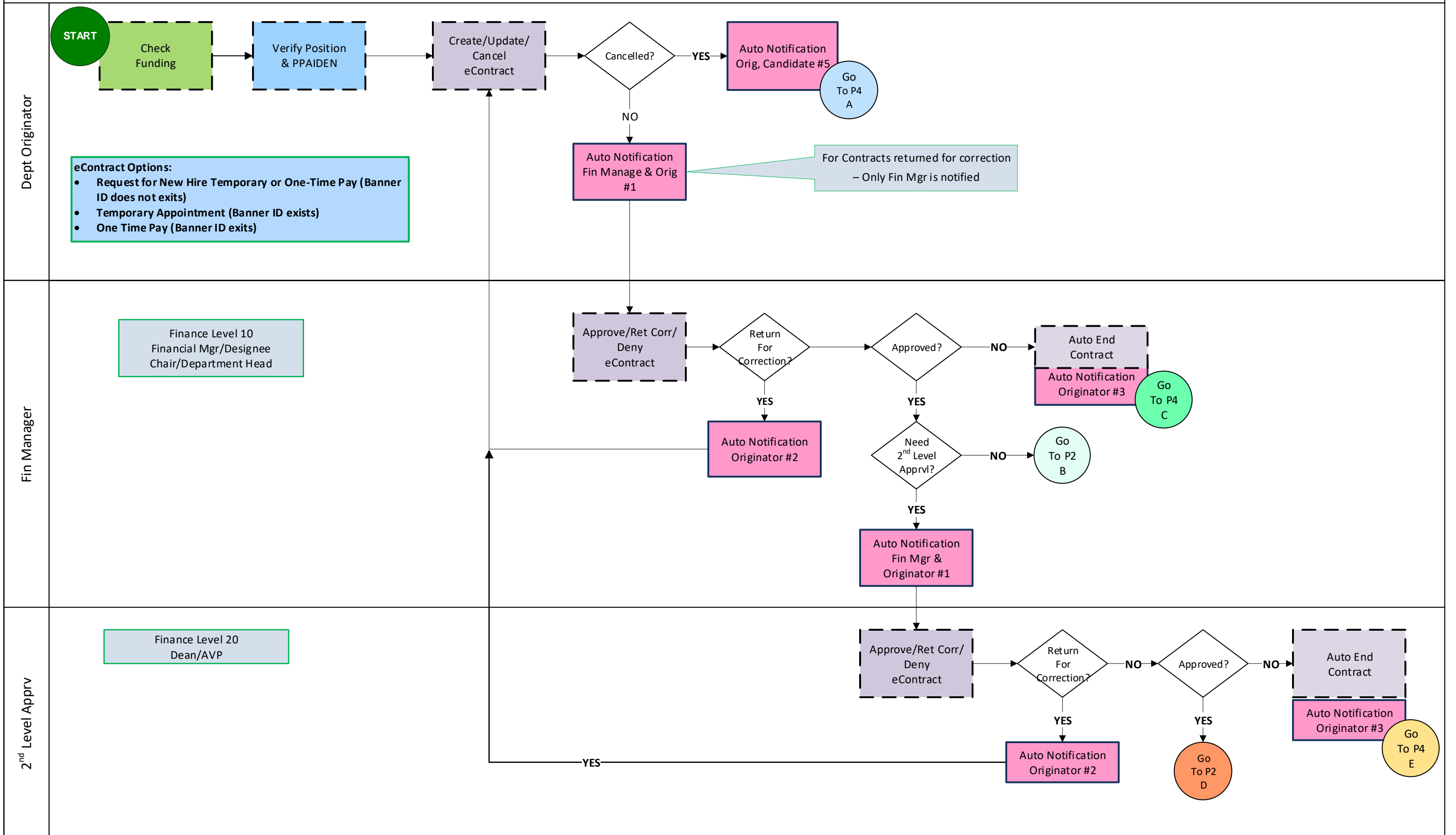


Temporary Appointment Process – 'TO BE'

