'** field located Transaction Applied Date section
         1. Example, today is June 6, 2013…you would select **6/6/13**

      ii. Select previous data entry day in the **'To'** field located Transaction Applied Date section.
         1. Example, today is June 7, 2013…you would select **6/7/13**

   b. In the EPAF Indicator box, select the EPAF radio button.
   c. For the Division box, click on the appropriate division.
   d. In the Job Change Reason box, select all to highlight all job change reasons.
   e. In the Employee Class (E-Class) box, select the appropriate E-Class.
   f. Click "Finish"

4. After the report runs, it will be sent to your email address.
   a. Save report to your desktop.

OHS Screens

Guide for Screening Positions – Staff Association

Within 2 days of the posting close date:

1) Review each active applicant in Banner using PEABARG to determine if the applicant is a Staff Association member and obtain the bargaining seniority date.

2) After reviewing the testing requirements for the position, check the testing log to determine if each applicant has met the testing requirements by following the guide below:

HIRING ACTION	CLERICAL EXAM	TYPING EXAM
Staff Association **Promotions**	Must Pass	Must pass test according to the minimum qualifications contained in the posting: ❑ Light typing – min. 25 wpm, or ❑ Speed Accuracy – min. 40 wpm
Staff Association **Transfers**	Not Required	Must pass test according to the minimum qualifications contained in the posting: ❑ Light typing – min. 25 wpm or ❑ Speed Accuracy – min. 40 wpm
Staff Association **Demotions**	Not Required	Must pass test according to the minimum requirements contained in the posting: ❑ Light typing – min. 25 wpm or ❑ Speed Accuracy – min. 40 wpm
Non-Staff Association Applicants	Must Pass	Must pass test according to the minimum qualifications contained in the posting: ❑ Light typing – min. 25 wpm or ❑ Speed Accuracy – min. 40 wpm

:tive employees includes employees that are currently employed and currently on layoff with recall rights

3) Change status of active applicants based on results of screening:
   a. **Department Screen**
      i. The status of all Staff Association members who have met the typing/clerical test requirements
      ii. Any applicants that are external to the bargaining unit that meet the testing requirements by the posting close date
   b. **Disqualified – does Not Meet Testing Requirements**
      i. Staff Association members who do not meet the typing/clerical test requirements
      ii. Any applicants that are external to the bargaining unit that do not meet the testing requirements by the posting close date

4) Review NBAJOBS to determine the bargaining unit member's current classification.

5) Review the collective bargaining agreements for the job grade.

6) Run ODS/Cognos occasions reports for all active staff association member applicants (attach copy in OHS under documents tab)

7) Retrieve a copy of the most recent performance review and any discipline (last two years) for each staff association

8) Prepare seniority ranking memo and rank by seniority and attendance (See sample memo)

9) Attach seniority ranking memo to the documents tab in requisition

10) Forward performance reviews and any discipline (last two years) via email to hiring manager

11) Change posting status to "HR Screen Complete"

WAYNE STATE UNIVERSITY

Staff Assoc.

MEMORANDUM

TO:	**Hiring Manager** **School/College/Division**
FROM:	**Human Resources Representative** **Employment Service Center**
SUBJECT:	**Seniority List**
RE:	**Posting #123456-Classification (Job) Title** **Department**
DATE:	**DATE**

Listed below are the profiles for members of the Staff Association bargaining unit that have applied for the above named position.

Pursuant to Article 19 Section D of the Staff Association Bargaining Unit Agreement you may use one of the following options when filling this position:

Salary Grade 5 and above:

- Select a qualified Staff Association applicant with the most seniority or the best attendance prior to interviewing.
- No more than ten (10) Staff Association members need to be interviewed.

alary Grade 4 and below:

- Select the most qualified applicant (internal or external) for the position.
- Interview Staff Association members who best meet the requirements of the position.
- No more than ten (10) Staff Association members need to be interviewed.

You may disqualify the Staff Association applicants from interviewing for one of the following reasons:

- **Less than Satisfactory Performance**: Employees that have received an overall Less than Satisfactory (LS) rating or less on the most recent performance review. Also, any **disciplinary actions** received within the last two years may be considered by hiring managers as a basis for disqualification.

- **In Violation of Attendance Standards**: Employees that have accrued **more than** 6 occasions, or a total of **more than** 45 hours of unscheduled absence (more than 48 hours for 8 hr/day employees) involving 4 or more occasions.

You **must** submit a memo to your **Human Resources Representative** stating the reasons for disqualifying Staff Association applicants prior to interviewing any non-Staff Association applicants.

Should you have any questions regarding promotions/transfers of bargaining unit employees or need any additional information, please do not hesitate to contact me at 7-2010 and press option #6.

	Employee Name	Seniority Date	Number of Occasions	Performance Rating / Year	Attendance Ranking	Current Classification	Job Grade	Disciplinary Actions
1.	Jane Doe	7-5-1998	4@48	FS/2011	2	Office Services Clerk III	10	No
2.	Joe Doe	7-1-1999	2@30	FS/2011	1	Secretary III	10	Yes

Guide for Screening Positions – P&A

Within 2 days of the posting close date:

1) Review each active applicant in Banner using PEABARG to determine if the applicant is a P&A member
2) Run Cognos occasions reports for all P&A member applicants
3) Retrieve a copy of the most recent performance review and any discipline (last two years) for each P&A member
4) Prepare seniority ranking memo (See sample memo)
5) Change status of active applicants to **Department Screen**
6) Attach seniority ranking memo to the documents tab in requisition
7) Forward performance reviews and any discipline (last two years) via email to hiring manager
8) Change posting status to "HR Screen Complete"

Active employees are those employees that are currently employed and currently on layoff with recall rights

WAYNE STATE UNIVERSITY

Sample P&A

MEMORANDUM

TO:

FROM: **Human Resources Representative**
Employment Service Center

SUBJECT: **Seniority List**

RE: **Posting #**
Department

DATE:

Listed below are the employees represented by the Professional and Administrative Union, Local 1979, U.A.W that have applied for the above named position. Pursuant to Article 15 of the WSU Professional and Administrative Union, Local 1979, University-trained hiring managers may utilize more than one method of promotion:

1) **Method I – Most Senior** – You may select the P&A member with the highest seniority provided the employee has satisfactory attendance, performance and meets the qualifications of the position. No more than ten (10) most senior P&A employees **must** be interviewed.

   Method II – Most Qualified – You may select the most qualified applicant (internal or external) for the position. No more than ten (10) P&A employees, who best meet the requirements of the position, **must** be interviewed. Bargaining unit members should be offered the position if the following criteria are met:

   a. Satisfactory attendance

   b. Satisfactory performance

   c. Is more qualified than any other internal or external applicants

For Method 2 selections only, bargaining unit applicants with a satisfactory performance record and a satisfactory attendance record/disciplinary history, in (1) a higher level classification, (2) the same job classification, or (3) the next lower level in the Classification Sequence, shall be interviewed for the subject vacancy. The University will be required to interview no more than ten (10) applicants per posting under these criteria.

If you have not yet completed all three modules of the Method II training, you must make hiring decisions based on most-senior-qualified, Method 1 only.

You may disqualify P&A applicants from interviewing for one of the following reasons:

1) **In Violation of Attendance Standards**: Employees that have accrued more than 6 occasions, or a total of more than 45 hours of unscheduled absence (more than 48 hours for 8 hr/day employees) involving 4 or more occasions.

2) **Less Than Satisfactory Performance**: Employees that have received an overall Less than Satisfactory (LS) rating on the most recent performance review. Also, any **disciplinary actions** received within the last two years may be considered by hiring managers as a basis for disqualification.

Should you have any questions regarding selection for this position or need additional information about the WSU employee candidates, please do not hesitate to contact me at 7-2010 and press option #6.

Employee Name	Seniority Date	Number of Occasions	Performance Rating / Year	Attendance Ranking	Current Classification	Job Grade	Disciplinary Actions
1.						NOA POSN & Type in position #	

WAYNE STATE UNIVERSITY

HUMAN RESOURCES ONLINE HIRING SYSTEM

Guide for Screening Positions-AFSCME

Within 2 days of the posting close date:

1) Review each active applicant in Banner using PEABARG to determine if the applicant is a AFSCME member

2) Run ODS/Cognos occasions reports for all active AFSCME member applicants (See sample report)

3) Prepare seniority ranking memo and rank by seniority and attendance (See sample memo)

4) Retrieve a copy of any disciplinary suspensions in the last one (1) year from the posting date or of three or more written warnings for attendance/tardiness which were incurred within the last two (2) years from the date of the posting. Retrieve most recent performance review. Email them to the Business Manager.

5) Change status of active applicants to **Department Screen**

6) Attach seniority ranking memo and ODS/Cognos occasions report to the documents tab in the OHS system

7) Change posting status to "HR Screen Complete"

Active employees are those employees that are currently employed and currently on layoff with recall rights

Halt on AFSCME HR screens.

Guidelines for Selection – AFSCME

Hiring managers must utilize the following steps when considering AFSCME members:

1) The employee with the most seniority who meets the minimum requirements and is able to perform the job should be the first employee considered for the position by the hiring manager.

2) If the hiring manager determines that the employee with the most seniority does not meet the qualifications as stated on the posting, then the reasons for the denial must be given in writing to the employee and the union.

3) The hiring manager should proceed to the next most senior employee and so on until the hiring manager finds a qualified bargaining unit member.

4) A written justification of disqualification should be provided for each bargaining unit employee that is not selected.

5) The disqualification should be based upon the qualifications as listed on the posting.

6) **For AFSCME positions:** An employee cannot be disqualified if the skill is listed as being either preferred or desired.

Hiring managers may use the following additional factors for selection:

1) **Seniority** – Hiring Managers may select the AFSCME member with the highest seniority provided the employee meets the minimum requirements and is able to perform the job

2) **Attendance** – Hiring Managers may select the AFSCME member with the best attendance and qualifications **OR** choose a more senior employee than the one(s) with better attendance, providing that the employee selected has better attendance than others who are more senior.
   a. Superior Attendance: Employees with less occasions of absence or total absence hours in an attendance record for a twelve (12) month period prior to the closing date of the bid.

3) **Qualifications** – Hiring Managers may select the AFSCME member with Superior ratings in the following areas
   a. Job performance on previous assignment
   b. Job knowledge applicable to new position
   c. Absentee record
   d. Disciplinary record
   e. Ability to perform the essential functions of the position, with or without reasonable accommodation

Guidelines for Selection – AFSCME

Before proceeding with interviews, hiring managers can disqualify AFSCME members for the following reasons:

1) **In Violation of Attendance Standards**: Employees that have accrued more than 6 occasions, or a total of more than 48 hours of unscheduled absence involving 4 or more occasions. Also, employees with three or more written warnings for absenteeism and/or tardiness, which were incurred within the last two (2) years from the date of the posting.

2) **Disciplinary Record**: An existing disciplinary suspension record received within one (1) year from the posting date.

WAYNE STATE UNIVERSITY

MEMORANDUM

- AFSCME
- P & A
- Staff Association
- Non Represented that has clerical test
- Screening has to be completed within 48 hours

TO:	**Hiring Manager** **School/College/Division**
FROM:	**Human Resources Representative** **Employment Service Center**
SUBJECT:	**Seniority List**
RE:	**Posting #123456-Classification (Job) Title** **Department**
DATE:	**Month DD, YYYY**

Listed below are the profiles for members of the AFSCME bargaining unit that have applied for the above named position.

Pursuant to Article 24 and 25 of the AFSCME Bargaining Unit Agreement you may use the following options when filling this position:

Criteria for Consideration:

- AFSCME members who meet the minimum requirements of the position
- Bargaining unit seniority
- Superior qualifications / Ability to perform the job:
  - Job performance on previous assignment
  - Job knowledge applicable to new position
  - Absentee record
  - Disciplinary record
  - Ability to perform the essential functions of the position, with or without reasonable accommodation

Acceptable Disqualification Reasons:

You may disqualify the AFSCME applicants from interviewing for the following reasons below:

- **Attendance:** Employees that have accrued more than 6 occasions, or a total of more than 48 hours of unscheduled absence involving 4 or more occasions in the past twelve (12) months from the date of the posting. Also, three or more written warnings for absenteeism and/or tardiness, which were incurred within the last two (2) years from the date of the posting.

- **Disciplinary Record:** Any disciplinary suspension within the last one (1) year from the date of the posting
2

In the event the senior applicant is denied the position, the reasons for the denial must be given in writing to the employee and the union.

You **must** submit a memo to your **Human Resources Representative** stating the reasons for disqualifying AFSCME applicants prior to interviewing any non- AFSCME applicants.

Should you have any questions regarding promotions/transfers of bargaining unit employees or need any additional information, please do not hesitate to contact me at 7-6397.

	Employee Name	Seniority Date	Number of Occasions	Attendance Ranking	Current Classification	Disciplinary Received
1.	John Doe	01/01/06	8@82.5	2	Custodian	No
2.	Jane Doe	02/01/06	2@25.0	1	Classroom Attendant	Yes

Skill trades, 2 d

- Bargaining Seniority / Date

PEABARG (look at seniority not bargaining unit date)

1. NBAJOBS (look at name, classification, acc ID if on application)
2. Memo goes in seniority date order
3. Get occasions information

- Search Special Handling List
(on lay/off, Eligible for recall)

- If person doesn't have occasion they would show up on the seniority report.

- ALL Go to Department Screen if Clerical testing isn't required

- Disciplinary action to TMC via Email

- If No bargaining unit members applied (attach it to GHD)

- Check with TMC before I change it to Department Screen

Active Discipline Check

two years or less

Before providing the seniority memo to the departments for represented positions (Staff Association, P&A, and AFSCME) you must send an email to labor relations to determine if there's any active discipline for the bargaining unit members.

Example:

From: HR Representative

To: Alvin Rainey & Shawn Junior

Subject: Active Discipline Check

Please let me know if there is any active discipline for the following bargaining unit members:

Staff Association

Jane Doe	000000123
Doe Jane	123000000

Send above email & attach next pg. w/info found in personnel

Active Disciplinary Action Check Review
Represented Staff

Today's Date	**File Review Completed** *(yes or no)*	**Employee Name** *(first, last)*	**Disciplinary Actions in File** *(last 2 years*)*	
			Date Issued	Type of Action
Click here to enter a date.	☐ Yes ☐No			

Requested By:

Fill out & send
w/ active discipline
Check to labor.

W\HR Client Services\Common\Operational Procedures\Active Discipline Check Request

*Disciplinary actions older than 2 years should be included only if the active disciplinary action is a part of a progressive chain

Rev 5.2014

ATS Occasions Report Procedures – Posting Screening

1. Run the HR018A ATS Occasions Data report. Located under the Attendance folder. When you are you are logged in to the Business Intelligence Reporting System:

   → Public Folders → Human Resources → Standard Certified Reports → **Attendance**

2. On prompt page:
   a. Click the Division(s) the employee(s) are located

   b. Select all for Home Orgn

   c. Select all for the Earning Code

   d. ATS Start and ATS End: Go back 1 year from the date you are running the report.

      For example: today's date is 2/1/11. The ATS Start Date would be 2/1/10 and the ATS End Date would be 2/1/11 (as defaulted).

   e. Insert the employee(s) Banner ID (s)

   f. Click finish

   g. Convert report into PDF

3. From this report, add the Number of Occasions to the Seniority list

I9 Express

Read all instructions carefully before completing this form.

Anti-Discrimination Notice. It is illegal to discriminate against any work-authorized individual in hiring, discharge, recruitment or referral for a fee, or in the employment eligibility verification (Form I-9 and E-Verify) process based on that individual's citizenship status, immigration status or national origin. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination. For more information, call the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC) at 1-800-255-7688 (employees), 1-800-255-8155 (employers), or 1-800-237-2515 (TDD), or visit **www.justice.gov/crt/about/osc**.

What Is the Purpose of This Form?

Employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 6, 1986, to work in the United States. In the Commonwealth of the Northern Mariana Islands (CNMI), employers must complete Form I-9 to document verification of the identity and employment authorization of each new employee (both citizen and noncitizen) hired after November 27, 2011. Employers should have used Form I-9 CNMI between November 28, 2009 and November 27, 2011.

General Instructions

Employers are responsible for completing and retaining Form I-9. For the purpose of completing this form, the term "employer" means all employers, including those recruiters and referrers for a fee who are agricultural associations, agricultural employers, or farm labor contractors.

Form I-9 is made up of three sections. Employers may be fined if the form is not complete. Employers are responsible for retaining completed forms. Do not mail completed forms to U.S. Citizenship and Immigration Services (USCIS) or Immigration and Customs Enforcement (ICE).

Section 1. Employee Information and Attestation

Newly hired employees must complete and sign Section 1 of Form I-9 **no later than the first day of employment.** Section 1 should never be completed before the employee has accepted a job offer.

Provide the following information to complete Section 1:

Name: Provide your full legal last name, first name, and middle initial. Your last name is your family name or surname. If you have two last names or a hyphenated last name, include both names in the last name field. Your first name is your given name. Your middle initial is the first letter of your second given name, or the first letter of your middle name, if any.

Other names used: Provide all other names used, if any (including maiden name). If you have had no other legal names, write "N/A."

Address: Provide the address where you currently live, including Street Number and Name, Apartment Number (if applicable), City, State, and Zip Code. Do not provide a post office box address (P.O. Box). Only border commuters from Canada or Mexico may use an international address in this field.

Date of Birth: Provide your date of birth in the mm/dd/yyyy format. For example, January 23, 1950, should be written as 01/23/1950.

U.S. Social Security Number: Provide your 9-digit Social Security number. Providing your Social Security number is voluntary. However, if your employer participates in E-Verify, you must provide your Social Security number.

E-mail Address and Telephone Number (Optional): You may provide your e-mail address and telephone number. Department of Homeland Security (DHS) may contact you if DHS learns of a potential mismatch between the information provided and the information in DHS or Social Security Administration (SSA) records. You may write "N/A" if you choose not to provide this information.

All employees must attest in Section 1, under penalty of perjury, to their citizenship or immigration status by checking one of the following four boxes provided on the form:

1. **A citizen of the United States**
2. **A noncitizen national of the United States:** Noncitizen nationals of the United States are persons born in American Samoa, certain former citizens of the former Trust Territory of the Pacific Islands, and certain children of noncitizen nationals born abroad.
3. **A lawful permanent resident:** A lawful permanent resident is any person who is not a U.S. citizen and who resides in the United States under legally recognized and lawfully recorded permanent residence as an immigrant. The term "lawful permanent resident" includes conditional residents. If you check this box, write either your Alien Registration Number (A-Number) or USCIS Number in the field next to your selection. At this time, the USCIS Number is the same as the A-Number without the "A" prefix.
4. **An alien authorized to work:** If you are not a citizen or national of the United States or a lawful permanent resident, but are authorized to work in the United States, check this box.

   If you check this box:

   a. Record the date that your employment authorization expires, if any. Aliens whose employment authorization does not expire, such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau, may write "N/A" on this line.

   b. Next, enter your Alien Registration Number (A-Number)/USCIS Number. At this time, the USCIS Number is the same as your A-Number without the "A" prefix. If you have not received an A-Number/USCIS Number, record your Admission Number. You can find your Admission Number on Form I-94, "Arrival-Departure Record," or as directed by USCIS or U.S. Customs and Border Protection (CBP).

   (1) If you obtained your admission number from CBP in connection with your arrival in the United States, then also record information about the foreign passport you used to enter the United States (number and country of issuance).

   (2) If you obtained your admission number from USCIS *within the United States*, or you entered the United States without a foreign passport, you must write "N/A" in the Foreign Passport Number and Country of Issuance fields.

Sign your name in the "Signature of Employee" block and record the date you completed and signed Section 1. By signing and dating this form, you attest that the citizenship or immigration status you selected is correct and that you are aware that you may be imprisoned and/or fined for making false statements or using false documentation when completing this form. To fully complete this form, you must present to your employer documentation that establishes your identity and employment authorization. Choose which documents to present from the Lists of Acceptable Documents, found on the last page of this form. You must present this documentation no later than the third day after beginning employment, although you may present the required documentation before this date.

Preparer and/or Translator Certification

The Preparer and/or Translator Certification must be completed if the employee requires assistance to complete Section 1 (e.g., the employee needs the instructions or responses translated, someone other than the employee fills out the information blocks, or someone with disabilities needs additional assistance). The employee must still sign Section 1.

