Part-Time Faculty eContract to EPAF

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

Dept Requestor

START

Verify Funding

Verify Position, Person Exist, NBAJOB record

Have a Position?

YES

NO

Go To Pg5 A

Verify Has Active Application

Contact candidate for verbal agreement to move forward with hiring

Candidate agrees?

NO

Go To Pg5 C

Individual who has not worked within 2 years needs background check

YES

From Pg2 F

New Hire

NO

Create eContract

Go To Pg2 G

For NEW Hires send information letter from FAS to the email address on their Application

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

YES

Update Hiring Status 'Offered Position'

eMail Faculty Services For Background Check

Go To Pg2 B

From Pg2 J

Revise eContract

YES

Go To Pg2 K

From Pg3 I

From Pg3 M

From Pg4 P

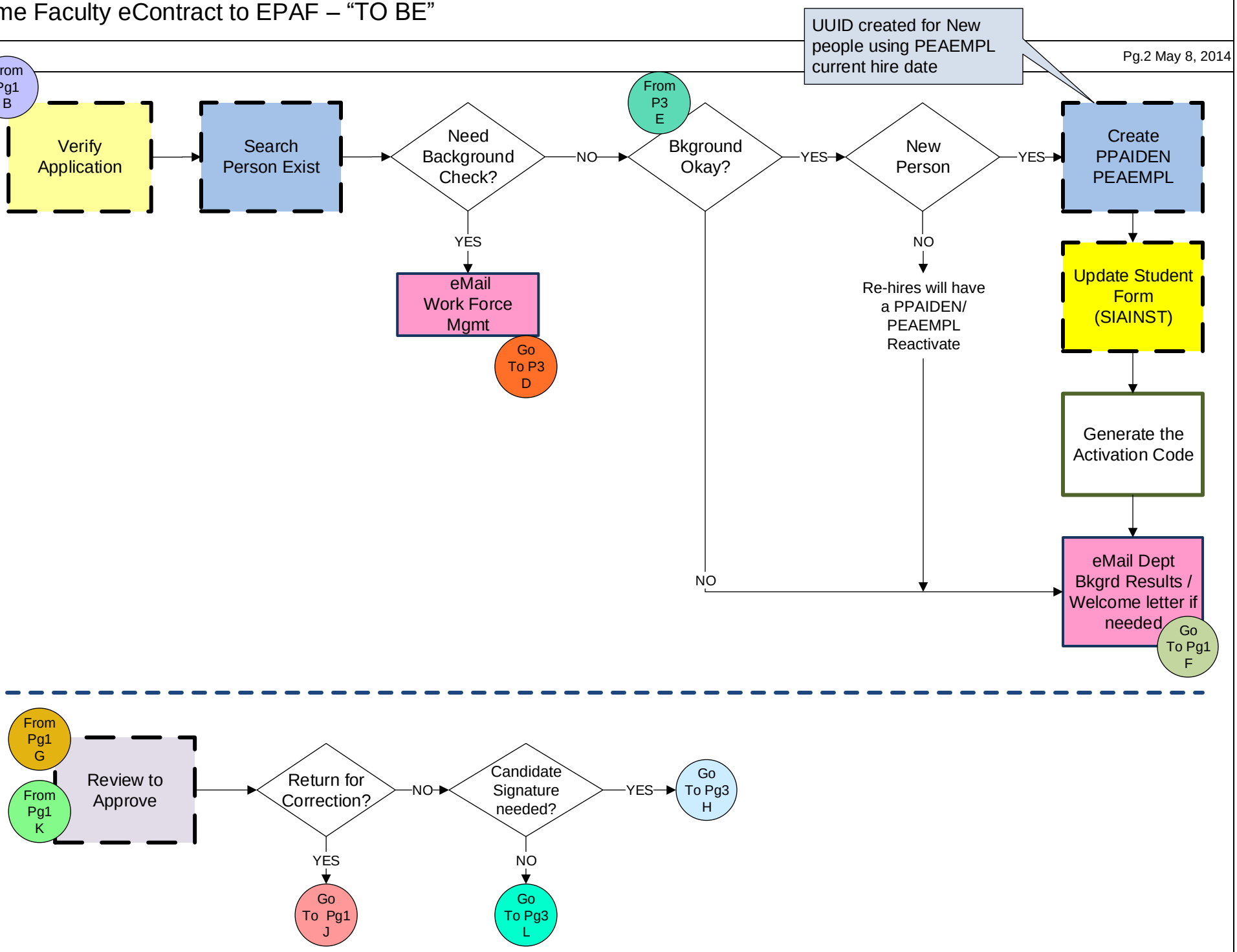
From Pg4 R

Cancel eContract

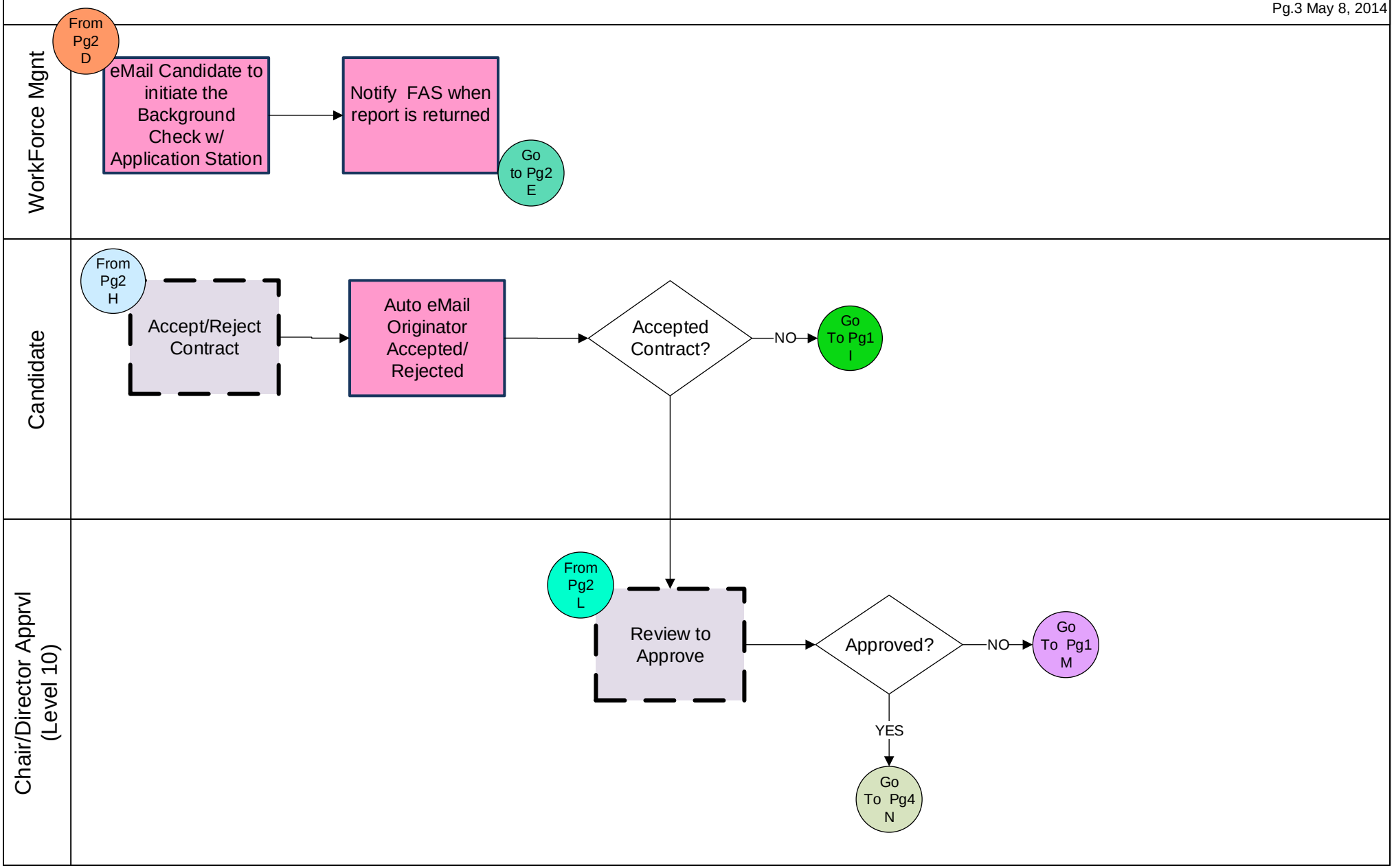
Go To Pg5 J

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