P1 August 14, 2020

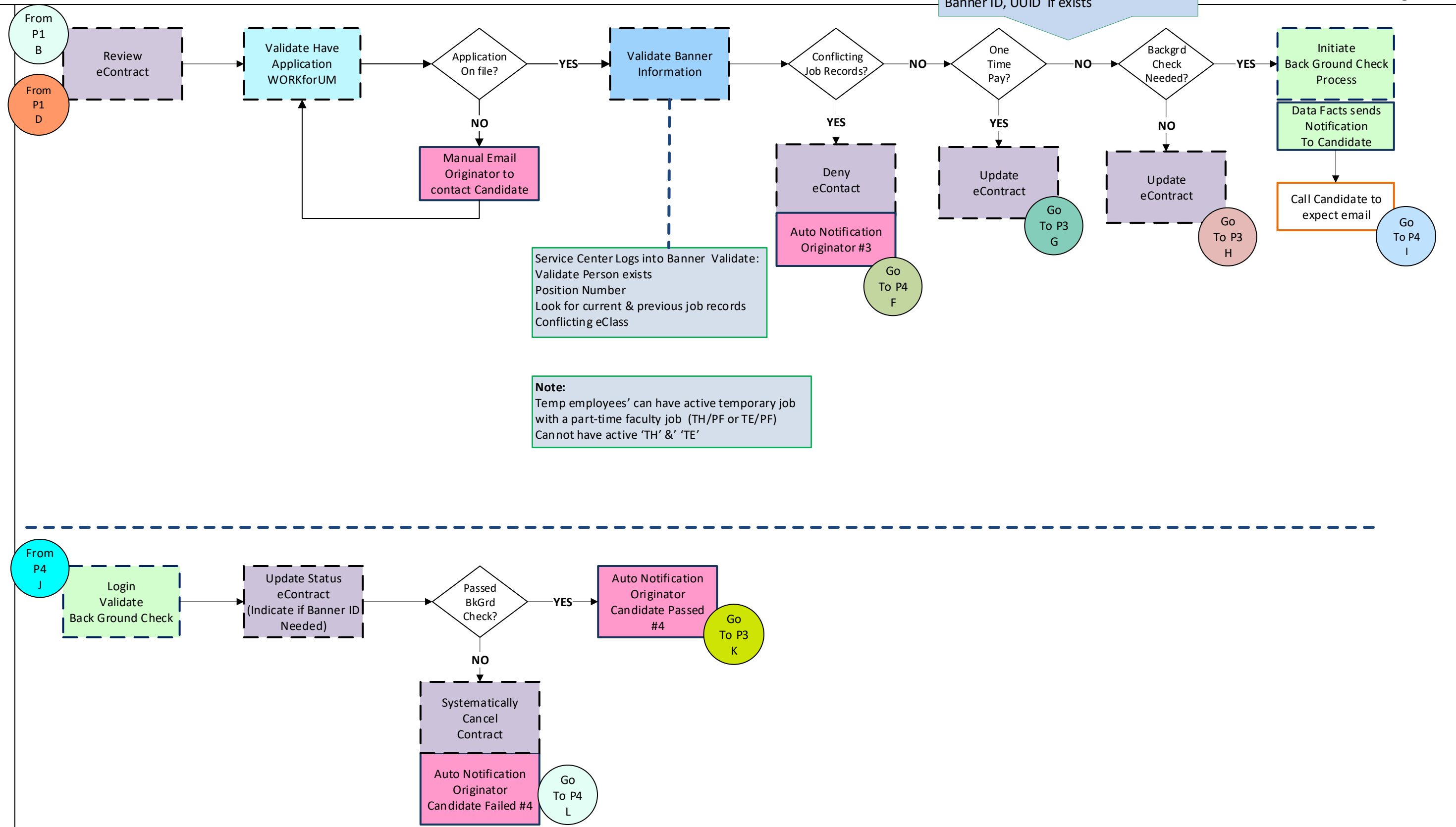


Temporary Appointment Process – 'TO BE'