Minors and Certain Employees with Disabilities (Special Placement)

Parents or legal guardians assisting minors (individuals under 18) and certain employees with disabilities should review the guidelines in the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* on **www.uscis.gov/I-9Central** before completing Section 1. These individuals have special procedures for establishing identity if they cannot present an identity document for Form I-9. The special procedures include **(1)** the parent or legal guardian filling out Section 1 and writing "minor under age 18" or "special placement," whichever applies, in the employee signature block; and **(2)** the employer writing "minor under age 18" or "special placement" under List B in Section 2.

Section 2. Employer or Authorized Representative Review and Verification

Before completing Section 2, employers must ensure that Section 1 is completed properly and on time. Employers may not ask an individual to complete Section 1 before he or she has accepted a job offer.

Employers or their authorized representative must complete Section 2 by examining evidence of identity and employment authorization within 3 business days of the employee's first day of employment. For example, if an employee begins employment on Monday, the employer must complete Section 2 by Thursday of that week. However, if an employer hires an individual for less than 3 business days, Section 2 must be completed no later than the first day of employment. An employer may complete Form I-9 before the first day of employment if the employer has offered the individual a job and the individual has accepted.

Employers cannot specify which document(s) employees may present from the Lists of Acceptable Documents, found on the last page of Form I-9, to establish identity and employment authorization. Employees must present one selection from List A **OR** a combination of one selection from List B and one selection from List C. List A contains documents that show both identity and employment authorization. Some List A documents are combination documents. The employee must present combination documents together to be considered a List A document. For example, a foreign passport and a Form I-94 containing an endorsement of the alien's nonimmigrant status must be presented together to be considered a List A document. List B contains documents that show identity only, and List C contains documents that show employment authorization only. If an employee presents a List A document, he or she should **not** present a List B and List C document, and vice versa. If an employer participates in E-Verify, the List B document must include a photograph.

In the field below the Section 2 introduction, employers must enter the last name, first name and middle initial, if any, that the employee entered in Section 1. This will help to identify the pages of the form should they get separated.

Employers or their authorized representative must:

1. Physically examine each original document the employee presents to determine if it reasonably appears to be genuine and to relate to the person presenting it. The person who examines the documents must be the same person who signs Section 2. The examiner of the documents and the employee must both be physically present during the examination of the employee's documents.
2. Record the document title shown on the Lists of Acceptable Documents, issuing authority, document number and expiration date (if any) from the original document(s) the employee presents. You may write "N/A" in any unused fields.

   If the employee is a student or exchange visitor who presented a foreign passport with a Form I-94, the employer should also enter in Section 2:

   a. The student's Form I-20 or DS-2019 number (Student and Exchange Visitor Information System-SEVIS Number); **and** the program end date from Form I-20 or DS-2019.
3. Under Certification, enter the employee's first day of employment. Temporary staffing agencies may enter the first day the employee was placed in a job pool. Recruiters and recruiters for a fee do not enter the employee's first day of employment.
4. Provide the name and title of the person completing Section 2 in the Signature of Employer or Authorized Representative field.
5. Sign and date the attestation on the date Section 2 is completed.
6. Record the employer's business name and address.
7. Return the employee's documentation.

Employers may, but are not required to, photocopy the document(s) presented. If photocopies are made, they should be made for **ALL** new hires or reverifications. Photocopies must be retained and presented with Form I-9 in case of an inspection by DHS or other federal government agency. Employers must always complete Section 2 even if they photocopy an employee's document(s). Making photocopies of an employee's document(s) cannot take the place of completing Form I-9. Employers are still responsible for completing and retaining Form I-9.

Unexpired Documents

Generally, only unexpired, original documentation is acceptable. The only exception is that an employee may present a certified copy of a birth certificate. Additionally, in some instances, a document that appears to be expired may be acceptable if the expiration date shown on the face of the document has been extended, such as for individuals with temporary protected status. Refer to the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* or I-9 Central (www.uscis.gov/I-9Central) for examples.

Receipts

If an employee is unable to present a required document (or documents), the employee can present an acceptable receipt in lieu of a document from the Lists of Acceptable Documents on the last page of this form. Receipts showing that a person has applied for an initial grant of employment authorization, or for renewal of employment authorization, are not acceptable. Employers cannot accept receipts if employment will last less than 3 days. Receipts are acceptable when completing Form I-9 for a new hire or when reverification is required.

Employees must present receipts within 3 business days of their first day of employment, or in the case of reverification, by the date that reverification is required, and must present valid replacement documents within the time frames described below.

There are three types of acceptable receipts:

1. A receipt showing that the employee has applied to replace a document that was lost, stolen or damaged. The employee must present the actual document within 90 days from the date of hire.
2. The arrival portion of Form I-94/I-94A with a temporary I-551 stamp and a photograph of the individual. The employee must present the actual Permanent Resident Card (Form I-551) by the expiration date of the temporary I-551 stamp, or, if there is no expiration date, within 1 year from the date of issue.
3. The departure portion of Form I-94/I-94A with a refugee admission stamp. The employee must present an unexpired Employment Authorization Document (Form I-766) or a combination of a List B document and an unrestricted Social Security card within 90 days.

When the employee provides an acceptable receipt, the employer should:

1. Record the document title in Section 2 under the sections titled List A, List B, or List C, as applicable.
2. Write the word "receipt" and its document number in the "Document Number" field. Record the last day that the receipt is valid in the "Expiration Date" field.

By the end of the receipt validity period, the employer should:

1. Cross out the word "receipt" and any accompanying document number and expiration date.
2. Record the number and other required document information from the actual document presented.
3. Initial and date the change.

See the *Handbook for Employers: Instructions for Completing Form I-9 (M-274)* at **www.uscis.gov/I-9Central** for more information on receipts.

Section 3. Reverification and Rehires

Employers or their authorized representatives should complete Section 3 when reverifying that an employee is authorized to work. When rehiring an employee within 3 years of the date Form I-9 was originally completed, employers have the option to complete a new Form I-9 or complete Section 3. When completing Section 3 in either a reverification or rehire situation, if the employee's name has changed, record the name change in Block A.

For employees who provide an employment authorization expiration date in Section 1, employers must reverify employment authorization on or before the date provided.

Some employees may write "N/A" in the space provided for the expiration date in Section 1 if they are aliens whose employment authorization does not expire (e.g., asylees, refugees, certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau). Reverification does not apply for such employees unless they chose to present evidence of employment authorization in Section 2 that contains an expiration date and requires reverification, such as Form I-766, Employment Authorization Document.

Reverification applies if evidence of employment authorization (List A or List C document) presented in Section 2 expires. However, employers should not reverify:

1. U.S. citizens and noncitizen nationals; or
2. Lawful permanent residents who presented a Permanent Resident Card (Form I-551) for Section 2.

Reverification does not apply to List B documents.

If both Section 1 and Section 2 indicate expiration dates triggering the reverification requirement, the employer should reverify by the earlier date.

For reverification, an employee must present unexpired documentation from either List A or List C showing he or she is still authorized to work. Employers CANNOT require the employee to present a particular document from List A or List C. The employee may choose which document to present.

To complete Section 3, employers should follow these instructions:

1. Complete Block A if an employee's name has changed at the time you complete Section 3.
2. Complete Block B with the date of rehire if you rehire an employee within 3 years of the date this form was originally completed, and the employee is still authorized to be employed on the same basis as previously indicated on this form. Also complete the "Signature of Employer or Authorized Representative" block.
3. Complete Block C if:
   - **a.** The employment authorization or employment authorization document of a current employee is about to expire and requires reverification; or
   - **b.** You rehire an employee within 3 years of the date this form was originally completed and his or her employment authorization or employment authorization document has expired. (Complete Block B for this employee as well.)

   To complete Block C:
   - **a.** Examine either a List A or List C document the employee presents that shows that the employee is currently authorized to work in the United States; and
   - **b.** Record the document title, document number, and expiration date (if any).
4. After completing block A, B or C, complete the "Signature of Employer or Authorized Representative" block, including the date.

   For reverification purposes, employers may either complete Section 3 of a new Form I-9 or Section 3 of the previously completed Form I-9. Any new pages of Form I-9 completed during reverification must be attached to the employee's original Form I-9. If you choose to complete Section 3 of a new Form I-9, you may attach just the page containing Section 3, with the employee's name entered at the top of the page, to the employee's original Form I-9. If there is a more current version of Form I-9 at the time of reverification, you must complete Section 3 of that version of the form.

What Is the Filing Fee?

There is no fee for completing Form I-9. This form is not filed with USCIS or any government agency. Form I-9 must be retained by the employer and made available for inspection by U.S. Government officials as specified in the **"USCIS Privacy Act Statement"** below.

USCIS Forms and Information

For more detailed information about completing Form I-9, employers and employees should refer to the *Handbook for Employers: Instructions for Completing Form I-9 (M-274).*

You can also obtain information about Form I-9 from the USCIS Web site at www.uscis.gov/I-9Central, by e-mailing USCIS at **I-9Central@dhs.gov**, or by calling **1-888-464-4218**. For TDD (hearing impaired), call **1-877-875-6028**.

To obtain USCIS forms or the *Handbook for Employers*, you can download them from the USCIS Web site at www.uscis.gov/forms. You may order USCIS forms by calling our toll-free number at **1-800-870-3676**. You may also obtain forms and information by contacting the USCIS National Customer Service Center at **1-800-375-5283**. For TDD (hearing impaired), call **1-800-767-1833**.

Information about E-Verify, a free and voluntary program that allows participating employers to electronically verify the employment eligibility of their newly hired employees, can be obtained from the USCIS Web site at www.dhs.gov/E-Verify, by e-mailing USCIS at **E-Verify@dhs.gov** or by calling **1-888-464-4218**. For TDD (hearing impaired), call **1-877-875-6028.**

Employees with questions about Form I-9 and/or E-Verify can reach the USCIS employee hotline by calling **1-888-897-7781**. For TDD (hearing impaired), call **1-877-875-6028.**

Photocopying and Retaining Form I-9

A blank Form I-9 may be reproduced, provided all sides are copied. The instructions and Lists of Acceptable Documents must be available to all employees completing this form. Employers must retain each employee's completed Form I-9 for as long as the individual works for the employer. Employers are required to retain the pages of the form on which the employee and employer enter data. If copies of documentation presented by the employee are made, those copies must also be kept with the form. Once the individual's employment ends, the employer must retain this form for either 3 years after the date of hire or 1 year after the date employment ended, whichever is later.

Form I-9 may be signed and retained electronically, in compliance with Department of Homeland Security regulations at 8 CFR 274a.2.

USCIS Privacy Act Statement

AUTHORITIES: The authority for collecting this information is the Immigration Reform and Control Act of 1986, Public Law 99-603 (8 USC 1324a).

PURPOSE: This information is collected by employers to comply with the requirements of the Immigration Reform and Control Act of 1986. This law requires that employers verify the identity and employment authorization of individuals they hire for employment to preclude the unlawful hiring, or recruiting or referring for a fee, of aliens who are not authorized to work in the United States.

DISCLOSURE: Submission of the information required in this form is voluntary. However, failure of the employer to ensure proper completion of this form for each employee may result in the imposition of civil or criminal penalties. In addition, employing individuals knowing that they are unauthorized to work in the United States may subject the employer to civil and/or criminal penalties.

ROUTINE USES: This information will be used by employers as a record of their basis for determining eligibility of an employee to work in the United States. The employer will keep this form and make it available for inspection by authorized officials of the Department of Homeland Security, Department of Labor, and Office of Special Counsel for Immigration-Related Unfair Employment Practices.

Paperwork Reduction Act

An agency may not conduct or sponsor an information collection and a person is not required to respond to a collection of information unless it displays a currently valid OMB control number. The public reporting burden for this collection of information is estimated at 35 minutes per response, including the time for reviewing instructions and completing and retaining the form. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: U.S. Citizenship and Immigration Services, Regulatory Coordination Division, Office of Policy and Strategy, 20 Massachusetts Avenue NW, Washington, DC 20529-2140; OMB No. 1615-0047. **Do not mail your completed Form I-9 to this address.**

Employment Eligibility Verification

Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 03/31/2016

▶**START HERE.** **Read instructions carefully before completing this form. The instructions must be available during completion of this form.**
ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) they will accept from an employee. The refusal to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.)*

Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	Other Names Used *(if any)*

Address *(Street Number and Name)*	Apt. Number	City or Town	State	Zip Code

Date of Birth *(mm/dd/yyyy)*	U.S. Social Security Number	E-mail Address	Telephone Number
	- -		

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

☐ A citizen of the United States

☐ A noncitizen national of the United States *(See instructions)*

☐ A lawful permanent resident (Alien Registration Number/USCIS Number): ______________

☐ An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy) ______________. Some aliens may write "N/A" in this field. *(See instructions)*

*For aliens authorized to work, provide your Alien Registration Number/USCIS Number **OR** Form I-94 Admission Number:*

1. Alien Registration Number/USCIS Number: ______________

OR

2. Form I-94 Admission Number: ______________

If you obtained your admission number from CBP in connection with your arrival in the United States, include the following:

Foreign Passport Number: ______________

Country of Issuance: ______________

Some aliens may write "N/A" on the Foreign Passport Number and Country of Issuance fields. (*See instructions*)

3-D Barcode
Do Not Write in This Space

Signature of Employee:	Date *(mm/dd/yyyy)*:

Preparer and/or Translator Certification *(To be completed and signed if Section 1 is prepared by a person other than the employee.)*

I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator:	Date *(mm/dd/yyyy)*:

Last Name *(Family Name)*	First Name *(Given Name)*

Address *(Street Number and Name)*	City or Town	State	Zip Code

STOP ***Employer Completes Next Page*** STOP

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title:		Document Title:		Document Title:
Issuing Authority:		Issuing Authority:		Issuing Authority:
Document Number:		Document Number:		Document Number:
Expiration Date *(if any)(mm/dd/yyyy)*:		Expiration Date *(if any)(mm/dd/yyyy)*:		Expiration Date *(if any)(mm/dd/yyyy)*:
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date *(if any)(mm/dd/yyyy)*:				3-D Barcode Do Not Write in This Space
Document Title:				
Issuing Authority:				
Document Number:				
Expiration Date *(if any)(mm/dd/yyyy)*:				

Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment *(mm/dd/yyyy)*: ________________ (*See instructions for exemptions.*)

Signature of Employer or Authorized Representative	Date *(mm/dd/yyyy)*	Title of Employer or Authorized Representative

Last Name *(Family Name)*	First Name *(Given Name)*	Employer's Business or Organization Name

Employer's Business or Organization Address *(Street Number and Name)*	City or Town	State	Zip Code

Section 3. Reverification and Rehires *(To be completed and signed by employer or authorized representative.)*

A. New Name *(if applicable)* Last Name *(Family Name)*	First Name *(Given Name)*	Middle Initial	B. Date of Rehire *(if applicable) (mm/dd/yyyy)*:

C. If employee's previous grant of employment authorization has expired, provide the information for the document from List A or List C the employee presented that establishes current employment authorization in the space provided below.

Document Title:	Document Number:	Expiration Date *(if any)(mm/dd/yyyy)*:

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative:	Date *(mm/dd/yyyy)*:	Print Name of Employer or Authorized Representative:

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A **Documents that Establish Both Identity and Employment Authorization**	OR	LIST B **Documents that Establish Identity**	AND	LIST C **Documents that Establish Employment Authorization**
1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority **For persons under age 18 who are unable to present a document listed above:** 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of Birth Abroad issued by the Department of State (Form FS-545) 3. Certification of Report of Birth issued by the Department of State (Form DS-1350) 4. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 5. Native American tribal document 6. U.S. Citizen ID Card (Form I-197) 7. Identification Card for Use of Resident Citizen in the United States (Form I-179) 8. Employment authorization document issued by the Department of Homeland Security

Illustrations of many of these documents appear in Part 8 of the Handbook for Employers (M-274).

Refer to Section 2 of the instructions, titled "Employer or Authorized Representative Review and Verification," for more information about acceptable receipts.

WAYNE STATE UNIVERSITY
HUMAN RESOURCES

I-9 Management (E-Verify)

Mary Earhart

Agenda

- Roles and Responsibilities – TMC and HR Coordinator
- Know when to complete a new I-9
- Management of the Quick Search box in I-9 eXpress
- Understanding E-Verify
- How to handle E-Verify Issues
- Federal Contract Report
- Remote I-9 Process

8/5/2013 Slide 2 WAYNE STATE

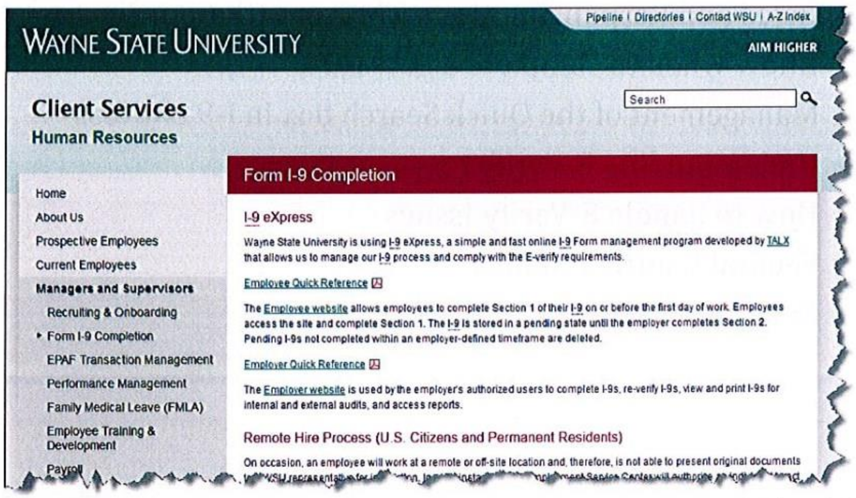
Session Objectives

As a result of this module, participants will be able to:

- Know when to complete a **New I-9**
- Manage the **Quick Search** box in I-9 eXpress
- Perform **E-Verify** procedures
- Perform **Remote I-9** Process
- Federal Contract Report

8/5/2013 Slide 3 WAYNE STATE

WSU Resources



8/5/2013 Slide 4

Roles and Responsibilities

Talent Management Coordinator:

Complete Section 2 and resolve E-Verify issue of Form I-9 for new employees during onboarding process

HR Coordinator

Daily maintenance of E-Verify issues and quick Search box (SSN Applied For and Reverification process)

8/5/2013 Slide 5

I-9 Management – Quick Search

Quick Search: **Pending**

- **What is a Pending I-9?**
  - When Section 1 completed but not Section 2

- **Two ways a Pending I-9 is created:**
  1. All I-9s completed using the employee web site (http://www.newi9.com) are pending I-9s. This is because the employee has completed Section 1, but needs to present documentation for you to complete Section 2
  2. You can create a pending I-9 through the Employer site (https://www.i9express.com) by completing Section 1 then stopping short of completing Section 2

- Pending I-9s are retained for a period of <u>90 days</u>

Quick Search: **Missing**

- The Missing category is a feature that provides payroll data to The Work Number
- This category show the employees who require an I-9 but do not have one in the I-9 eXpress database. This is done by comparing the SSNs in The Work Number database with the SSNs in the I-9 eXpress database

Quick Search: **Reverification Due**

- An I-9 is listed as Reverification Due if the employee's work authorization document is expiring
  - Any employee that has a work authorization expiration date will need to be reverified prior to the expiration date of the current authorization period
- When the employee's work authorization is updated with OISS, **Section 3** must be completed in I-9 eXpress to update the employee's work authorization
- HR Coordinator will begin receiving an email notification when an employee's work authorization is up for re-verification at 90, 60 and 30 days prior to expiration

Quick Search: **SSN Applied For**

- SSN Applied For I-9s are not submitted through E-verify yet because the employee has not obtained a SSN.
- The status for this type of I-9 is: ***"The current I-9 is not eligible for verification through E-Verify"***

DO NOT create another I-9 when receiving this status

- Employee has 90 days to provide their SSN.
- After the employee receives their SSN, you must update the SSN in I-9 eXpress so that the I-9 can go through E-Verify.