Faculty Admin Services



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



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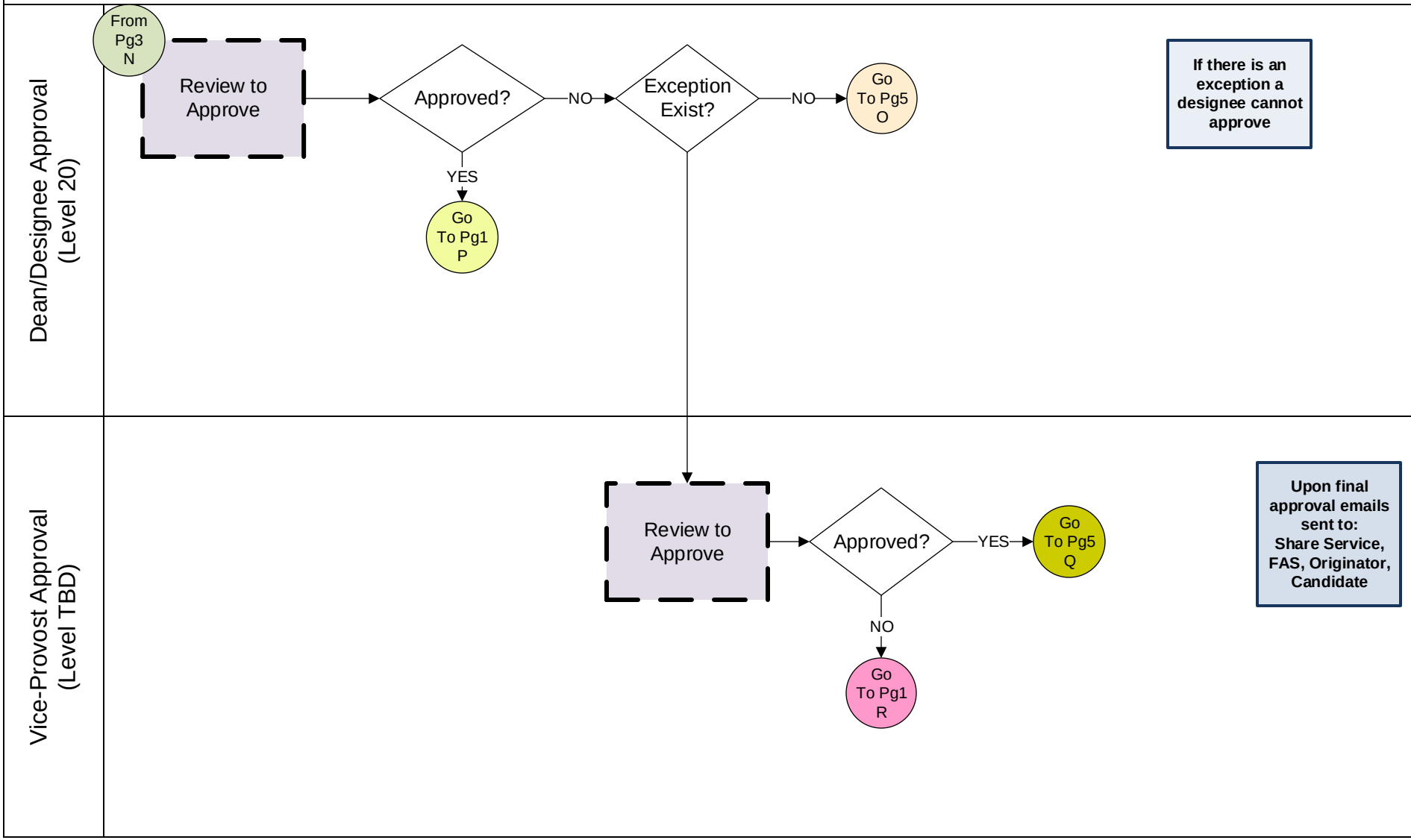
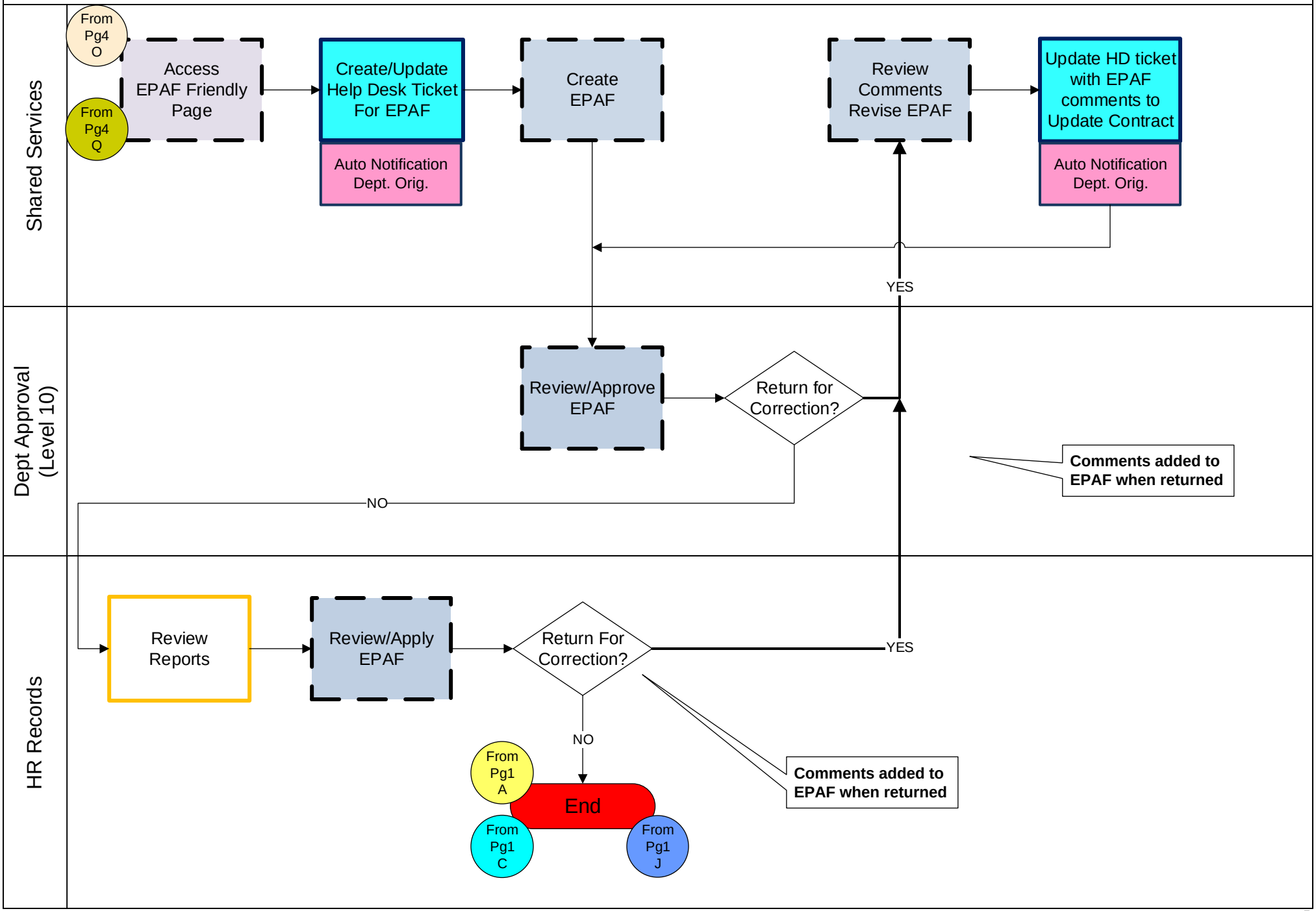
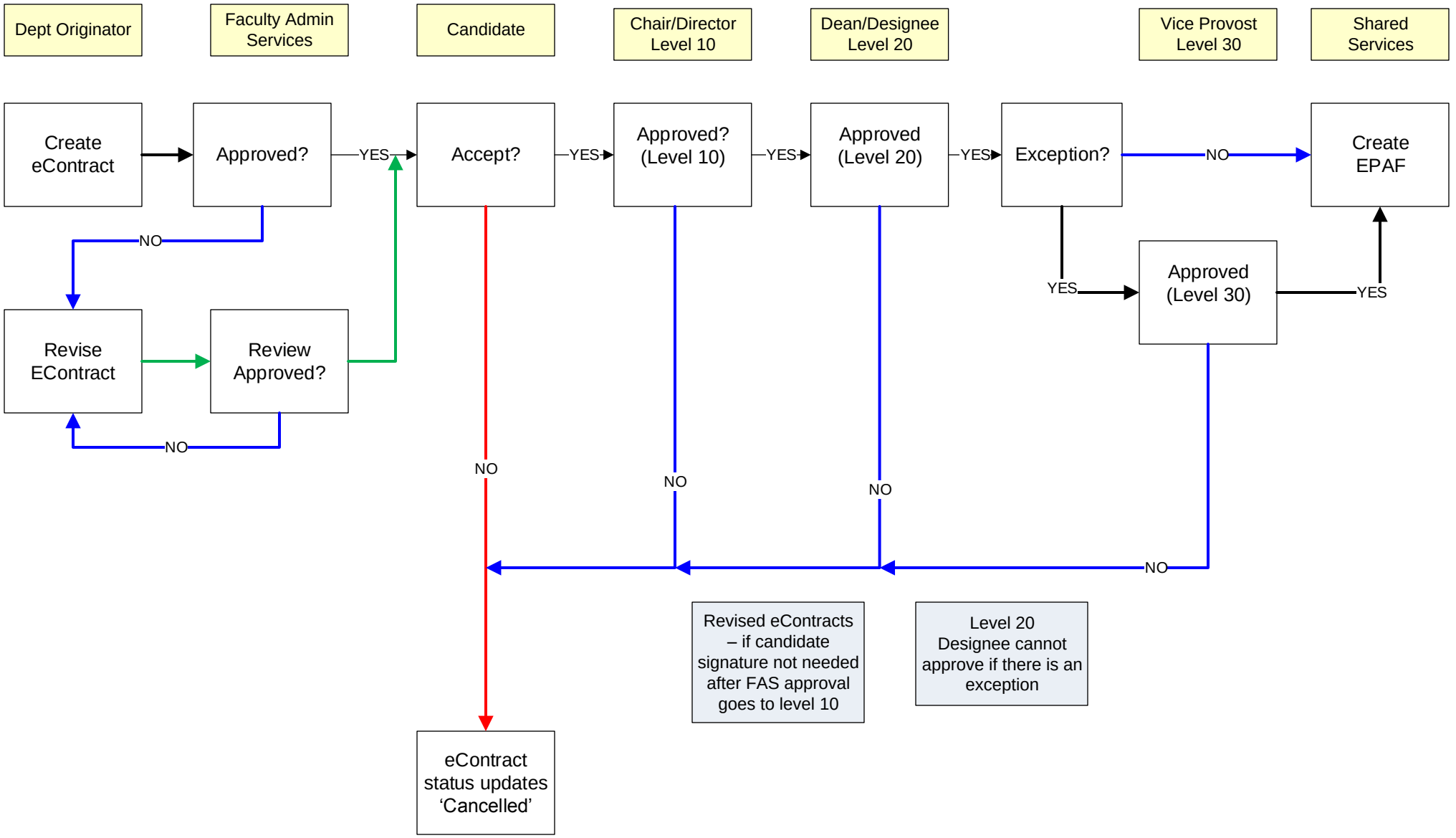