P2 August 14, 2020

HR Service center can update eContract
Banner ID, UUID if exists

HR Service Center



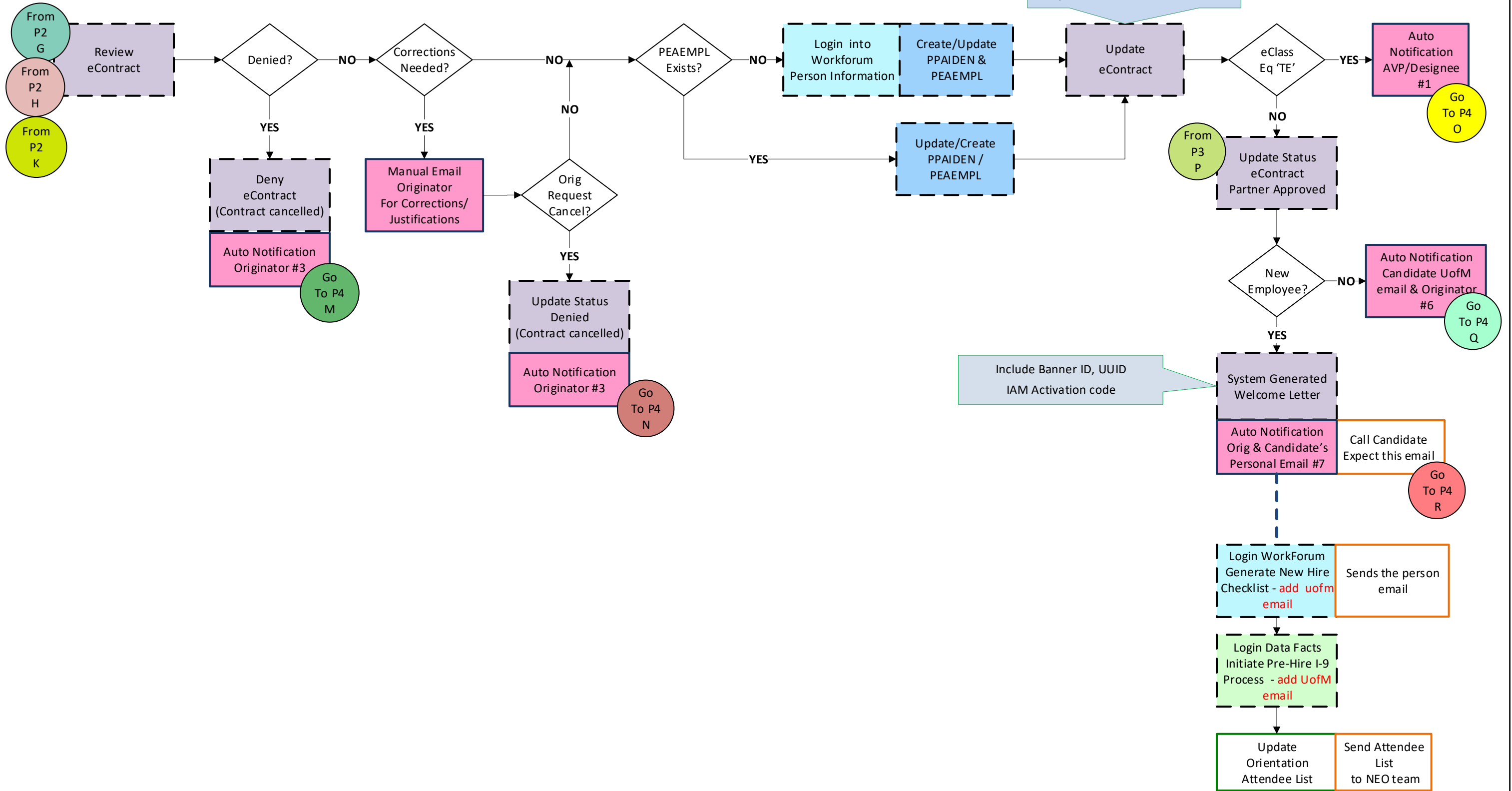
Note:
Temp employees' can have active temporary job with a part-time faculty job (TH/PF or TE/PF)
Cannot have active 'TH' & 'TE'

Temporary Appointment Process – 'TO BE'