8/5/2013 Slide 10

Quick Search: **SSN Applied For**

- HR Coordinator and HR Administrators will receive notifications from Business Solutions at 30, 60 and 90 days until the SSN is updated.
- If the SSN is not obtained and updated after 90 days the employee will be removed from payroll until the SSN is obtained
- Banner MUST also be updated with the new SSN by completing an ID EPAF

(See "How to Resolve a SSN Applied For" Job Aid)

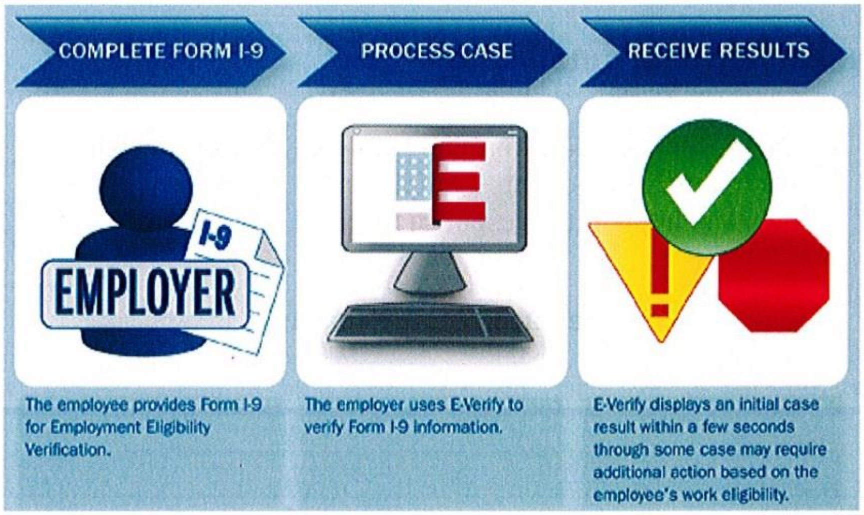
8/5/2013 Slide 11

E-Verify

What is E-Verify?

- E-Verify is an Internet-based system operated by the Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS) that allows employers to verify the employment eligibility of their employees, regardless of citizenship.
- Based on the information provided by the employee on his or her Form I-9, E-Verify checks this information electronically against records contained in DHS and Social Security Administration (SSA) databases.

How I-9 and E-Verify Work Together



U.S. Department of Homeland Security, 2012

8/5/2013 Slide 14

E-Verify Statuses

How to handle the following E-Verify Issues:

- Employment Authorized – *Manual Case Closure*
- Photo Matching
- SSA / DHS Case Incomplete
- SSA / DHS Tentative Nonconfirmation
- SSA / DHS No Show
- SSA / DHS Final Nonconfirmation

(See Handling E-Verify Issues Reference guide)

8/5/2013 Slide 15

E-Verify Statuses

- **Employment Authorized**
  - This response means that the employee is authorized to work in the United States. Employment Authorized is the most common initial response received from E-Verify.

(See Case Closure Job Aid)

E-Verify Statuses

- The **Photo Matching** status requires you to compare the photograph on the employee's Section 2 document to the picture displayed by E-Verify.
- The status of **Photo Matching** may be returned as an initial response by E-Verify.
- You must then indicate if the photograph on the employee's document matches the photograph displayed by E-Verify.
- The documents included in the Photo Matching tool are:
  - **U.S. Passport or Passport Card,**
  - **I-766 (Employment Authorization Document)**
  - **I- 551 (Permanent Resident Card)**

(See E-Verify Photo Matching Job Aid)

E-Verify Statuses

SSA or DHS Case Incomplete

- This response indicates there are minor discrepancies in the data submitted and the data on record for the employee at SSA or DHS. This status allows the I-9 representative the chance to review/edit the data to confirm accuracy.

(See How to Handle a Case Incomplete Job Aid)

8/5/2013 Slide 18

E-Verify Statuses

SSA or DHS Tentative Nonconfirmation

- A **Tentative Nonconfirmation (TNC)** response means that the Social Security Administration (SSA) and/or the U.S. Department of Homeland Security (DHS) could not confirm that the employee's information matches government records.

<u>It does not mean an employee is unauthorized to work or is an illegal immigrant as there are legitimate reasons why an employee may receive this result.</u>

The employee MUST be allowed to work through this time as if nothing has happened. They must not be subject to any different treatment because of this issue!

(See How to handle a SSA or DHS Tentative Nonconfirmation (TNC Job Aid)

8/5/2013 Slide 19

E-Verify Statuses

SSA or DHS Final Nonconfirmation

- This response indicates that DHS and/or SSA could not verify the employee's eligibility to work in the United States.
- This response also occurs when an employee fails to contact SSA or DHS after receiving a tentative non-confirmation.
- Receiving a Final Nonconfirmation response may terminate the employment of the employee and shall not be civilly or criminally liable under any law for the termination, as long as the action was taken in good faith reliance of the information provided through the E-Verify system.

8/5/2013 Slide 20

E-Verify Statuses

SSA or DHS No Show

- This response indicates that the employee did not contact SSA or DHS, and 10 Federal government workdays have passed since the date of referral. **<u>This response is considered a Final Nonconfirmation</u>**, and if received, the Employer should resolve the case. Also, the Employer may now terminate employment with no civil or criminal liability.

8/5/2013 Slide 21

Federal Contract Report

As a federal contractor WSU is required to verify the employment of all employees <u>currently</u> working directly on existing federal contracts using the E-Verify System.

E-mail and Federal Contract report from Business Solutions

ACTION REQUIRED:

WSU is now required to verify the employment of all employees currently working directly on existing federal contracts using the E-Verify System.

Next Steps:
According to our records the employees listed below are currently working on an existing federal contract. In order to be in compliance with the federal regulations each employee is required to complete a new I9 via I9 Express. The employee must first complete Section 1 of the Form I9 by logging on to www.newi9.com

The attached instructions are provided to assist in completion of Section 1 of the I9 Form using I9 eXpress. Once Section 1 of the I9 form is complete the employee must appear in person with the required documents to the I9 representative for your area for the completion of Sections 2 of the I9.

You should notify your HR Representative once the I9 has been completed.

If you have any questions, please contact me at (313) 577-2010.

What is E-Verify?

8/5/2013 Slide 22 WAYNE STATE

Remote I-9 Process

- On occasion, an employee will work at a remote or off-site location and, therefore, is not able to present original documents to a WSU representative for inspection. In such instances, Client Services will authorize an individual to act as an agent of the university for the purpose of completing the Form I-9.

How does the Remote Hire Process work?

8/5/2013 Slide 23 WAYNE STATE

Remote Hire Process

On occasion, an employee will work at a remote or off-site location and, therefore, is not able to present original documents to a WSU representative for inspection. If an employee is unable to present original documents to a WSU representative, there are two options for the completion of the employer's section (Section 2) of the Form I-9:

Option 1: if the employee is employed through a temporary employment agency, such as Kelly Services, the agency must complete the Form I-9 on behalf of WSU. The employee is still required to present original documents to the temporary employment agency.

Option 2: the University can authorize a qualified person to act as an agent of the university for the purpose of completing the Form I-9. Follow the steps below:

INSTRUCTIONS FOR HIRING UNIT

Step 1: The hiring unit should instruct the employee to identify an **agent** - a person who is knowledgeable about the Form I-9 to whom the employee could present original documents. This person must be:

- a Human Resources professional at the employee's home institution;
- a staff member in an International Center office at the employee's home institution;
- an attorney
- a notary public. **IMPORTANT:** if notary, please place the notary seal at the bottom of the ***AGENT AUTHORIZATION*** form **and** attach a notary certificate to the documents being notarized.

Step 2: After the Agent has been identified, the hiring unit prepares the Agent Authorization form as follows:

a) Part 1 (Application) -- fill in:
   1. The **Employee's Name**

b) Part 2 (Agency Agreement) – fill in:
   1. The **Name** and **Title** of the WSU representative who will sign the Agency Agreement on behalf of WSU, and
   2. The **Name of the Agent**.

Step 3: Send the prepared form to the Agent with instructions to:

a) Complete, sign and date **Part 1**,

b) Attach the Agent's notary seal, if applicable,

c) Sign and date **Part 2**

d) Return the form to the hiring unit.

Step 4: When the Agent Authorization form is received back from the Agent, the hiring unit reviews:

a) Part 1 to confirm that the Agent has checked one box and, if applicable, placed his or her notary seal on the form; and

b) Part 2 to confirm that Agent has signed and dated the Agency Agreement.

Step 5: If the Agent has properly completed Parts 1 and 2, then the WSU representative signs Part 2.

Step 6: The hiring unit:

a) Sends to the Agent a copy of the completely signed Agent Authorization form.

b) Provides a blank Form I-9 to employee along with the ***Employee Instructions For Completing The Form I-9***

Step 7: After the completed Form I-9 is received from the employee, the hiring unit sends the completed original I-9 and the original Agent Authorization form to Employment Service Center for processing.

AGENT AUTHORIZATION FORM

PART 1

APPLICATION - TO BE COMPLETED BY THE AGENT

I am applying to act as the agent for Wayne State University ("WSU") for the purpose of examining and accurately recording the information on the original documentation and any other information, required to complete Section 2 of the Employment Eligibility Verification I-9 Form for ______________________________ ("Employee"), who

Employee's Name

has accepted employment at WSU. By signing below, I certify that I have received the appropriate training to complete Employment Eligibility Verification I-9 Forms and/or that I process Employment Eligibility Verification Forms I-9 as a regular part of my job. **I further represent that I am one of the following:**

- ☐ a Human Resources professional at the employee's home institution;
- ☐ a staff member in an International Center office at the employee's home institution;
- ☐ an attorney
- ☐ a notary public. **IMPORTANT:** if notary, please place the notary seal at the bottom of the ***AGENT AUTHORIZATION*** form **and** attach a notary certificate to the documents being notarized.

Agent hereby accepts such appoint.

Applicant - Print Name: ____________________________

Applicant - Signature: ___________________________________

Date: ____

IMPORTANT: *If notary, please place your notary seal below and attach a notary certificate to the documents being notarized.*

PART 2

AGENCY AGREEMENT - TO BE COMPLETED BY WSU REPRESENTATIVE

Wayne State University ("WSU") by ___________________________________, its ____________________________

Name of WSU Representative **Title**

hereby appoints_____________________________________ ("Agent"), and Agent hereby accepts such appointment

Name of Agent

to serve as WSU's agent solely for the purpose of examining and accurately recording the information on the original documentation and any other information, required to complete Section 2 of the Employment Eligibility Verification Form I-9 for Employee.

WAYNE STATE UNIVERSITY

By: ________________________

Its: ________________________

Date: ______________________

AGENT

____

____

Date: ______________________

EMPLOYMENT ELIGIBILITY VERIFICATION (FORM I-9) AGENT AUTHORIZATION

EMPLOYEE INSTRUCTIONS FOR COMPLETING THE FORM I-9

Please be aware that the US Citizenship and Immigration service mandates that we keep the original I-9 form on file for all employees. This includes the AGENT AUTHORIZATION page. Please follow these instructions CAREFULLY to ensure you are in compliance. **PLEASE NOTE: The law states we must have the original form on file by the 3rd day after starting your assignment.**

Step 1	The Form I-9 is attached to this document. Complete all blanks in Section 1.
Step 2	Present your original identification documents to the Authorized Agent*.
Step 3	The Agent will examine your documents to ensure that you have presented either: ▪ one document from list "A" or ▪ one document from list "B" and one document from list "C": (see the I-9 instruction form for the lists)
	THE AGENT MUST RECORD THE DOCUMENTS IN SECTION 2 OF THE I-9 FORM
Step 4	Attach to the **Form I-9**, clear and legible copies of the document(s) you presented to the Agent.
Step 5	Return all pages of the original **Form I-9** and copies of the document(s) to the hiring unit.

If the form is incomplete or the supporting documents are not received, we will return the form to you.

It is not unusual for a U.S. employer to hire a new employee who doesn't physically come to that employer's offices to complete paperwork. *The Citizenship and Immigration Services allow companies to appoint professionals as their agents to complete the I-9 form. In such cases, employers may designate agents to carry out their I-9 responsibilities. Agents may include notaries public, accountants, attorneys, personnel officers, foremen, etc. An employer should choose an agent cautiously, since it will be held responsible for the actions of that agent. ***Note***: Employers should not carry out I-9 responsibilities by means of documents faxed by a new employee or through identifying numbers appearing on acceptable documents. The employer **must review original documents**. Likewise, Forms I-9 should not be mailed to a new employee to complete Section 2 himself or herself.

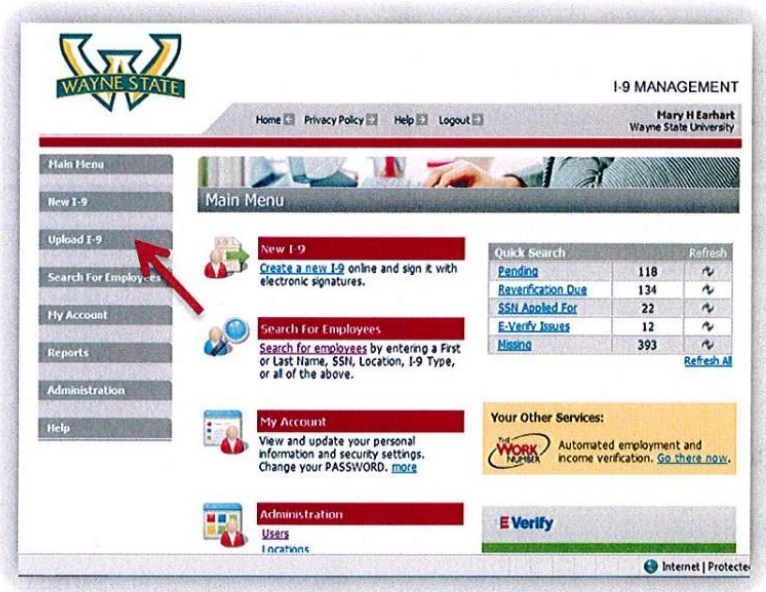
If you have questions, call the Employment Service Center, 313.577.2010. Faxed copies of the I-9 Form are not acceptable. Federal law requires Wayne State University to keep **originals** on file.

Remote I-9 Processing the completed I-9 via I-9 eXpress

IMPORTANT: Ensure the Form I-9 was accurately completed and that you have the appropriate supporting documentation before processing via the I-9 management system (I-9 eXpress). You will need to scan and save the complete Form I-9 and the supporting documentation to your desktop

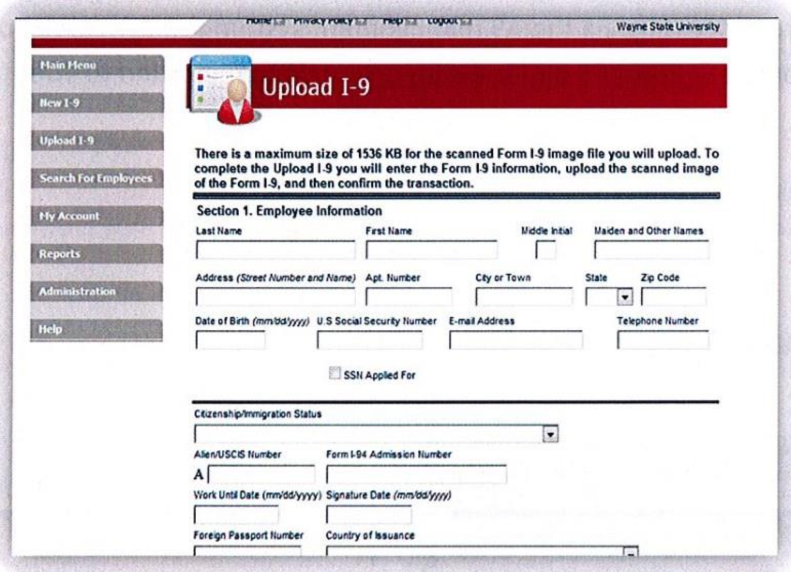
Step 1: Log in to http://www.i9express.com

Step 2: Click "Upload I-9"

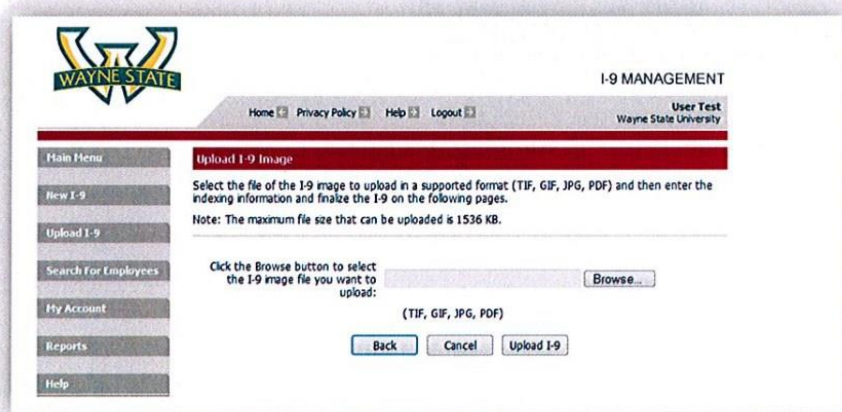


Step 3: Complete Sections 1 and 2 as it appears on the completed Form I-9

Remote I-9 Processing the completed I-9 via I-9 eXpress

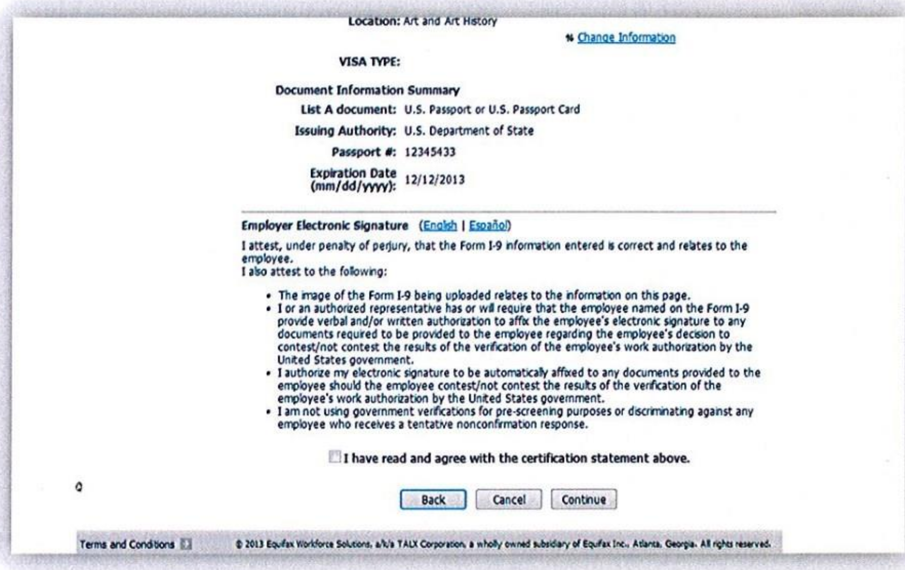


Step 4: Browse and Upload the I-9 form

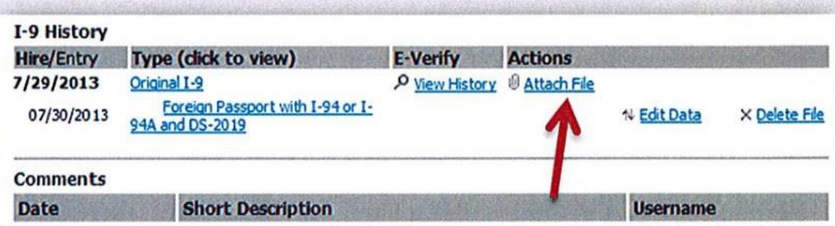


Step 5: Complete the attestation and click continue to send through E-Verify

Remote I-9 Processing the completed I-9 via I-9 eXpress



Step 6: Attach the supporting documentation to the case



I-9 eXpress

When to complete a New I-9

1) Hiring a new employee to the University.

2) A break in service (at least 1 day) occurred for an employee, and the most recent I-9 was completed **more** than 3 years prior to resuming work.

   Note: Full time employees who are paid on the 9-Month calendar, and do not have an additional service assignment during the summer, are **not** considered to have had a break in service during the summer.

3) A break in service (at least 1 day) occurred for an employee, and the most recent I-9 was completed **less** than 3 years. However, the I-9 shows that the individual is no longer eligible to work in the United States (work authorization has expired)

4) Employee is grand-fathered (I-9 completed prior to November 6, 1986), but now has a break in service (at least 1 day).