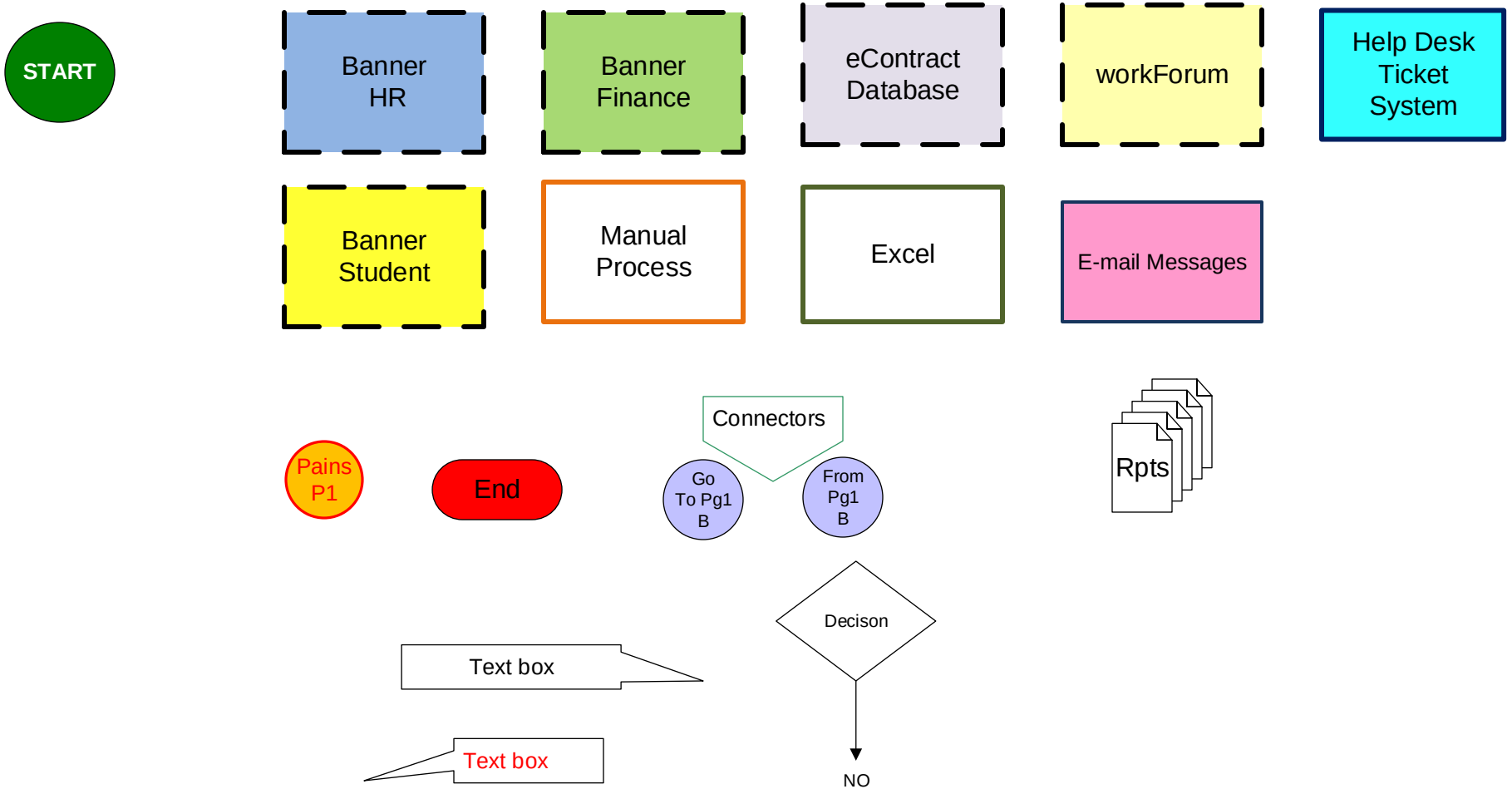
Part-Time Faculty eContract to EPAF – "TO BE"



Approval Process for Part-Time Faculty eContract and EPAFS



Legends


START
Banner HR
Banner Finance
eContract Database
workForum
Help Desk Ticket System
Banner Student
Manual Process
Excel
E-mail Messages
Pains P1
End
Connectors
Go To Pg1 B
From Pg1 B
Rpts
Decison
Text box
Text box
NO

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.