Part-Time Faculty eContract to EPAF

**Process begins when Chair has completed credentialing in workForum and made a decision to hire**

1. **Verify Funding**
2. **Verify Position, Person Exist, NBAJOB record**
3. **Have a Position?**
   - **YES**
     - **Verify Has Active Application**
     - **Contact candidate for verbal agreement to move forward with hiring**
   - **NO**
     - **Go To Pg5 A**
4. **Individual who has not worked within 2 years needs background check**
5. **New Hire**
   - **NO**
     - **Go To Pg2 F**
   - **YES**
     - **Create eContract**
     - **Go To Pg2 G**
6. **For NEW Hires send information letter from FAS to the email address on their Application**
7. **Initial contact with the candidate originator needs to inform them to**
   1) verify email address on application
   2) look for an email from UofM about information to initiate the background check
   3) background check is required before a hiring contract can be initiated
8. **eMail Faculty Services For Background Check**
9. **Update Hiring Status 'Offered Position'**
10. **eMail Faculty Services**
11. **Revise eContract**
12. **Cancel eContract**

**Flowchart Directions:**
- **START**
- **Verify Funding**
- **Verify Position, Person Exist, NBAJOB record**
- **Have a Position?**
- **Verify Has Active Application**
- **Contact candidate for verbal agreement to move forward with hiring**
- **Individual who has not worked within 2 years needs background check**
- **New Hire**
- **Create eContract**
- **Update Hiring Status 'Offered Position'**
- **eMail Faculty Services**
- **Revise eContract**
- **Cancel eContract**
Part-Time Faculty eContract to EPAF – “TO BE”

Verify Application → Search Person Exist → Need Background Check? NO → Bkground Okay? YES → New Person YES → Create PPAIDEN PEAEMPL

Generate the Activation Code

Update Student Form (SIAINST)

eMail Dept Bkgrd Results / Welcome letter if needed

UUID created for New people using PEAEMPL current hire date

Review to Approve → Return for Correction? NO → Candidate Signature needed? YES → Go To Pg3 H

From Pg1 G

From Pg1 K

From Pg1 F

From Pg1 B

Go To P3 D

Go To P3 E

Go To Pg3 L

Go To Pg1 J

Go To Pg3 H
Part-Time Faculty eContract to EPAF – “TO BE”

WorkForce Mgmt

- eMail Candidate to initiate the Background Check w/ Application Station
- Notify FAS when report is returned
- Go to Pg2 E

Candidate

- Accept/Reject Contract
- Auto eMail Originator Accepted/Rejected
- Accepted Contract?
  - NO: Go to Pg1 I
  - YES: Review to Approve

Chair/Director Apprvl (Level 10)

- Review to Approve
- Approved?
  - YES: Go to Pg1 M
  - NO: Go to Pg4 N

From Pg2 D

From Pg2 H

From Pg2 L
Part-Time Faculty eContract to EPAF – “TO BE”

**Dean/Designee Approval (Level 20)**

1. From Pg3 N
2. Review to Approve
3. Approved? NO → Exception Exist? NO → Go To Pg5 O
   - YES → Go To Pg1 P

**Vice-Provost Approval (Level TBD)**

4. Review to Approve
5. Approved? YES → Go To Pg5 Q
   - NO → Go To Pg1 R

**Phase**

- If there is an exception a designee cannot approve
- Upon final approval emails sent to: Share Service, FAS, Originator, Candidate
Approval Process for Part-Time Faculty eContract and EPAFS

Dept Originator

Create eContract

Approved?

YES

Accept?

YES

Approved? (Level 10)

Dean/Designee
Level 20

Approved (Level 20)

Approved?

YES

Exception?

NO

Create EPAF

YES

Approved (Level 30)

Vice Provost
Level 30

Shared Services

Approved

NO

Revise
EContract

Review Approved?

NO

Accepted

NO

Approved

NO

Exception?

NO

Revise eContract

level 10

Candidate

Chair/Director
Level 10

Level 10

NO

Exception?

NO

Create EPAF

YES

Approved (Level 30)

Level 20 Designee cannot approve if there is an exception

Revised eContracts – if candidate signature not needed after FAS approval goes to level 10

eContract status updates ‘Cancelled’
Pains & Issues:

Please Read First:
The issues and pain points identified during the As Is Process Mapping workshop and the Analysis workshop are noted below. The Issue is numbered and its Root Cause Analysis is in red text, preceded by RCA prefix.

1. Departments do not originate the 'new hire' process in time for background checks to be processed before contracts are created and approved.
   RCA: Chairs do not abide by deadlines

2. Candidate does not respond promptly to initiate the background check with third party vendor – “Application Station”
   RCA: They may not be checking their personal e-mail accounts in a timely manner, they do not act promptly when receive email from UofM Workforce Management department, are unaware to look for the UofM e-mail.
Process will include the department reaching out to make contact with the candidate to validate they are still interested in teaching, remind them to have a valid email address on their application and be aware they cannot be hired until they have agreed and past the background check. Inform them to look for an email from the University of Memphis Workforce Management team.

Letters to re-appointment, re-hires – If re-appointment they need to be reminded if they have forgotten their password to go to IAM and reset their password.

Dates for EPAF: Query date – this populates the Job Begin Date on EPAF. Job Effective Date also populates from the query date, which should be the 1st day of the employee’s assignment begin date. Personnel Date – actual 1st day at work for that assignment. How does Share Services know what to put in these fields (per Faculty summer comp guides).

PEAEMPL date – for re-appointments who have been gone 45 day or more from the termination date on PEAEMPL need to have the current hire date updated in order for their university account to be reactivated. Colette checking with IT to find out if the persons’ account is inactive, does this mean they cannot access their email account. If they cannot, then the PEAEMPL record will need to be updated before a reappointed person can see the eContract. EPAF writes to the current hire date field (which date field is it pulling from the EPAF), this will be automatic and prior to the person being on campus.

Discuss reasons for when a Sponsored account should be created. Sponsor account website says for visiting faculty. If new person, with the new process FAS should not create a PPAIDEN or a PEAEMPL until the person has passed the background check. Once background checks is complete and ok, then if full time or part-time faculty need accounts and access before classes beginning, then just create the PPAIDEN and PEAEMPL with a current hire date effective when you want their accounts to be created.

Exceptions on eContracts – does it matter if the candidate sees it? Today sometimes all the signatures are gathered before the PTF signs the contract.

Courses on eContract – if we pull all the classes the person is assigned to in Banner student and they fall in different departments – how would you handle the approval process? Who would approve the one EPAF? If exception needed how determine ownership who processes the exception?

Background check – do you want to add an SDE (supplemental data entry) field to the PEAEMPL? What would you want a date field? A field that indicates they passed (Y/N)? Who has access to PEAEMPL to view? FAS would update the field as they create the PEAEMPL.