5) A new immigration status is issued for a foreign national employee.

6) A foreign national's I-9 is due for re-verification on an expired work authorization and the original I-9 was **NOT** created in I-9 eXpress.

7) An invalid query/data entry error was discovered after completing the I-9 in I-9 eXpress.

Examples of when to complete a new I-9 for a 9 Month Faculty/9 Month Graduate Students, Temporary employees and Part Time Faculty

9 Month Faculty / 9 Month Academic Staff / 9 Month Research /9 Month Graduate Students (A9, C9, D9, F9, R9, S9, U9):

Completed I-9	Worked During the Following:	Did not work during the following:	Returned to University	Should a new I-9 be completed?
8/15/2006	**2006** 8/17/06 – 5/17/07	Summer '07	Fall '07	No
	2007 8/17/07 – 5/17/08	Summer '08	Fall '08	No
	2008 8/17/08 – 5/17/09	Summer '09	Fall '09	No
	2009 8/17/09 - 5/17/10	Academic year 2010 8/17/10 – 5/17/11	Academic year 2011 8/17/11	Yes

I-9 *eXpress*

When to complete a New I-9

Temporary (CW, ST, TE)

Completed I-9	Worked During the Following:	Did not work during the following:	Returned to University	Should a new I-9 be completed?
8/15/2006	8/15/2006 – 8/15/2009	8/16/2009 –12/31/2009	1/1/2010	**Yes**
8/15/2006	8/15/2006 – 8/15/2007	8/16/2007 – 12/31/2007	1/1/2008	**No**

Part-Time Faculty (PT, P5, HP)

Completed I-9	Worked During the Following:	Did not work during the following:	Returned to University	Should a new I-9 be completed?
8/15/2006	**2006** Fall '06, **2007** Winter '07, Spring '07 Summer '07,Fall '07 **2008** Winter '08, Spring '08, Summer '08, Fall '08 **2009** Winter '09, Spring '09, Summer '09, Fall '09	Winter '10	Spring '10	**Yes**
8/15/2006	**2006** Fall '06, **2007** Winter '07, Spring '07 Summer '07,Fall '07	Winter '08 Spring '08	Summer '08	**No**

I-9 eXpress™

HANDLING E-VERIFY ISSUES

WAYNE STATE UNIVERSITY

E-VERIFY STATUS	DESCRIPTION	STATUS IS HANDLED BY	ACTION REQUIRED
Authorized	This response means that the employee is authorized to work in the United States. Employment Authorized is the most common initial response received from E-Verify.	**S/C/D / Client Services**	http://www.hr.wayne.edu/esc/docs/case_closure - options.pdf
Employment Authorized with additional verification that can be requested by the employer	This response from E-Verify indicates that the employee has been determined to be Employment Authorized. However, the DHS can perform a more in-depth verification on this employee. The decision to request an additional verification is at the discretion of the employer.	**S/C/D / Client Services**	Review the reason for the additional verification and follow the necessary steps. Users may contact ESC if there are any questions about whether additional verification should be requested.
SSA Incomplete **DHS Incomplete**	This response indicates there are minor discrepancies in the data submitted and the data on record for the employee at SSA or DHS. This status allows the I-9 representative the chance to review/edit the data to confirm accuracy. ***NOTE:*** *The employee MUST be allowed to continue to work until the case is resolved.*	**S/C/D / Client Services**	http://www.hr.wayne.edu/esc/docs/how_to_handle_a_ssa-dhs_incomplete.pdf
An error has occurred *(REASON HERE)*	This response may result from an invalid entry (may be an invalid field format) when completing Section 2 of the I-9. **NOTE:** The employee MUST be allowed to continue to work until the case is resolved.	**S/C/D / Client Services**	Review the reason for the error and follow the necessary steps in order to process an accurate I-9 for the employee.
SSA TNC **DHS TNC**	A TNC response means that the Social Security Administration (SSA) and/or the U.S. Department of Homeland Security (DHS) could not confirm that the employee's information matches government records. ***NOTE:*** *The employee MUST be allowed to continue to work until the case is resolved.*	Initially, **S/C/D** – to review I-9 and ensure there are no data entry errors If there are no data entry errors, employee **MUST** be referred to **Client Services** to handle TNC response	http://www.hr.wayne.edu/esc/docs/how_to_handle_a_ssa_or_dhs_tentative_nonconfirmationtnc_.pdf
SSA No Show **DHS No Show**	This response indicates that the employee did not contact SSA or DHS, and 10 Federal government workdays have passed since the date of referral. This response is considered a Final Nonconfirmation, and if received, the Employer should resolve the case. Also, the Employer may now terminate employment with no civil or criminal liability.	**S/C/D / Client Services**	S/C/D **MUST** contact Client Services for further instructions.
SSA Final Nonconfirmation **DHS Final Nonconfirmation**	This response indicates that DHS and/or SSA could not verify the employee's eligibility to work in the United States. This response also occurs when an employee fails to contact SSA or DHS after receiving a tentative non-confirmation. **NOTE:** S/C/D MUST contact Client Services for further instructions	**S/C/D / Client Services**	S/C/D **MUST** contact Client Services for further instructions.
Photo Matching	Process that requires us to verify that the photo displayed in E-Verify is identical to the photo on the document that the employee presented for section 2 of Form I-9. ***NOTE:*** *The employee MUST be allowed to continue to work until the case is resolved.*	**Client Services**	Client Services handles the photo matching process.
Referred to SSA **Referred to DHS**	This response indicates that the employee has been referred to SSA or DHS to resolve tentative nonconfirmation findings. ***NOTE:*** *The employee MUST be allowed to continue to work until the case is resolved.*	**Client Services**	Client Services checks I-9 eXpress daily for updated results.
SSA Case in Continuance **DHS Case in Continuance**	This response indicates that the employee has contacted DHS or SSA to resolve a tentative non-confirmation but the agency needs more time to resolve the problem. ***NOTE:*** *The employee MUST be allowed to continue to work until the case is resolved.*	**Client Services**	Client Services checks I-9 eXpress daily for updated results.
Employment Authorized – With Additional Verification Requested Automatically	This response indicates that the employee has been determined to be Employment Authorized. However, the DHS can perform a more in-depth verification on this employee. The additional verification is automatically requested and no additional action is required. The status will be updated to "DHS Verification in Process". The DHS will respond within three government work days. ***NOTE:*** *The employee MUST be allowed to continue to work until the case is resolved.*	**N/A**	**No action required.** DHS will respond within 3 government business days.

HANDLING E-VERIFY ISSUES

E-VERIFY STATUS	DESCRIPTION	STATUS IS HANDLED BY	ACTION REQUIRED
DHS Verification in Process	This response means a definitive answer is not yet available. DHS responds to most of these cases within 24 hours, but has up to three government business days to respond. *NOTE: The employee MUST be allowed to continue to work until the case is resolved.*	**N/A**	**No action required.** DHS will respond within 3 government business days.

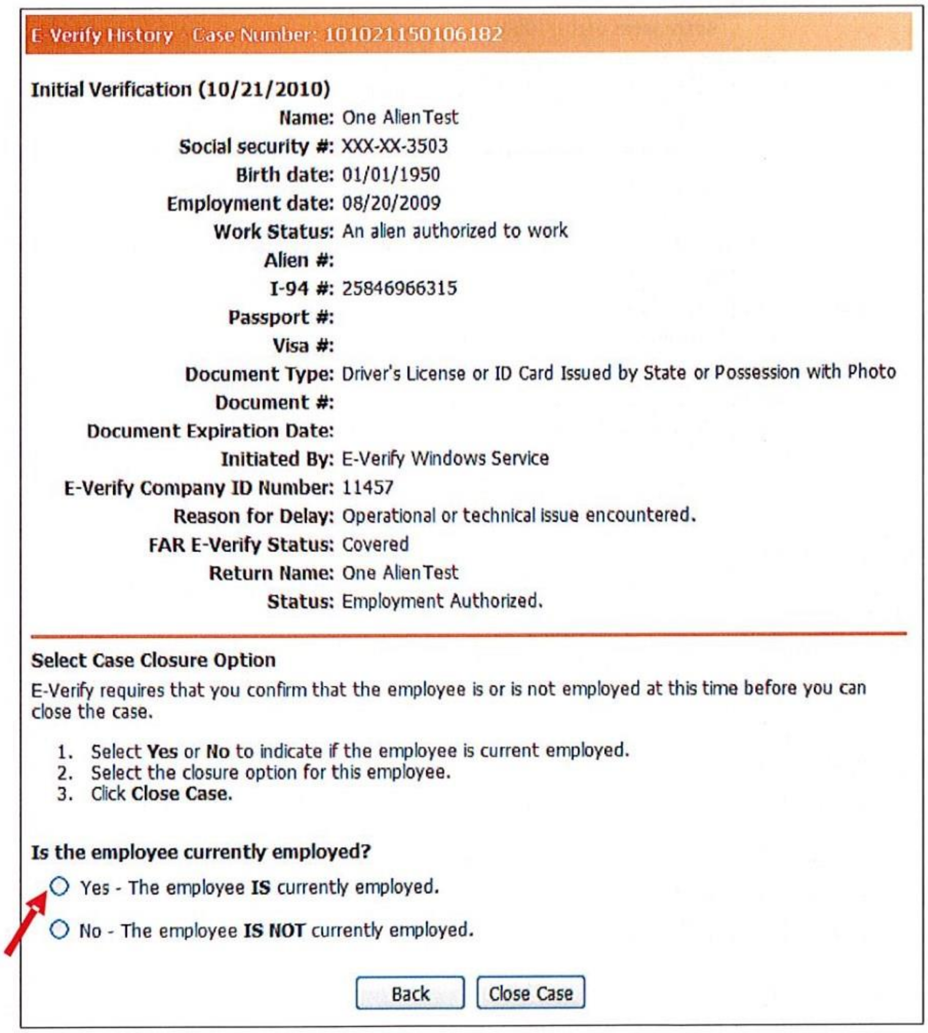
I-9 eXpress

Manual Case Closure Instructions

Case Closure Scenario #1

- The E-Verify case status is **Employment Authorized** and the employee is still employed. You are attempting to close the case:
- Clicking the **Yes** radio button expands the page to show the closure options available.

Note: If the status is **Employment Authorized** and you select "Yes - the employee IS currently employed", the closure status "The employee continues to work after receiving an Employment Authorized result" is already selected for you



E-Verify History - Case Number: 101021150106182

Initial Verification (10/21/2010)

Name: One AlienTest
Social security #: XXX-XX-3503
Birth date: 01/01/1950
Employment date: 08/20/2009
Work Status: An alien authorized to work
Alien #:
I-94 #: 25846966315
Passport #:
Visa #:
Document Type: Driver's License or ID Card Issued by State or Possession with Photo
Document #:
Document Expiration Date:
Initiated By: E-Verify Windows Service
E-Verify Company ID Number: 11457
Reason for Delay: Operational or technical issue encountered.
FAR E-Verify Status: Covered
Return Name: One AlienTest
Status: Employment Authorized.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

○ Yes - The employee **IS** currently employed.

○ No - The employee **IS NOT** currently employed.

Back | Close Case

I-9 eXpress

Manual Case Closure Instructions

- You must select the appropriate closure option and then click the **Close Case** button to complete the process.

E-Verify History - Case Number: 101021150106182

Initial Verification (10/21/2010)

Name: One AlienTest
Social security #: XXX-XX-3503
Birth date: 01/01/1950
Employment date: 08/20/2009
Work Status: An alien authorized to work
Alien #:
I-94 #: 25846966315
Passport #:
Visa #:
Document Type: Driver's License or ID Card Issued by State or Possession with Photo
Document #:
Document Expiration Date:
Initiated By: E-Verify Windows Service
E-Verify Company ID Number: 11457
Reason for Delay: Operational or technical issue encountered.
FAR E-Verify Status: Covered
Return Name: One AlienTest
Status: Employment Authorized.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

◉ Yes - The employee **IS** currently employed.

◉ The employee continues to work after receiving an Employment Authorized result.
○ The case is invalid because another case with the same data already exists.
○ The case is invalid because the data entered is incorrect.

○ No - The employee **IS NOT** currently employed.

Back | Close Case

Manual Case Closure Instructions

Case Closure Scenario #2

- The E-Verify case status is **Employment Authorized** and the employee is NOT still employed.
- Clicking the **No** radio button expands the page to show the closure options availabl e.

E-Verify History - Case Number: 101021150106182

Initial Verification (10/21/2010)

Name: One AlienTest
Social security #: XXX-XX-3503
Birth date: 01/01/1950
Employment date: 08/20/2009
Work Status: An alien authorized to work
Alien #:
I-94 #: 25846966315
Passport #:
Visa #:
Document Type: Driver's License or ID Card Issued by State or Possession with Photo
Document #:
Document Expiration Date:
Initiated By: E-Verify Windows Service
E-Verify Company ID Number: 11457
Reason for Delay: Operational or technical issue encountered.
FAR E-Verify Status: Covered
Return Name: One AlienTest
Status: Employment Authorized.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

○ Yes - The employee **IS** currently employed.

○ No - The employee **IS NOT** currently employed.

Back | Close Case

I-9 eXpress

Manual Case Closure Instructions

- You must select the appropriate closure option and then click the **Close Case** button to complete the process.

E-Verify History - Case Number: 101021150106182

Initial Verification (10/21/2010)

Name: One AlienTest
Social security #: XXX-XX-3503
Birth date: 01/01/1950
Employment date: 08/20/2009
Work Status: An alien authorized to work
Alien #:
I-94 #: 25846966315
Passport #:
Visa #:
Document Type: Driver's License or ID Card Issued by State or Possession with Photo
Document #:
Document Expiration Date:
Initiated By: E-Verify Windows Service
E-Verify Company ID Number: 11457
Reason for Delay: Operational or technical issue encountered.
FAR E-Verify Status: Covered
Return Name: One AlienTest
Status: Employment Authorized.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

○ Yes - The employee **IS** currently employed.

⦿ No - The employee **IS NOT** currently employed.

○ The employee voluntarily quit working.

○ The employee was terminated for reasons other than E-Verify.

○ The case is invalid because another case with the same data already exists.

○ The case is invalid because the data entered is incorrect.

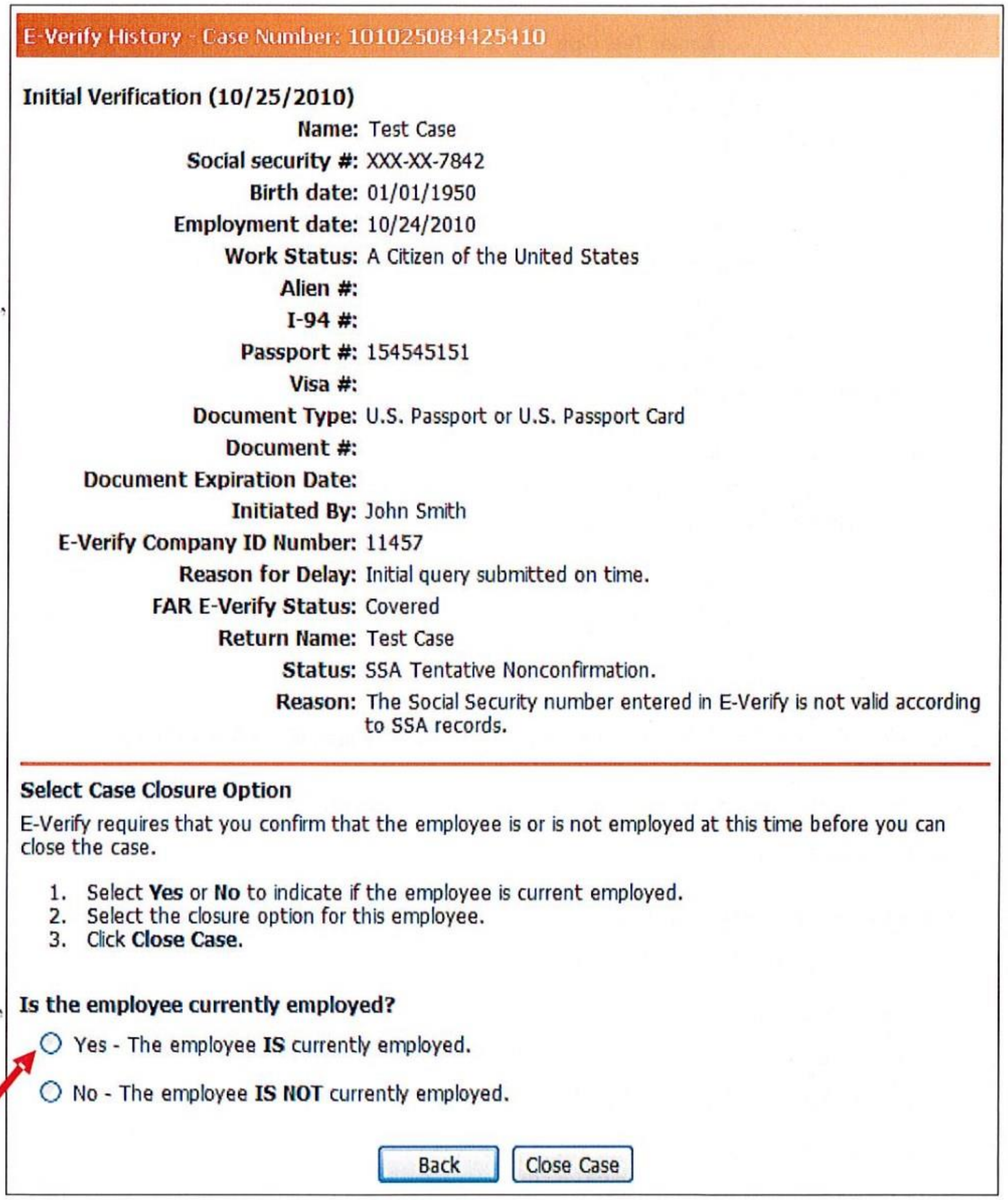
Back | Close Case

I-9 eXpress

Manual Case Closure Instructions

Case Closure Scenario #3

- The E-Verify case status is **Tentative Nonconfirmation** and the employee is still employed. You are attempting to close the case:
- Clicking the **Yes** radio button expands the page to show the closure options available.



E-Verify History - Case Number: 101025084425410

Initial Verification (10/25/2010)

Name: Test Case
Social security #: XXX-XX-7842
Birth date: 01/01/1950
Employment date: 10/24/2010
Work Status: A Citizen of the United States
Alien #:
I-94 #:
Passport #: 154545151
Visa #:
Document Type: U.S. Passport or U.S. Passport Card
Document #:
Document Expiration Date:
Initiated By: John Smith
E-Verify Company ID Number: 11457
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Return Name: Test Case
Status: SSA Tentative Nonconfirmation.
Reason: The Social Security number entered in E-Verify is not valid according to SSA records.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

Yes - The employee **IS** currently employed.

No - The employee **IS NOT** currently employed.

Back | Close Case

I-9 eXpress

Manual Case Closure Instructions

- You must then select the appropriate closure option and then click the **Close Case** button to complete the process.

E-Verify History - Case Number: 101025084425410

Initial Verification (10/25/2010)

Name: Test Case
Social security #: XXX-XX-7842
Birth date: 01/01/1950
Employment date: 10/24/2010
Work Status: A Citizen of the United States
Alien #:
I-94 #:
Passport #: 154545151
Visa #:
Document Type: U.S. Passport or U.S. Passport Card
Document #:
Document Expiration Date:
Initiated By: John Smith
E-Verify Company ID Number: 11457
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Return Name: Test Case
Status: SSA Tentative Nonconfirmation.
Reason: The Social Security number entered in E-Verify is not valid according to SSA records.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

(●) Yes - The employee **IS** currently employed.

- ○ The employee continues to work after choosing not to contest a Tentative Nonconfirmation.
- ○ The case is invalid because another case with the same data already exists.
- ○ The case is invalid because the data entered is incorrect.

○ No - The employee **IS NOT** currently employed.

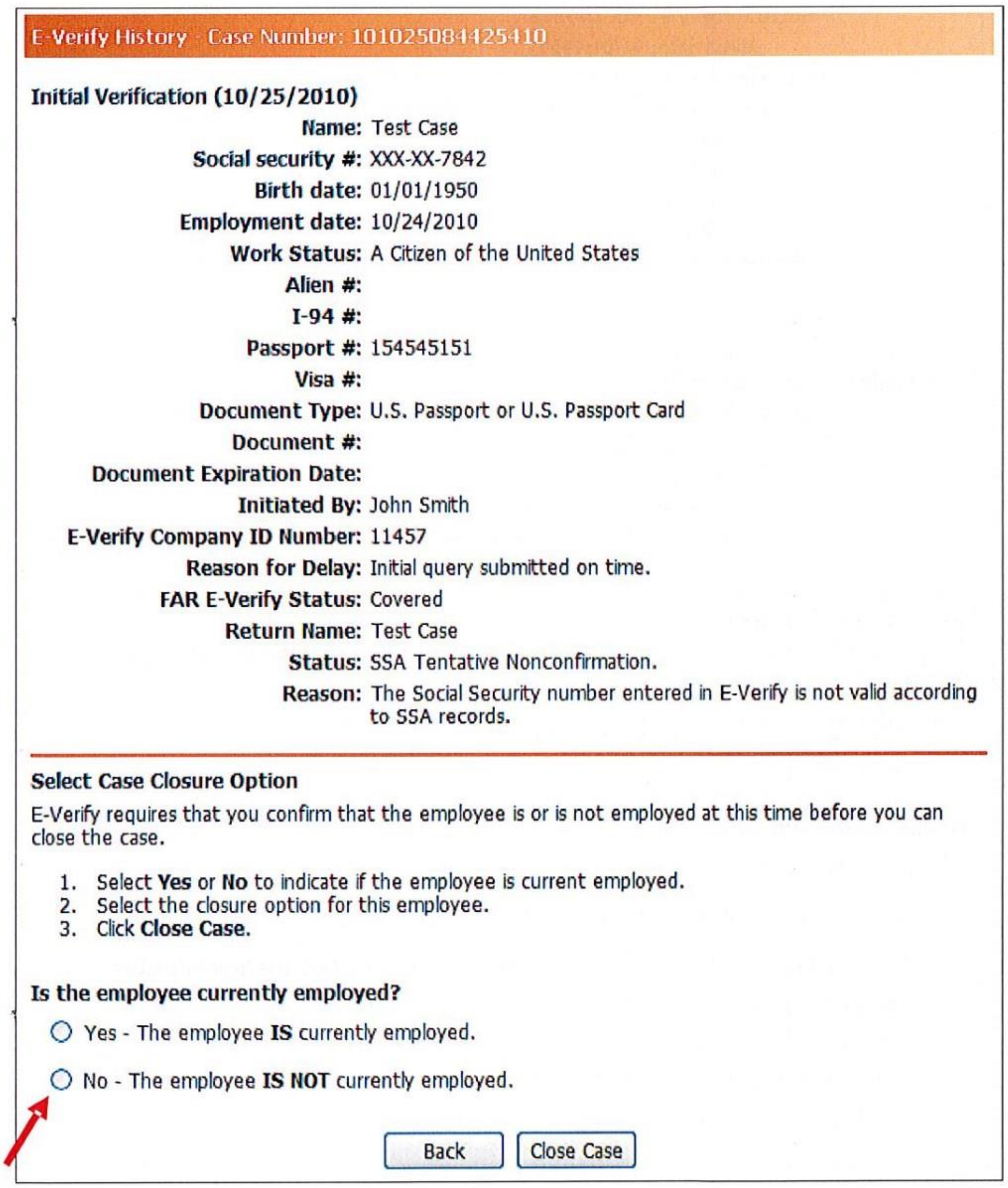
[Back] [Close Case]

I-9 eXpress

Manual Case Closure Instructions

Case Closure Scenario #4

- The E-Verify case status is **Tentative Nonconfirmation** and the employee is NOT still employed. You are attempting to close the case.
- Clicking the **No** radio button expands the page to show the closure options available.



E-Verify History - Case Number: 101025084425410

Initial Verification (10/25/2010)

Name:	Test Case
Social security #:	XXX-XX-7842
Birth date:	01/01/1950
Employment date:	10/24/2010
Work Status:	A Citizen of the United States
Alien #:	
I-94 #:	
Passport #:	154545151
Visa #:	
Document Type:	U.S. Passport or U.S. Passport Card
Document #:	
Document Expiration Date:	
Initiated By:	John Smith
E-Verify Company ID Number:	11457
Reason for Delay:	Initial query submitted on time.
FAR E-Verify Status:	Covered
Return Name:	Test Case
Status:	SSA Tentative Nonconfirmation.
Reason:	The Social Security number entered in E-Verify is not valid according to SSA records.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

○ Yes - The employee **IS** currently employed.

○ No - The employee **IS NOT** currently employed.

Back | Close Case

I-9 eXpress

Manual Case Closure Instructions

- You must then select the appropriate closure option and then click the **Close Case** button to complete the process.

E-Verify History - Case Number: 101025084425410

Initial Verification (10/25/2010)

Name:	Test Case
Social security #:	XXX-XX-7842
Birth date:	01/01/1950
Employment date:	10/24/2010
Work Status:	A Citizen of the United States
Alien #:	
I-94 #:	
Passport #:	154545151
Visa #:	
Document Type:	U.S. Passport or U.S. Passport Card
Document #:	
Document Expiration Date:	
Initiated By:	John Smith
E-Verify Company ID Number:	11457
Reason for Delay:	Initial query submitted on time.
FAR E-Verify Status:	Covered
Return Name:	Test Case
Status:	SSA Tentative Nonconfirmation.
Reason:	The Social Security number entered in E-Verify is not valid according to SSA records.

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not employed at this time before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is current employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

○ Yes - The employee **IS** currently employed.

⦿ No - The employee **IS NOT** currently employed.

○ The employee was terminated for choosing not to contest a Tentative Nonconfirmation.

○ The employee voluntarily quit working.

○ The employee was terminated for reasons other than E-Verify.

○ The case is invalid because another case with the same data already exists.

○ The case is invalid because the data entered is incorrect.

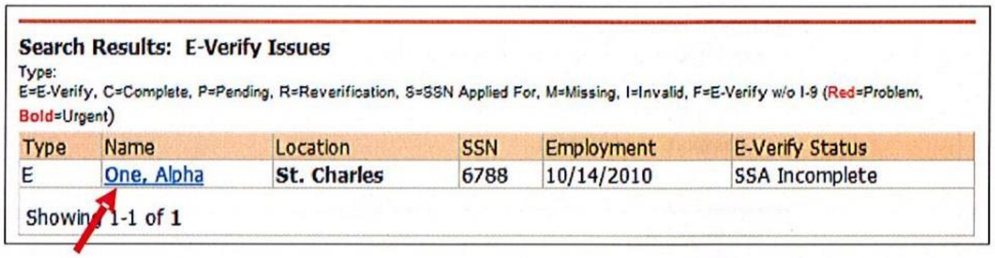
Back | Close Case

I-9 eXpress

How to handle a Case Incomplete Status

Case Incomplete status is designed to help reduce the number of Tentative Nonconfirmation (TNC) cases. E-Verify returns a status of **SSA** or **DHS Case Incomplete,** if there are minor discrepancies in the data submitted and the data on record for the employee at SSA or DHS. This status allows the I-9 representative the chance to review /edit the data to confirm accuracy.

1) **Click** the employee's name. (This example displays the E-Verify status of SSA Case Incomplete)



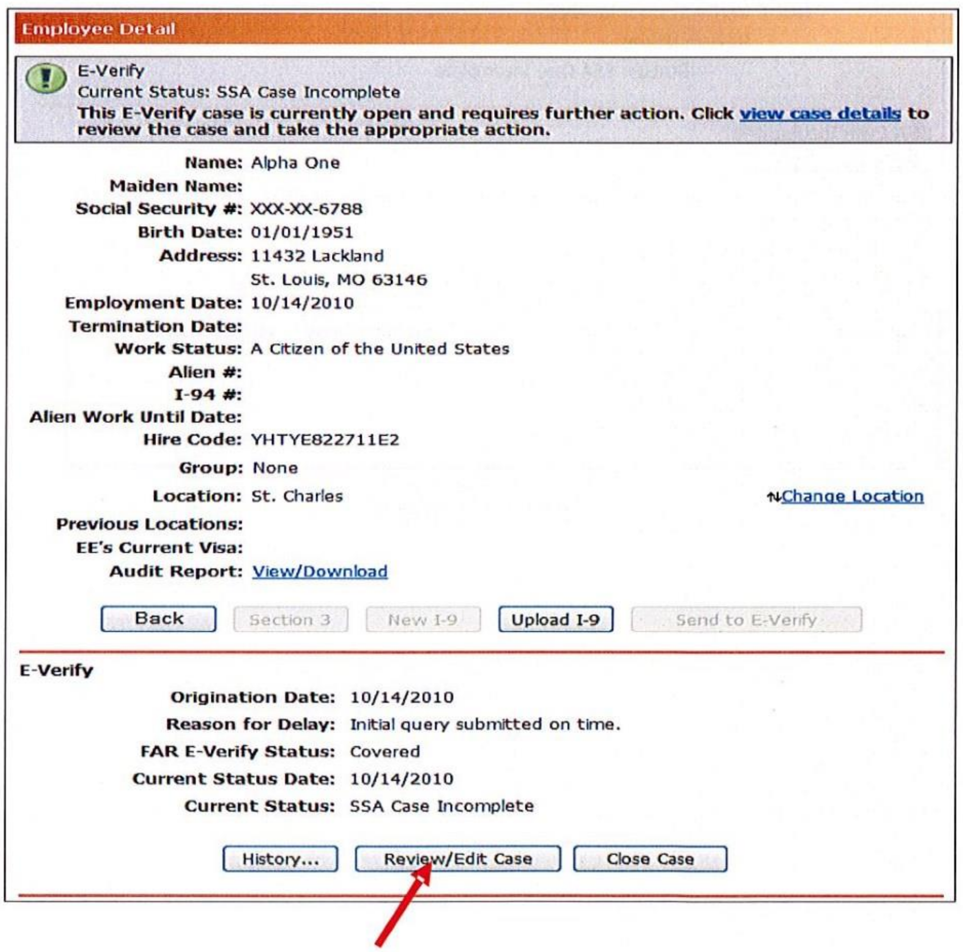
Search Results: E-Verify Issues

Type:
E=E-Verify, C=Complete, P=Pending, R=Reverification, S=SSN Applied For, M=Missing, I=Invalid, F=E-Verify w/o I-9 (Red=Problem, **Bold**=Urgent)

Type	Name	Location	SSN	Employment	E-Verify Status
E	One, Alpha	**St. Charles**	6788	10/14/2010	SSA Incomplete

Showing 1-1 of 1

2) **Click** the **Review/Edit Case** button to review the data submitted to E-Verify, confirm it is accurate.



Employee Detail

E-Verify
Current Status: SSA Case Incomplete
This E-Verify case is currently open and requires further action. Click view case details to review the case and take the appropriate action.

Name: Alpha One
Maiden Name:
Social Security #: XXX-XX-6788
Birth Date: 01/01/1951
Address: 11432 Lackland
St. Louis, MO 63146
Employment Date: 10/14/2010
Termination Date:
Work Status: A Citizen of the United States
Alien #:
I-94 #:
Alien Work Until Date:
Hire Code: YHTYE822711E2
Group: None
Location: St. Charles Change Location
Previous Locations:
EE's Current Visa:
Audit Report: View/Download

Back | Section 3 | New I-9 | Upload I-9 | Send to E-Verify

E-Verify

Origination Date: 10/14/2010
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Current Status Date: 10/14/2010
Current Status: SSA Case Incomplete

History... | Review/Edit Case | Close Case

I-9 eXpress

How to handle a Case Incomplete Status

E-Verify History - Case Number: 20102871727522U

Initial Verification (10/14/2010)

Name:	Alpha One
Social security #:	XXX-XX-6788
Birth date:	01/01/1951
Employment date:	10/14/2010
Work Status:	A Citizen of the United States
Alien #:	
I-94 #:	
Passport #:	195111111
Visa #:	
Document Type:	U.S. Passport or U.S. Passport Card
Document #:	
Document Expiration Date:	
Initiated By:	John Smith
E-Verify Company ID Number:	11457
Reason for Delay:	Initial query submitted on time.
FAR E-Verify Status:	Covered
Return Name:	
Status:	SSA Case Incomplete

SSA Case Incomplete

Check Information

The information below is on the employee?s Form I-9. Check with the employee to confirm that the information is correct.

If this information is correct, click **Continue.**

If this information is not correct, enter the correct information and click **Continue.**

Last Name:	**First Name:**	**Middle Initial:**	**Maiden Name:**
One	Alpha		

SSN:	**Date of Birth:**	
123456788	01/01/1951	*(mm/dd/yyyy)*

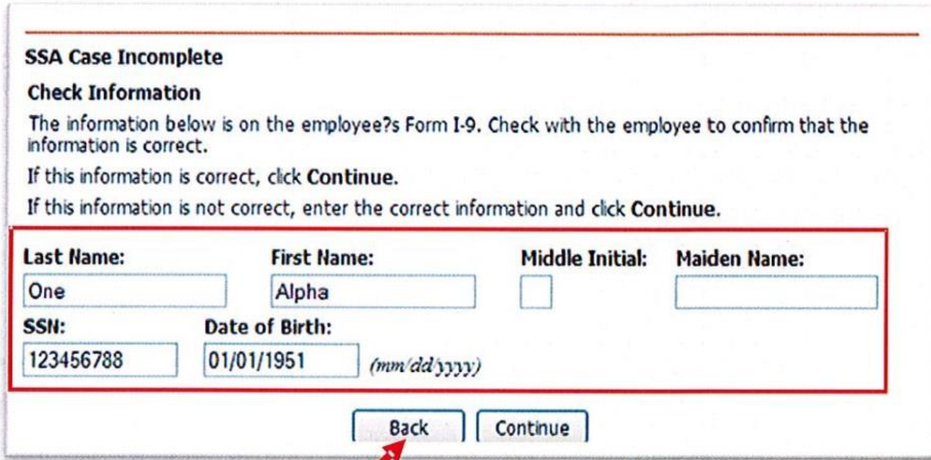
Back   Continue

I-9 eXpress

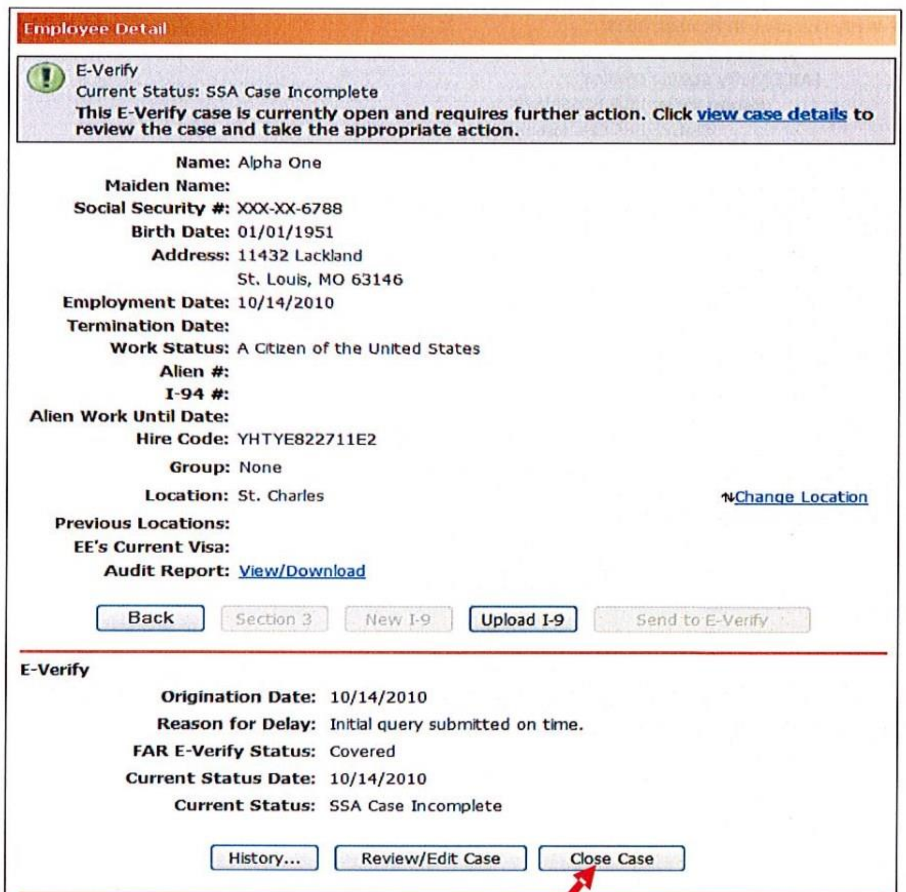
How to handle a Case Incomplete Status

3) If there are data entry errors:

a. Click **Back**



b. Click **Close Case**



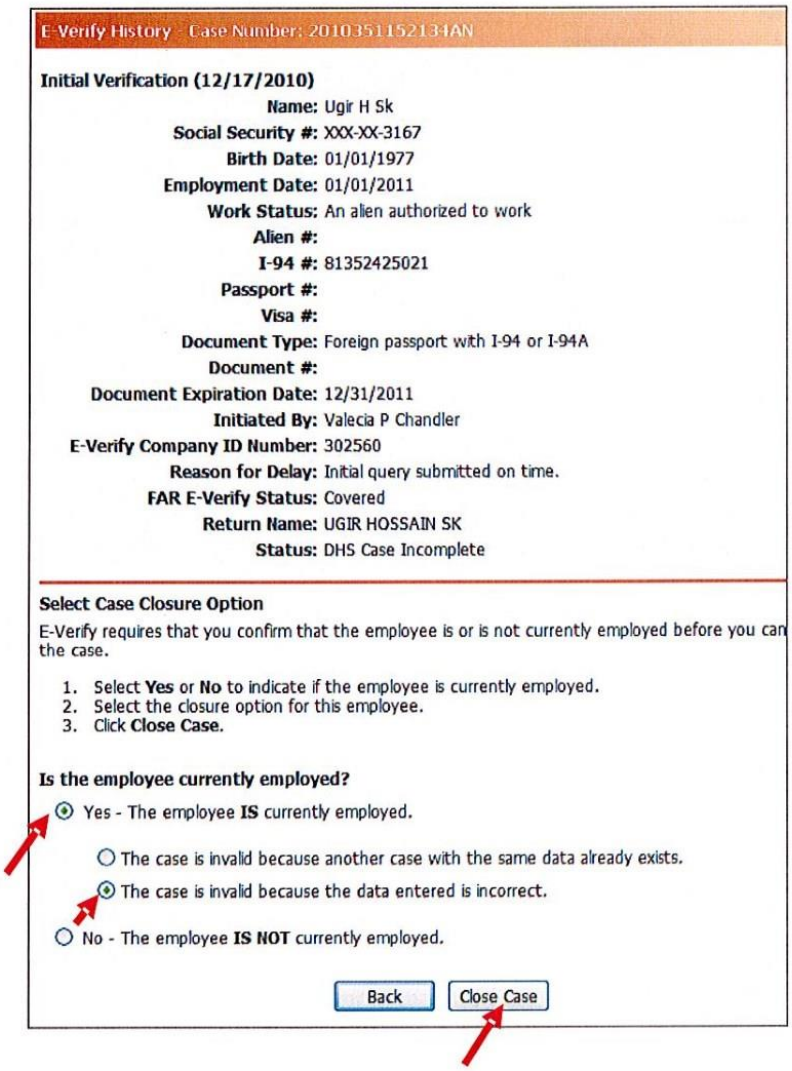
I-9 eXpress℠

How to handle a Case Incomplete Status

a. Click the ***"Yes – The employee IS currently employed"*** radio button which expands the page to show the closure options available

b. Click ***"The Case is invalid because the data entered is incorrect"*** option

c. Click **Close Case**


E-Verify History - Case Number: 2010351152134AN

Initial Verification (12/17/2010)

Name:	Ugir H Sk
Social Security #:	XXX-XX-3167
Birth Date:	01/01/1977
Employment Date:	01/01/2011
Work Status:	An alien authorized to work
Alien #:	
I-94 #:	81352425021
Passport #:	
Visa #:	
Document Type:	Foreign passport with I-94 or I-94A
Document #:	
Document Expiration Date:	12/31/2011
Initiated By:	Valecia P Chandler
E-Verify Company ID Number:	302560
Reason for Delay:	Initial query submitted on time.
FAR E-Verify Status:	Covered
Return Name:	UGIR HOSSAIN SK
Status:	DHS Case Incomplete

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not currently employed before you can the case.

1. Select **Yes** or **No** to indicate if the employee is currently employed.
2. Select the closure option for this employee.
3. Click **Close Case.**

Is the employee currently employed?

(•) Yes - The employee **IS** currently employed.

( ) The case is invalid because another case with the same data already exists.

(•) The case is invalid because the data entered is incorrect.

( ) No - The employee **IS NOT** currently employed.

Back | Close Case

d. Complete a New I-9. **<u>Ensure the data entry error found in the previous I-9 is entered correctly on the new I-9</u>**

How to handle a Case Incomplete Status

4) **If there are no data entry errors:**

   a. Click **Continue**

E-Verify History - Case Number: 2010287172752ZU

Initial Verification (10/14/2010)

Name:	Alpha One
Social security #:	XXX-XX-6788
Birth date:	01/01/1951
Employment date:	10/14/2010
Work Status:	A Citizen of the United States
Alien #:	
I-94 #:	
Passport #:	195111111
Visa #:	
Document Type:	U.S. Passport or U.S. Passport Card
Document #:	
Document Expiration Date:	
Initiated By:	John Smith
E-Verify Company ID Number:	11457
Reason for Delay:	Initial query submitted on time.
FAR E-Verify Status:	Covered
Return Name:	
Status:	SSA Case Incomplete

SSA Case Incomplete

Check Information

The information below is on the employee?s Form I-9. Check with the employee to confirm that the information is correct.

If this information is correct, click **Continue.**

If this information is not correct, enter the correct information and click **Continue.**

Last Name:	**First Name:**	**Middle Initial:**	**Maiden Name:**
One	Alpha		

SSN:	**Date of Birth:**
123456788	01/01/1951 *(mm/dd/yyyy)*

Back | Continue

After the **SSA or DHS Case Incomplete** status, the case is then updated by E-Verify to one of the following statuses:

- Employment Authorized
- SSA or DHS Tentative Nonconfirmation
- Photo Match

I-9 eXpress

How to handle a Case Incomplete Status

This is an example of a **DHS Incomplete** after clicking the **Review/Edit Case button**

E-Verify History - Case Number: 2010281113153NL

Initial Verification (10/08/2010)

Name: Charlie Three
Social security #: XXX-XX-6789
Birth date: 03/03/1973
Employment date: 10/08/2010
Work Status: An alien authorized to work
Alien #: 197333333
I-94 #:
Passport #:
Visa #:
Document Type: Form I-766 - Employment Authorization Document that contains a photograph
Document #: ABC1234567890
Document Expiration Date: 03/03/2013
Initiated By: John Smith
E-Verify Company ID Number: 11457
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Return Name:
Status: DHS Case Incomplete

DHS Case Incomplete

Check Information

The information below is on the employee?s Form I-9. Check with the employee to confirm that the information is correct.

If this information is correct, click **Continue.**

If this information is not correct, enter the correct information and click **Continue.**

Alien Number: 197333333

Document Number: ABC1234567890

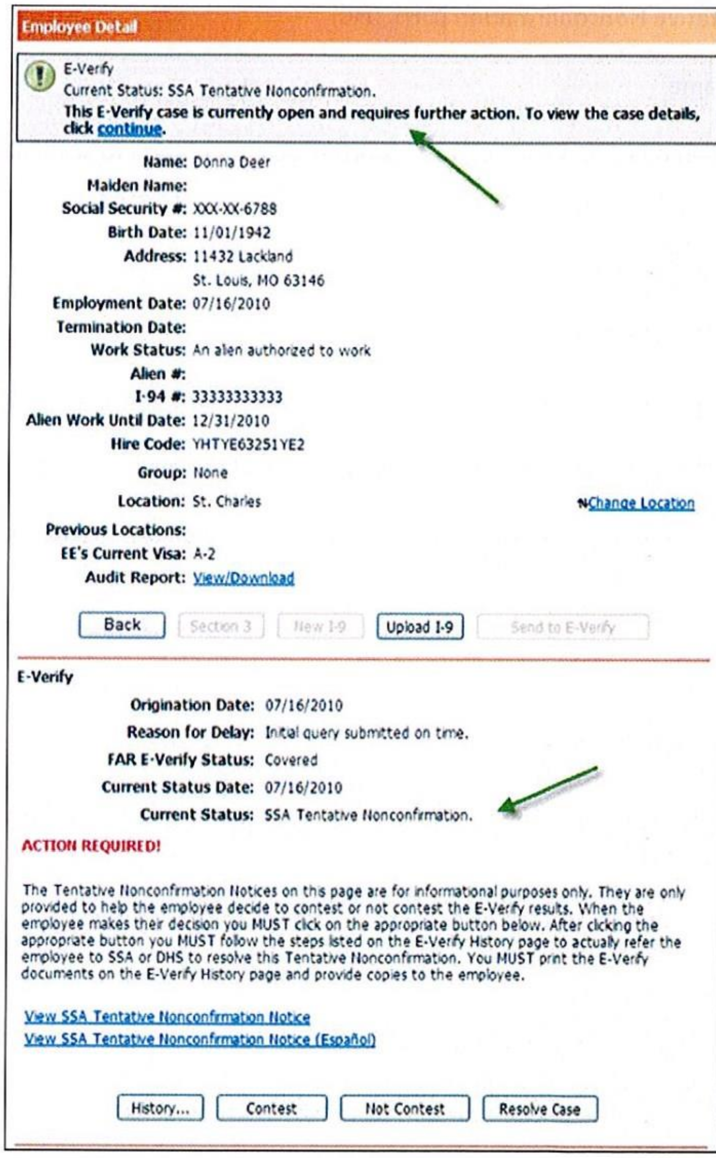
Back | Continue

I-9 eXpress

How to handle a SSA or DHS Tentative Nonconfirmation (TNC)

A **Tentative Nonconfirmation (TNC)** response means that the Social Security Administration (SSA) and/or the U.S. Department of Homeland Security (DHS) could not confirm that the employee's information matches government records. <u>It does not mean an employee is unauthorized to work or is an illegal immigrant as there are legitimate reasons why an employee may receive this result.</u>

Below is a screenshot of a SSA Tentative Nonconfirmation status. You will still see an E-Verify banner message is displayed at the top of the Employee Detail page



Employee Detail

E-Verify
Current Status: SSA Tentative Nonconfirmation.
This E-Verify case is currently open and requires further action. To view the case details, click continue.

Name: Donna Deer
Maiden Name:
Social Security #: XXX-XX-6788
Birth Date: 11/01/1942
Address: 11432 Lackland
St. Louis, MO 63146
Employment Date: 07/16/2010
Termination Date:
Work Status: An alien authorized to work
Alien #:
I-94 #: 33333333333
Alien Work Until Date: 12/31/2010
Hire Code: YHTYE63251YE2
Group: None
Location: St. Charles
Change Location
Previous Locations:
EE's Current Visa: A-2
Audit Report: View/Download

Back | Section 3 | New I-9 | Upload I-9 | Send to E-Verify

E-Verify

Origination Date: 07/16/2010
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Current Status Date: 07/16/2010
Current Status: SSA Tentative Nonconfirmation.

ACTION REQUIRED!

The Tentative Nonconfirmation Notices on this page are for informational purposes only. They are only provided to help the employee decide to contest or not contest the E-Verify results. When the employee makes their decision you MUST click on the appropriate button below. After clicking the appropriate button you MUST follow the steps listed on the E-Verify History page to actually refer the employee to SSA or DHS to resolve this Tentative Nonconfirmation. You MUST print the E-Verify documents on the E-Verify History page and provide copies to the employee.

View SSA Tentative Nonconfirmation Notice
View SSA Tentative Nonconfirmation Notice (Español)

History... | Contest | Not Contest | Resolve Case

I-9 eXpress

How to handle a SSA or DHS Tentative Nonconfirmation (TNC)

The first thing you need to do is check your data and documents and verify that everything is complete and error free. **In most cases, the Employee name, employment date or SSN is incorrect.** Follow the steps below to resolve the TNC.

Step 1: Click the E-Verify Issues link located in the Quick Search box to identify cases in your assigned divisions with the status of:

- **SSA Tentative Nonconfirmation (SSA TNC)**
- **DHS Tentative Nonconfirmation (DHS TNC)**

Step 2: Click Employee Name

Step 3: Review the Completed I9 and the attached supporting documentation to see if any information was entered incorrectly.

If there are data entry errors...

Step 3: Click the **Close Case** button

Step 4: Click the appropriate radio button (currently employed or not employed whichever is applicable)

Step 5: Click the radio button for **The case is invalid because the data entered is incorrect.**

Step 6: Complete a New I-9 ensuring the data entry error in the previous I-9 is entered correctly on the new I-9.

Step 7: Click the **Continue** button.

[End of process]

If there are no data entry errors...

Step 1: If the employee is not present, contact employee and instruct him/her to come see you to discuss the tentative Nonconfirmation result.

Step 2: When the employee arrives, you will need to complete the following steps:

Step 3: Log into www.i9express.com

Step 4: Click the E-Verify Issues link located in the "Quick Search" box then click the employee record.

Step 5: Explain the Tentative Nonconfirmation (TNC) result by using the following language:

How to handle a SSA or DHS Tentative Nonconfirmation (TNC)

"When your information was compared electronically to government records, the Social Security Administration (SSA) or Department of Homeland Security (DHS) could not confirm that you are eligible to work in the United States. As a result you must contact SSA to resolve the situation within 8 government working days if you wish to continue remain employed with Wayne State University."

Step 6: Review the Contest and Not Contest Options with the employee and ask if he/she wishes to **Contest** (*Employee decides to challenge the SSA findings*) or **Not Contest** (*Employee decides not to challenge the SSA findings*)

- If the employee chooses to **Contest** the E-verify results:

  a) Click the "**Contest"** button.

  ...Follow steps 1-4 on the screen (Same as b-d)...

  b) Print the SSA or DHS Tentative Nonconfirmation Notice, (whichever applies) and give it to the employee.

  c) Print the SSA or DHS Referral Letter (whichever applies), review and give it to the employee. Instruct the employee to follow the instructions in the letter.

  d) ☑ Click the checkbox to indicate that the employee has received copies of the SSA or DHS Tentative Nonconfirmation Notice (whichever applies) and the SSA or DHS Referral Letter (whichever applies), and that the employee has provided, either verbally or in writing, authorization to affix the employee's electronic signature to any E-Verify documentation.

  e) Click the **"Add Comment"** button and add a short description like *"Employee chose to contest, Employee has been referred to SSA/DHS".*

  f) Click the SSA or DHS Referral button (whichever applies).

- Once the expected date arrives I-9 eXpress will automatically be updated with the next response from E-Verify. **Please note that the employee is not obligated to come back and show proof they resolved the case.**

- Note: If the status is anything other than "Employment Authorized", please follow the additional steps given by E-Verify.

  Critical: The employee MUST be allowed to work through this time as if nothing has happened. They must not be subject to any different treatment because of this issue!

  - ✖ **With a DHS TNC, the employee must call the DHS office, not visit.**

How to handle a SSA or DHS Tentative Nonconfirmation (TNC)

✖ **For SSA TNC Notice, the employee must visit the SSA office.**

*****Reinforce the employee that he/she has 8 government working days to resolve the issue displayed in the Reason field (located in the E-verify History page). If the employee cannot resolve the issue within this timeframe, inform him/her that we can not proceed with their employment at this time, then instruct the unit to proceed with a TERM-E transaction via EPAF (if HR-POS/NEWPOS has already applied)*****

➢ If the employee chooses **Not to Contest** the E-verify results:
(If employe does not contest the tentative nonconfirmation, it automatically becomes a **Final Nonconfirmation**. That means that WSU may terminate the employee's employment immediately as an unauthorized employee)

a) Click the "**Not Contest**" button.

...Follow steps 1-4 on the screen (Same as b-d)...

b) Print the SSA or DHS Tentative Nonconfirmation Notice, (whichever applies) and give it to the employee.

c) Print the SSA or DHS Referral Letter (whichever applies), review and give it to the employee. Instruct the employee to follow the instructions in the letter.

d) ☑ Click this checkbox to indicate that the employee has received copies of the SSA or DHS Tentative Nonconfirmation Notice (whichever applies) and the SSA or DHS Referral. Letter (whichever applies), and that the employee has provided, either verbally or in writing, authorization to affix the employee's electronic signature to any E-Verify documentation.

e) Click the **Add Comment** button and add a short description like *"Employee chose not to contest, case will be closed".*

f) Click the **Close Case** button

g) Under the "Is the employee currently employed", Select "No- The employee IS NOT currently employed"

h) Select the Case Closure option "The employee was terminated for choosing not to contest a Tentative Nonconfirmation"

i) Click the **Close Case** button.

Terminating the employee's job in Banner: Process a TERM-E transaction via EPAF (if HRPOS/NEWPOS has already applied).

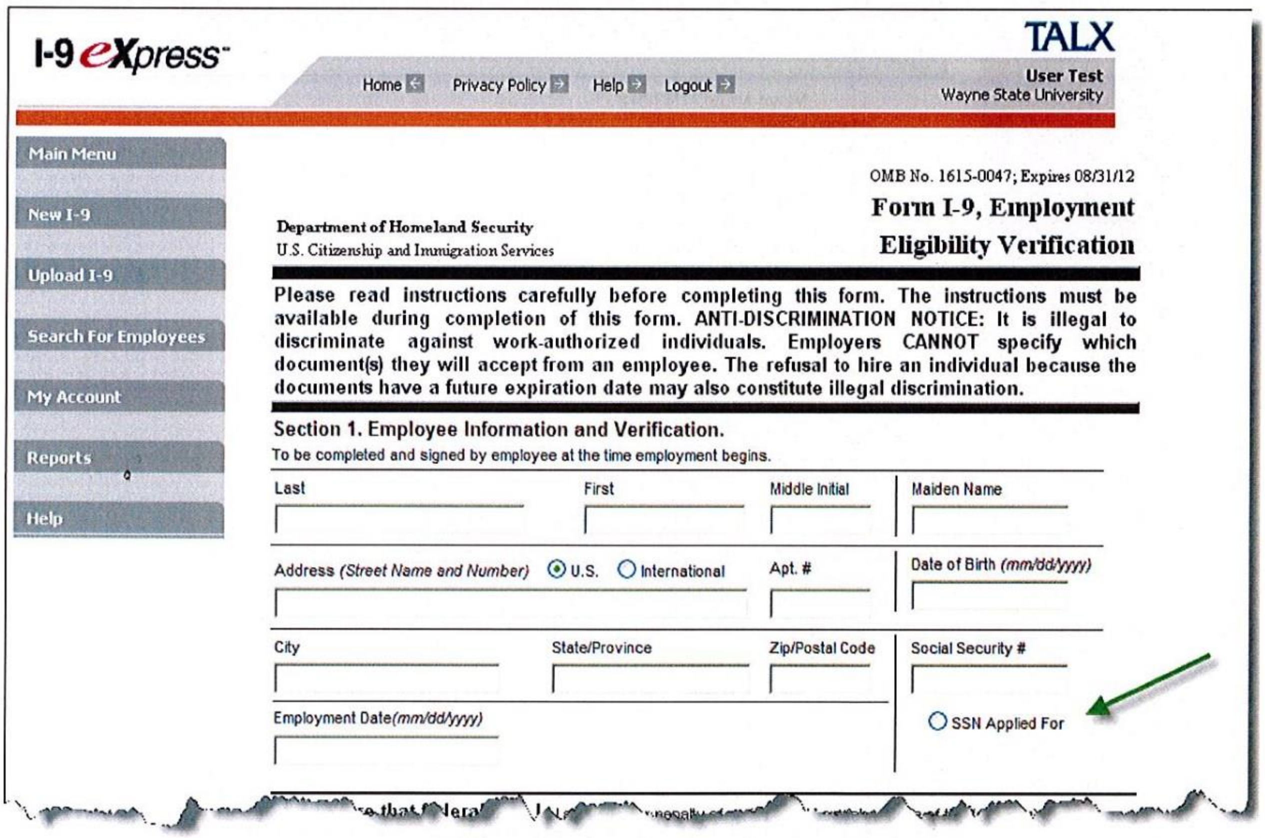
HOW TO PROCESS AND RESOLVE A SSN APPLIED FOR I-9

An Employer can complete an I-9 without the Employee's Social Security Number. However, the I-9 will be returned as a SSN Applied For with the status of *"The current I-9 is not eligible for verification through E-Verify"*. This is because the E-Verify system requires the employee's SSN in order for the employee to be verified for employment.

Remember, you will need to complete sections 1 and 2 for an Employee without a SSN. Follow the steps below to complete an I-9 without the Employee's SSN. The employee should provide SSN to you within 90 days of their start date of work. If the SSN has not been received within this time, the employee **MUST** be terminated from Payroll.

Step 1: Click the New I-9 link from the Task Pane.

Step 2: Complete the I-9 form selecting the radio button for SSN Applied For.



Step 3: Complete the Preparer and/or Translator Certification section (this is usually automatically completed when you use the New I-9 feature).

Step 4: Click Continue. The Preparer and/or Translator Review screen appears.

Step 5: Verify the information is accurate on the review screen then click the Continue button.

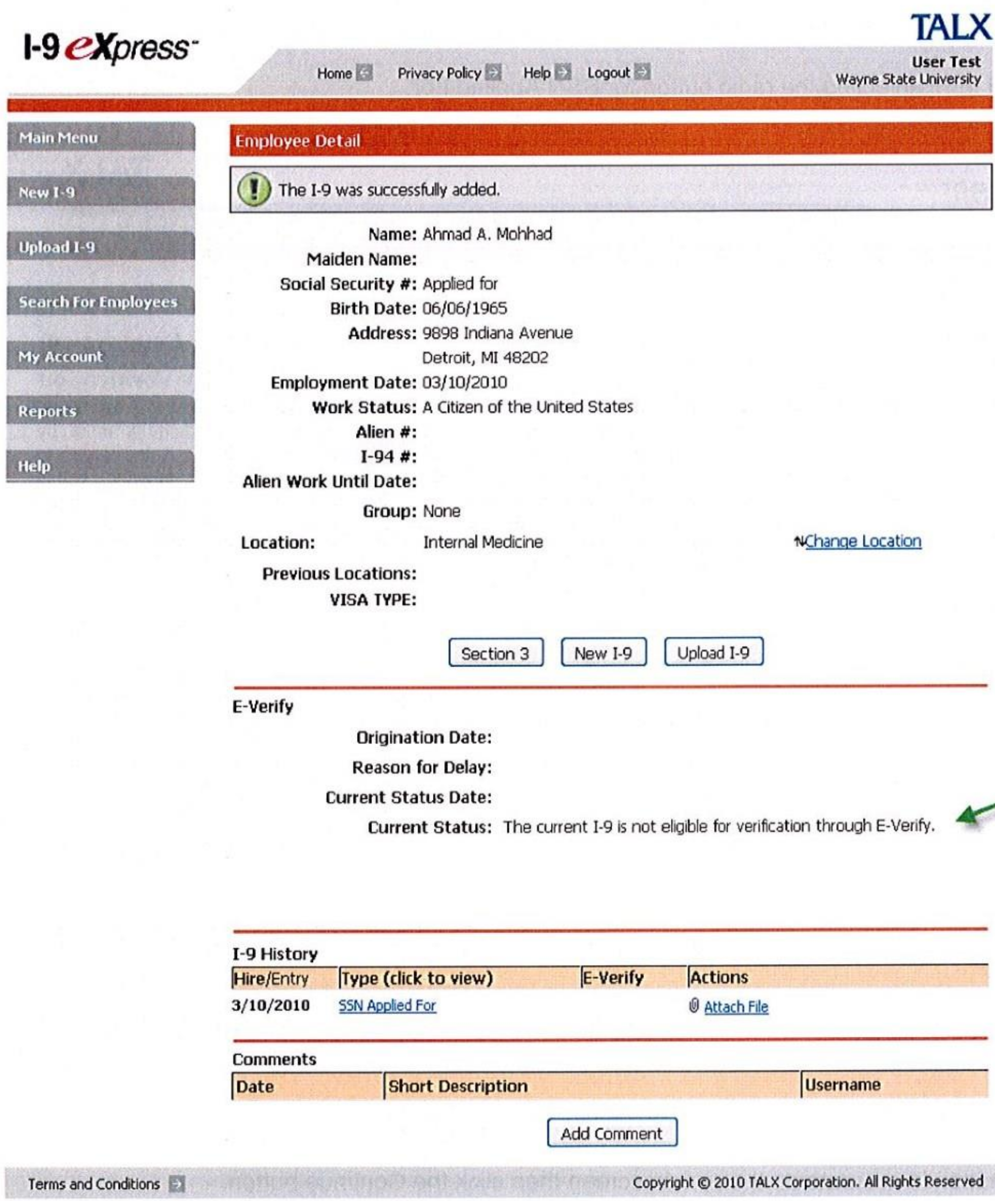
Step 6: The Employee Review Screen appears. Verify the information is accurate and electronically sign the form by checking the box.

Step 7: Click the Continue button. The I-9 is sent to Pending status and Section 2 of the I-9 Form appears. Select the work authorization documents as presented to you by the employee. For example, if the employee lost their SSN card they may presen you with a receipt for lost SSN (List C) and a driver's license (List B).

Step 8: After entering the work authorization documents, click the Continue button.

Step 9: The Employer Review screen appears. Verify that all the information is accurate and electronically sign the form.

Step 10: The Employee Detail screen appears indicating that the I-9 was successfully added to the system. E-Verify will (most likely) return a non-eligible status as shown in the image below and place the form in the SSN Applied For category.



HOW TO RESOLVE A SSN APPLIED FOR

After you have received the new SSN from the Employee, you can resolve the SSN Applied For I-9 by following the steps below.

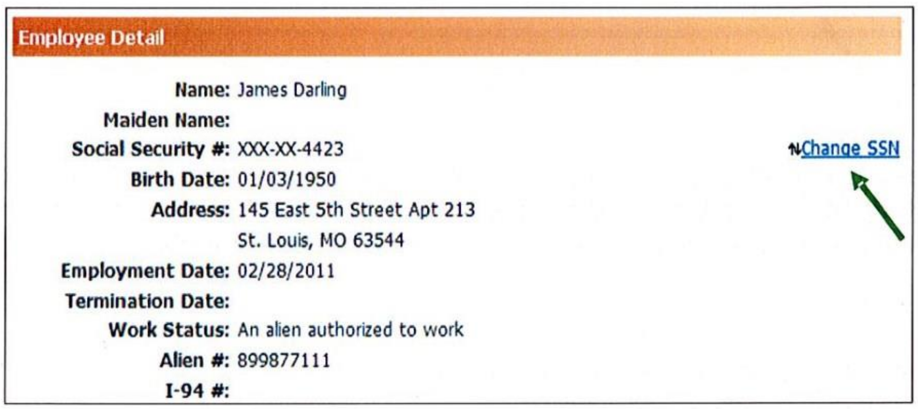
Step 1: When the employee presents you with valid work authorization (in this case their new SSN) return to the I-9 eXpress Main Menu.

Step 2: Click the SSN Applied For link from the Quick Search box.

Step 3: Click the Employee's name

Step 4: The Employee Details page appears. Notice the I-9 History shows that the Employee applied for a SSN. Click the SSN Applied For link.

Step 5: Click the **Change SSN** link on the Employee Detail page. The Change Social Security Number screen appears. Identify the work authorization document presented to you by the Employee (in this case, the new SSN).


Employee Detail

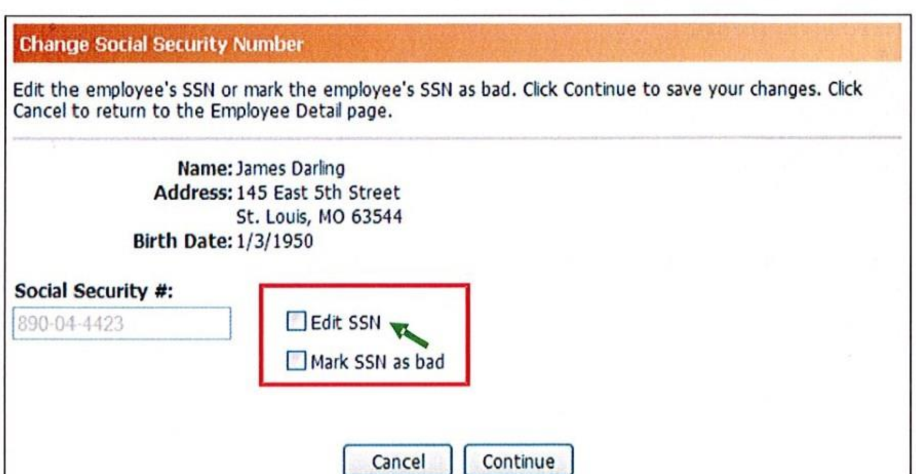
Name: James Darling
Maiden Name:
Social Security #: XXX-XX-4423
Change SSN
Birth Date: 01/03/1950
Address: 145 East 5th Street Apt 213
St. Louis, MO 63544
Employment Date: 02/28/2011
Termination Date:
Work Status: An alien authorized to work
Alien #: 899877111
I-94 #:

The Change Social Security Number screen appears. Identify the work authorization document presented to you by the Employee (in this case, the new SSN).

Step 6: Check the box next to **Edit SSN**

<u>*Description of options.*</u>

- ***Edit SSN*** *– employers can add an SSN if there is no SSN on the I-9 or edit an SSN*
- ***Mark SSN as Bad*** *– employers can mark an existing SSN on an I-9 as bad. This removes the SSN from the employee record. This option is used if an employee is no longer working for the employer, but they have reason to believe that the SSN does not belong to the employee.*


Change Social Security Number

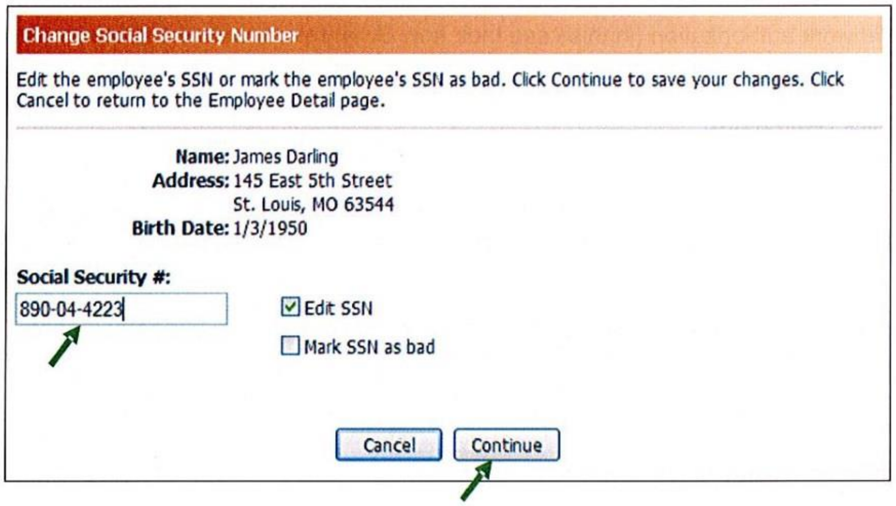
Edit the employee's SSN or mark the employee's SSN as bad. Click Continue to save your changes. Click Cancel to return to the Employee Detail page.

Name: James Darling
Address: 145 East 5th Street
St. Louis, MO 63544
Birth Date: 1/3/1950

Social Security #:
890-04-4423
Edit SSN
Mark SSN as bad

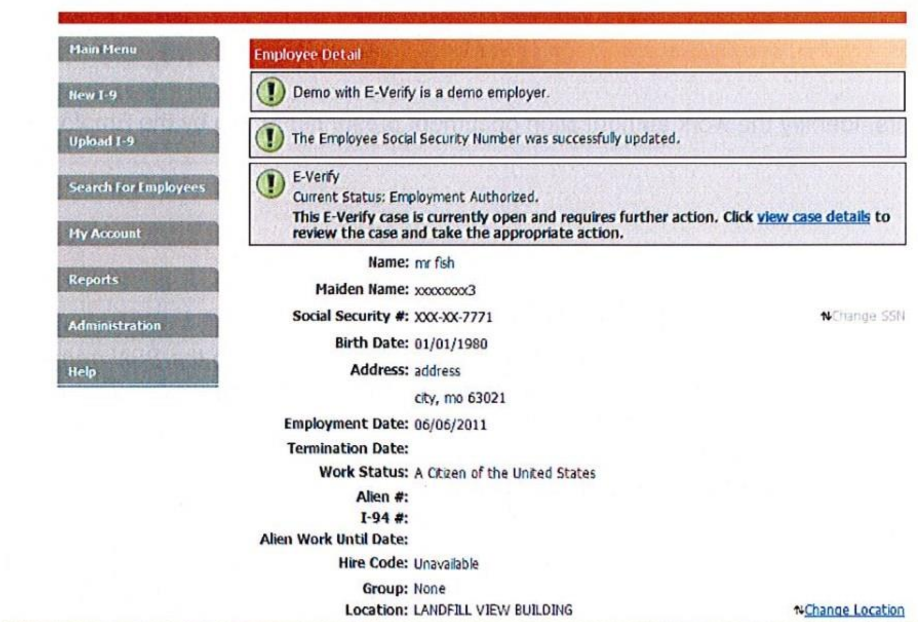
Cancel Continue

Step 7: Enter the SSN number under the **Social Security #** field and verify the information is accurate



Step 6: Click the **Continue** button.

Step 7: The **Employee Detail** page screen appears and two messages are displayed: One indicates that the SSN Number was successfully updated and 2) an E-Verify message indicating the current case status. Please note: when you enter the employee's SSN, I-9 eXpress will automatically submit the employee's information to E-Verify, if the employee was eligible for E-Verify when the original I-9 was completed.



Step 9: Attach all supporting documents (see the Attaching Supporting Documents job aid)

I-9 eXpress

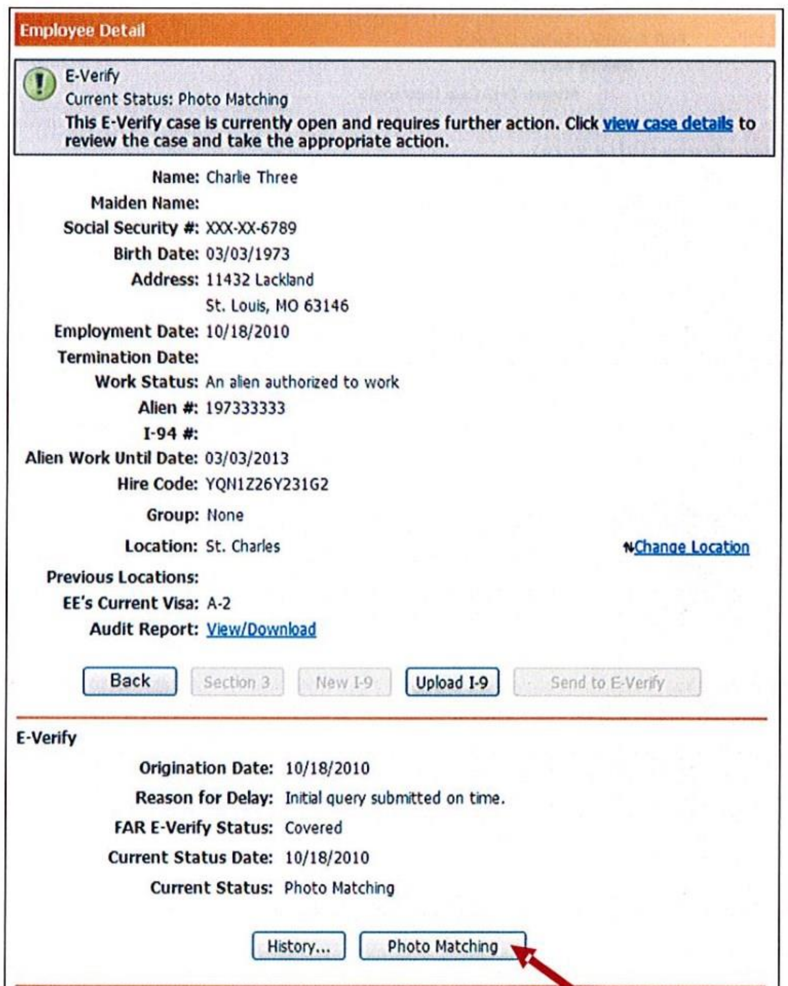
E-Verify Photo Matching

- **Photo Matching** is an E-Verify tatus regarding the E-Verify Photo Matching tool.
- The status of **Photo Matching** may be returned as an initial response by E-Verify.
- The **Photo Matching** status requires you to compare the photograph on the employee's Section 2 document to the picture displayed by E-Verify.
- You must then indicate if the photograph on the employee's document matches the photograph displayed by E-Verify. The documents included in the Photo Matching tool are **U.S. Passport or Passport Card, I-766 (Employment Authorization Document) and I-551 (Permanent Resident Card)**.

Photo Matching Scenario #1 (Photograph matches)

The employee presents a U.S. Passport or Passport Card, I-766 or I-551 document for their Form I-9. The initial response of **Photo Matching** is returned.

- To complete the photo match, click the **Photo Matching** button.



Employee Detail

E-Verify
Current Status: Photo Matching
This E-Verify case is currently open and requires further action. Click view case details to review the case and take the appropriate action.

Name:	Charlie Three
Maiden Name:	
Social Security #:	XXX-XX-6789
Birth Date:	03/03/1973
Address:	11432 Lackland St. Louis, MO 63146
Employment Date:	10/18/2010
Termination Date:	
Work Status:	An alien authorized to work
Alien #:	197333333
I-94 #:	
Alien Work Until Date:	03/03/2013
Hire Code:	YQN1Z26Y231G2
Group:	None
Location:	St. Charles — Change Location
Previous Locations:	
EE's Current Visa:	A-2
Audit Report:	View/Download

Back | Section 3 | New I-9 | Upload I-9 | Send to E-Verify

E-Verify

Origination Date:	10/18/2010
Reason for Delay:	Initial query submitted on time.
FAR E-Verify Status:	Covered
Current Status Date:	10/18/2010
Current Status:	Photo Matching

History... | Photo Matching

I-9 eXpress

E-Verify Photo Matching

Clicking this button takes the user to the E-Verify History page where the photograph that should be on the employee's document is displayed.

E-Verify History - Case Number: 2010291173212XH

Initial Verification (10/18/2010)

Name: Charlie Three
Social security #: XXX-XX-6789
Birth date: 03/03/1973
Employment date: 10/18/2010
Work Status: An alien authorized to work
Alien #: 197333333
I-94 #:
Passport #:
Visa #:
Document Type: Form I-766 - Employment Authorization Document that contains a photograph
Document #: ABC1234567890
Document Expiration Date: 03/03/2013
Initiated By: John Smith
E-Verify Company ID Number: 11457
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Return Name:
Status: DHS Case Incomplete

DHS Reverification (10/18/2010)

Alien Number: 197333333
Document Number: CTV2103031973
Initiated By: John Smith
Status: Photo Matching

E-Verify Photo Matching

You **MUST** compare the photo below to the photo on the Form I-766 - Employment Authorization Document that contains a photograph presented by the employee. Do **NOT** compare the photo below from E-Verify to the employee directly.

Does the photo below match the photo on the Form I-766 - Employment Authorization Document that contains a photograph presented by the Employee?

Click to Enlarge

○ Yes. The photographs are the same.
○ No. The photographs are different.

IMPORTANT! Make sure your selection above is correct. Then, click the **Continue** button below to conifrm your response with E-Verify.

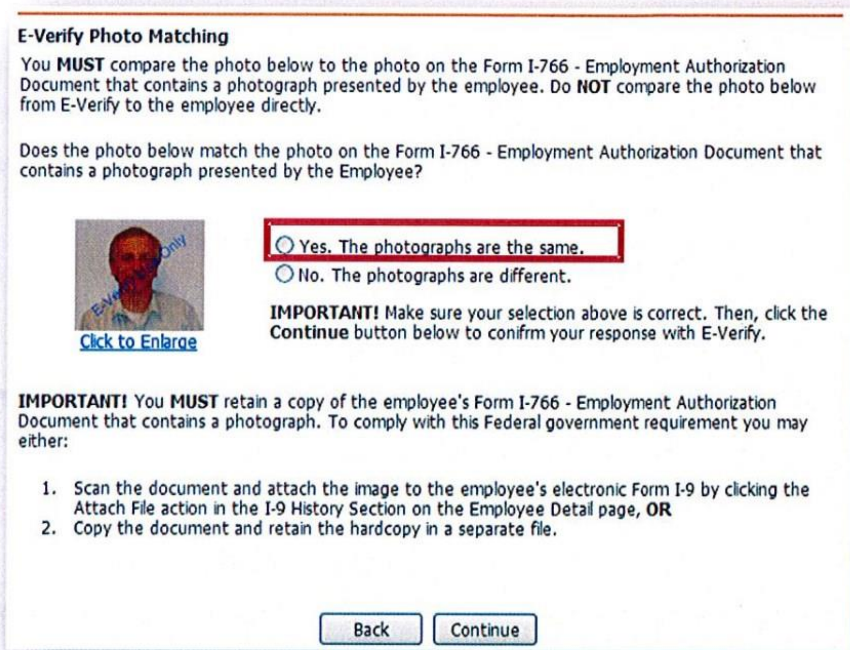
IMPORTANT! You **MUST** retain a copy of the employee's Form I-766 - Employment Authorization Document that contains a photograph. To comply with this Federal government requirement you may either:

1. Scan the document and attach the image to the employee's electronic Form I-9 by clicking the Attach File action in the I-9 History Section on the Employee Detail page, **OR**
2. Copy the document and retain the hardcopy in a separate file. If you retain a hardcopy, use the Comment feature on the Employee Detail page to note that the hardcopy is being retained in a separate file.

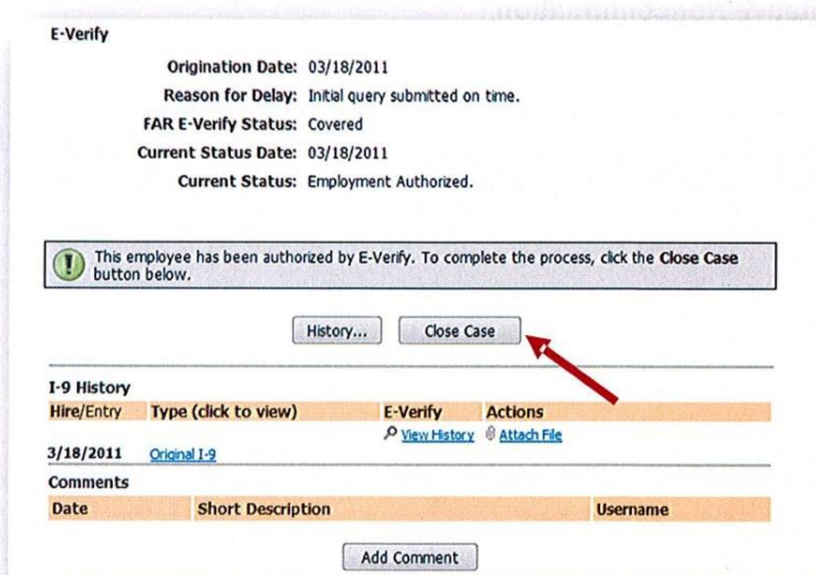
Back | Continue

Instructions are displayed for the user explaining what they must do to indicate that the photographs do or do not match.

If you Click "Yes. The photographs are the same" to confirm that the photo on the employee's document matches the photo returned by E-Verify.



E-Verify will then update the case status to **Employment Authorized** and you can close the case



- The default option is *'The employee continues to work after receiving an Employment Authorized result'.* If this is the correct response, click the Close Case button.
- Click **Close Case**

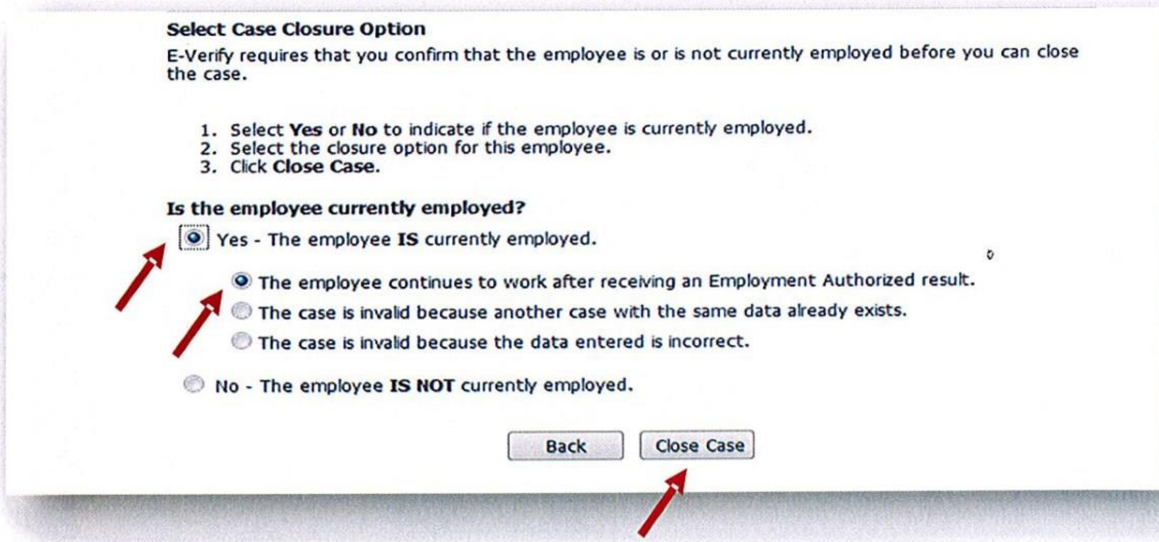


Photo Matching Scenario # 2 (Photograph do not match – Employee Contests)

If you Click "No. The photographs are different" to indicate that the photo on the employee's document does not match the photo returned by E-Verify. E-Verify will then update the case status to **DHS Tentative Nonconfirmation**.

Below is an illustration of the process users if a photo match tool document is presented, the User indicates that the photo on the employee document **does NOT match** the photograph displayed in the Photo Tool, **AND** the employee chooses to Contest the E-Verify results.

I-9 eXpress

E-Verify Photo Matching

E-Verify Photo Matching

You **MUST** compare the photo below to the photo on the Form I-766 - Employment Authorization Document that contains a photograph presented by the employee. Do **NOT** compare the photo below from E-Verify to the employee directly.

Does the photo below match the photo on the Form I-766 - Employment Authorization Document that contains a photograph presented by the Employee?

Click to Enlarge

○ Yes. The photographs are the same.

○ No. The photographs are different.

IMPORTANT! Make sure your selection above is correct. Then, click the **Continue** button below to conifrm your response with E-Verify.

IMPORTANT! You **MUST** retain a copy of the employee's Form I-766 - Employment Authorization Document that contains a photograph. To comply with this Federal government requirement you may either:

1. Scan the document and attach the image to the employee's electronic Form I-9 by clicking the Attach File action in the I-9 History Section on the Employee Detail page, **OR**
2. Copy the document and retain the hardcopy in a separate file.

Back | Continue

1. A message is displayed informing the User that a hardcopy of the employee's document should be retained (based on the employer's configuration to retain hardcopy, electronic copy or either). The User should click the checkbox to confirm that the copy has been retained.

DHS Reverification (10/18/2010)

Alien Number: 197333333
Document Number: CTV2103031973
Initiated By: John Smith
Status: Photo Matching

Photo Matching (10/26/2010)

Status: Photos did not match
Initiated By: John Smith
Copy Retained: No
Status: DHS Tentative Nonconfirmation.

IMPORTANT! For a case with Photo Matching you MUST retain a copy of the employee's document. Copy the document and retain the hardcopy in a separate file. Use the Comment feature on the Employee Detail page to note that the hardcopy is being retained in a separate file.

☐ A hardcopy of the employee's document has been made and retained.

Update status

ACTION REQUIRED!

The Tentative Nonconfirmation Notices on this page are for informational purposes only. They are only provided to help the employee decide to contest or not contest the E-Verify results. When the employee makes their decision you MUST click on the appropriate button below. After clicking the appropriate button you MUST follow the steps listed on the E-Verify History page to actually refer the employee to SSA or DHS to close this Tentative Nonconfirmation. You MUST print the E-Verify documents on the E-Verify History page and provide copies to the employee.

View DHS Tentative Nonconfirmation Notice
View DHS Tentative Nonconfirmation Notice (Español)

Back | Contest | Not Contest | Close Case

2. Click the appropriate Contest/Not Contest option. If the employee has elected to Contest, click the **Contest** button.
3. You will then be taken into the Contest wizard to follow the steps to process the Contest and refer the employee.

DHS Referral - Case Number: 2010291173212XH

Verify Information — Print Notice — Refer Employee — Print Letter — Complete

Verify Case Information

Verify case information below and click Continue.

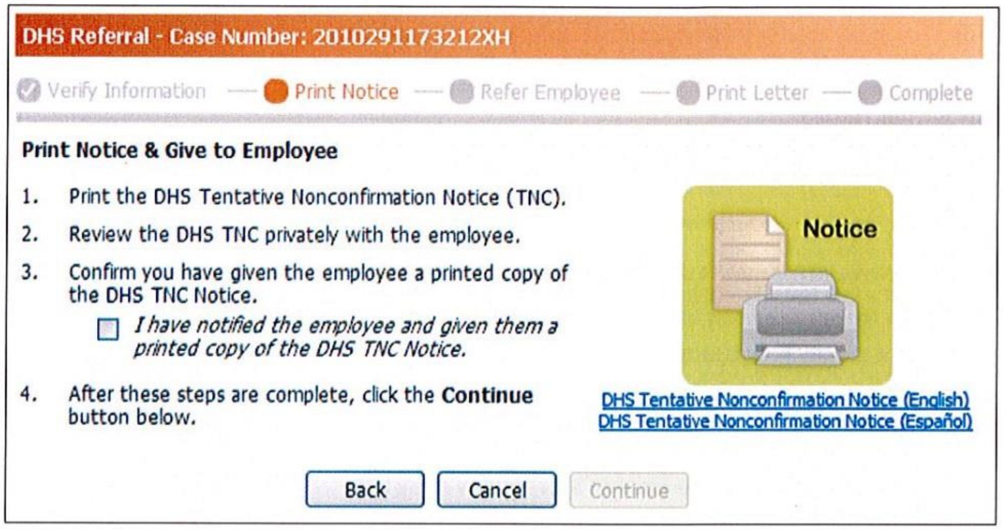
Initial Verification (10/18/2010)

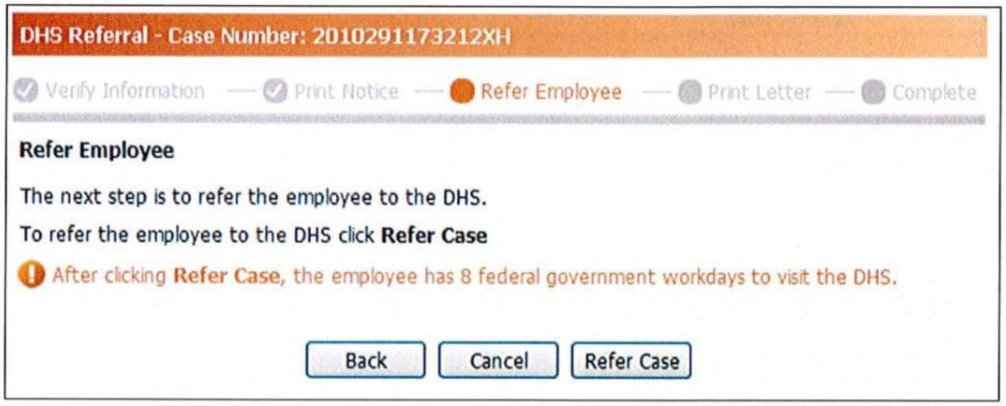
Name:	Charlie Three
Social security #:	XXX-XX-6789
Birth date:	03/03/1973
Employment date:	10/18/2010
Work Status:	An alien authorized to work
Alien #:	197333333
I-94 #:	
Passport #:	
Visa #:	
Document Type:	Form I-766 - Employment Authorization Document that contains a photograph
Document #:	ABC1234567890
Document Expiration Date:	03/03/2013
Initiated By:	John Smith
E-Verify Company ID Number:	11457
Reason for Delay:	Initial query submitted on time.
FAR E-Verify Status:	Covered
Return Name:	
Status:	DHS Case Incomplete

Cancel | Continue

I-9 eXpress

E-Verify Photo Matching

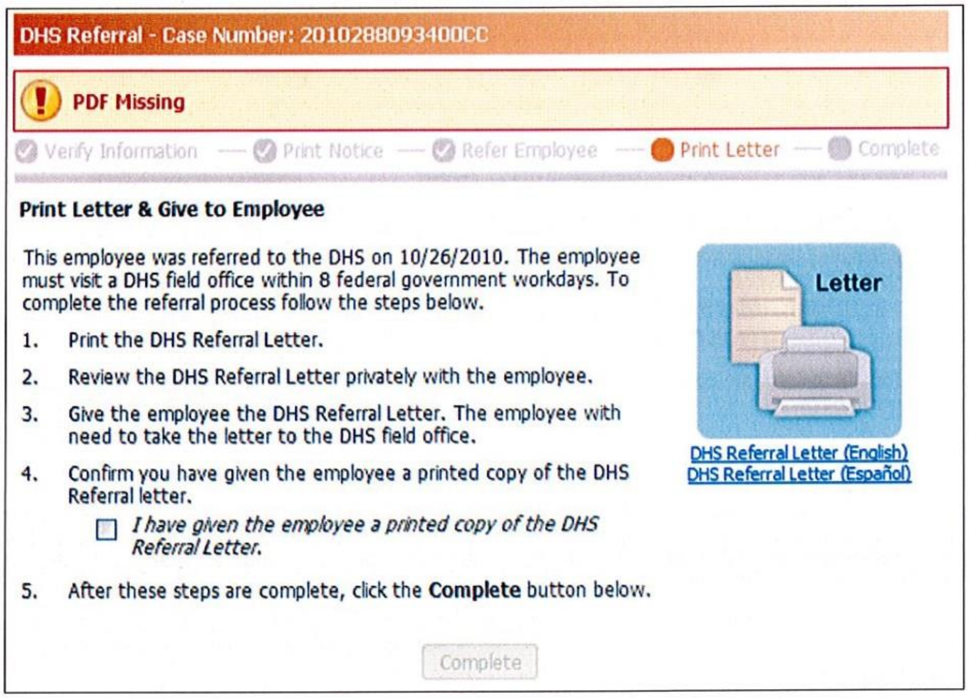


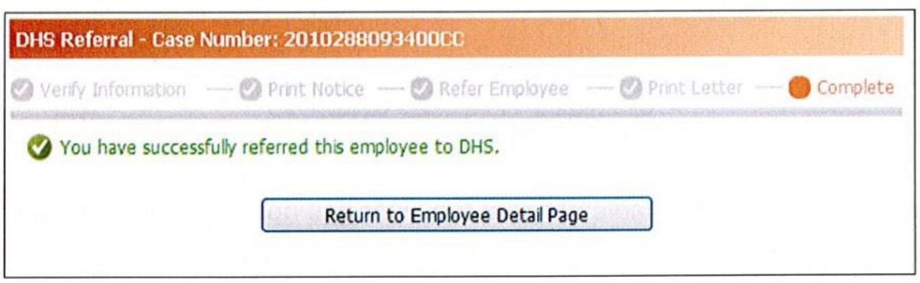


Note: the message on this page indicates that the User <u>has not</u> confirmed the hardcopy document has been retained.

I-9 eXpress

E-Verify Photo Matching

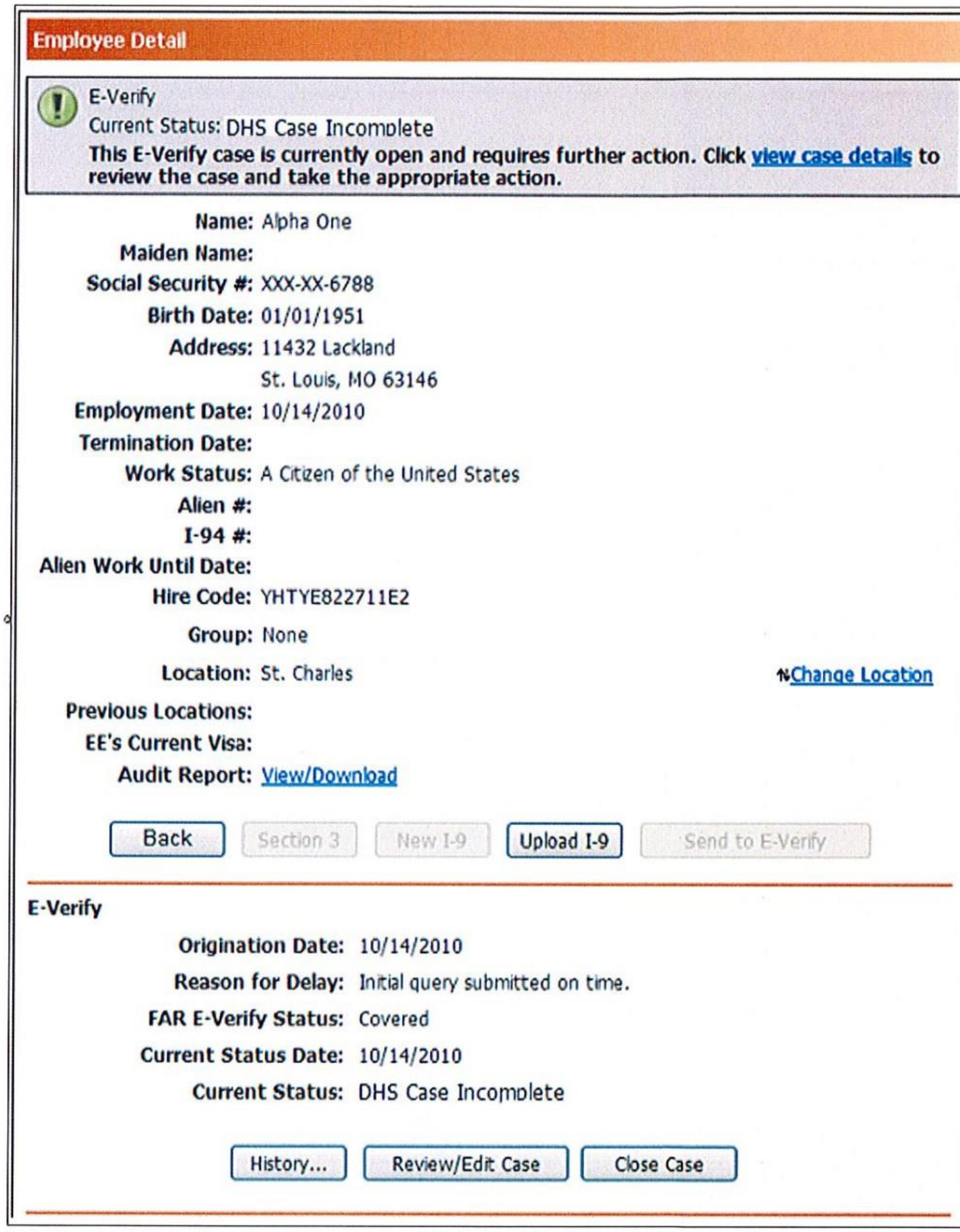




Screenshot: Employee Detail page

I-9 eXpress

E-Verify Photo Matching


Employee Detail

E-Verify
Current Status: DHS Case Incomplete
This E-Verify case is currently open and requires further action. Click view case details to review the case and take the appropriate action.

Name: Alpha One
Maiden Name:
Social Security #: XXX-XX-6788
Birth Date: 01/01/1951
Address: 11432 Lackland
St. Louis, MO 63146
Employment Date: 10/14/2010
Termination Date:
Work Status: A Citizen of the United States
Alien #:
I-94 #:
Alien Work Until Date:
Hire Code: YHTYE822711E2
Group: None
Location: St. Charles Change Location
Previous Locations:
EE's Current Visa:
Audit Report: View/Download

Back | Section 3 | New I-9 | Upload I-9 | Send to E-Verify

E-Verify

Origination Date: 10/14/2010
Reason for Delay: Initial query submitted on time.
FAR E-Verify Status: Covered
Current Status Date: 10/14/2010
Current Status: DHS Case Incomplete

History... | Review/Edit Case | Close Case

When E-Verify returns the status of **DHS Case Incomplete** for U.S Passport, you can click the **Review/Edit Case** button to review the data submitted to E-Verify.

For instructions of a Case Incomplete, refer to the **"How to handle a SSA-DHS Case Incomplete"** Job aid.

Dina Marie Curry-Weems

From:	Mary Helen Earhart <mearhart@wayne.edu>
Sent:	Monday, February 24, 2014 1:24 PM
To:	'Robin Collins'; 'Kellie Renee Lauder'; 'Deborah Lynne Mccreless'; 'Marnita K. Lloyd'; 'Amy Lynn Hays'; 'Gary L. Morden'; 'Joanne Tadako Miyamoto'; 'Joanne C. Lewan'; 'Nakia Robinson'; 'Lindsay E Chismody'; 'Valecia Pearson Chandler'; 'Maria Andrea Coleman'; 'RaShan Mikole Duckworth'; Sherry M. Pruitt; 'Julianne Maruszewski'; 'Dina N. Hardeman'; Linda Ann McCraw; 'Chelsea Henson'; 'TeAundra R. Moore'; 'Dina Marie Curry-Weems'; jennifer.bidlingmaier@wayne.edu
Cc:	'Keyantee C Davis'; 'Diane Joy Dailey'; Tarry Lynn Paylor; 'Brian Nicholas Wittenberg'; ''Lila Asante-Appiah''; hrsolutions@wayne.edu
Subject:	IMPORTANT: E-Verify Enhancement: Tentative Nonconfirmation Process
Attachments:	E-verify process for handling TNC cases.docx

Good afternoon,

In an effort to streamline the E-Verify process for handling SSA/DHS Tentative Nonconfirmation (TNC) cases, the United States Citizenship and Immigration Services (USCIS) has recently implemented the following changes to the TNC notices:

- Replacement of the TNC Notice and Referral Letter with the Further Action Notice (FAN) and the Referral Date Confirmation (RDC) notice.

To comply with the USCIS new document requirements, effective **Wednesday, February 26, 2014,** I-9 eXpress will be updated to reflect these changes. Please see the table below for more information on the two new documents.

IMPORTANT: There are NO changes to the current steps you are required to follow when handling a Tentative Nonconfirmation (TNC) case.

Also, please find attached the modified Wayne State *"E-Verify Process for Handling TNC cases"*. You are required to begin using these instructions effective **Wednesday, February 26, 2014.** A copy of this document is located in the **W:\HR Client Services\Common\Operational Procedures\I-9 eXpress\SSA and DHS TNC\E-verify process for handling TNC cases**

Document Title	What does the document include (in a nutshell):
Further Action Notice (FAN)	The Further Action Notice (FAN) appears when an employee receives a TNC. It explains the reason for the TNC, the employee's decision to contest and instructions for contesting the findings. Includes employee's information as it was entered into the I-9. You and the employee should review the document together to ensure the employee's information is accurate. You will be required to print out and give the employee a Further Action Notice (FAN). The Further Action Notice (FAN) has been translated into several languages and will be available via I-9 Management Help. Note: You must first provide a copy in English during the TNC process.
Referral Date Confirmation (RDC) notice	If the employee decides that he or she will contest the tentative nonconfirmation, you will be required to print out and give the employee a

	Referral Date Confirmation (RDC) notice. This document identifies the exact date by which the employee must visit the SSAN or contact DHS to begin resolving the TNC. It also informs the employee that if he or she fails to act by that deadline, a final nonconfirmation notice will be issued and the employer may terminate the employee. The Referral Date Confirmation (RDC) notice has been translated into several languages and will be available via I-9 Management Help. Note: You must first provide a copy in English during the TNC process.

Please let me know if you have any questions or concerns related to these changes.

Thank you for your continued support.

Mary Earhart