P3 August 14, 2020

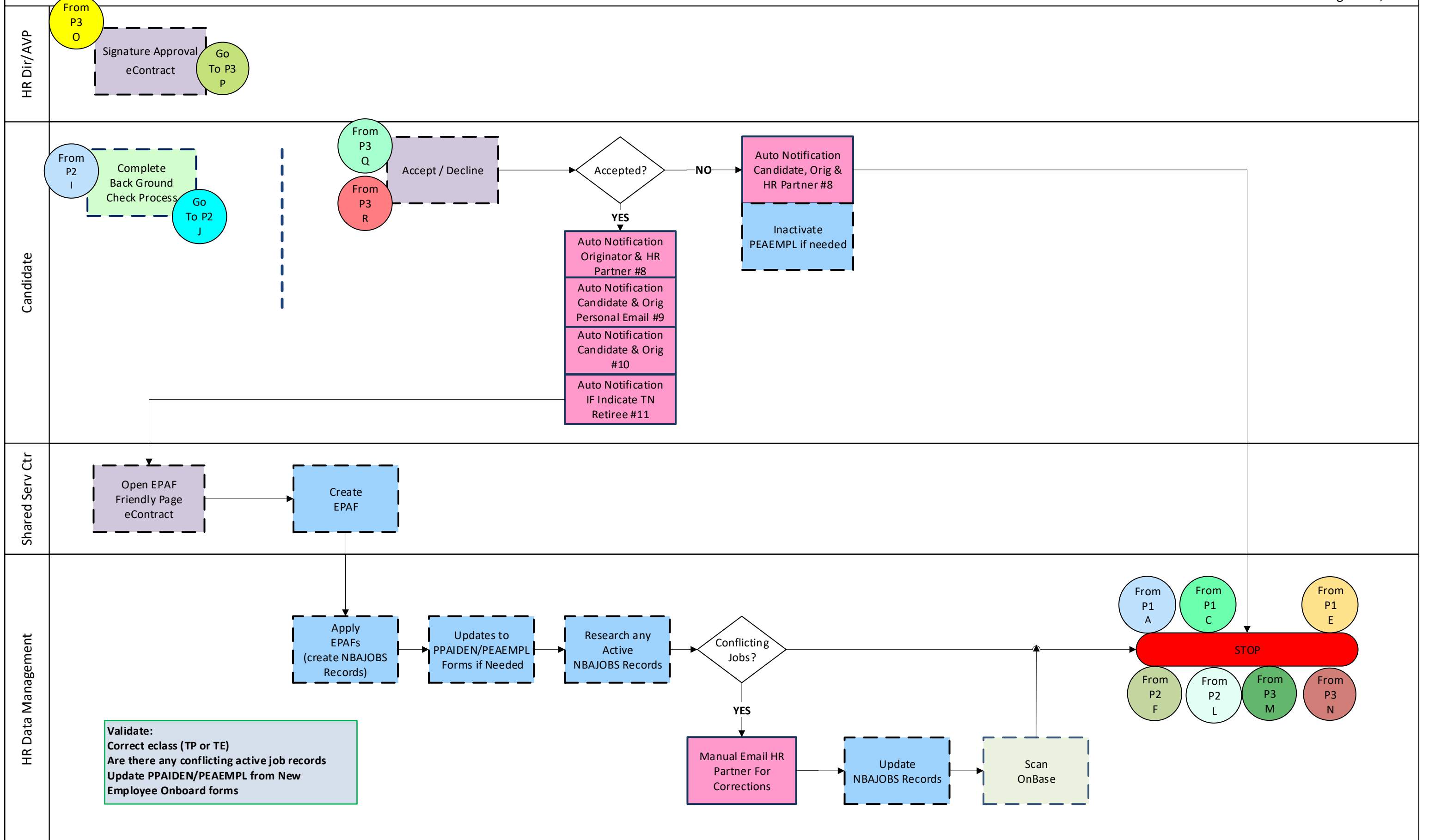
HR Partner can:
Add: Banner ID, UUID
Update: Rate of Pay, Official Start Date, Job Duties & Status

HR Partner



Temporary Appointment Process – 'TO BE'

P4 August 14, 2020



START

Legends

Process begins after the Interview process and section to hire has been made

E-mail

Banner Finance

Banner HR

WORKforUM

Temp eContract

Data Facts (Back Ground Check System)

Manual Process

Excel Logs

OnBase Document Retention

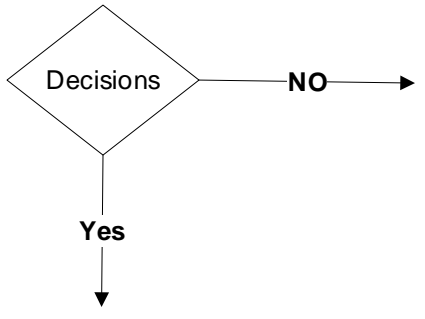
Copy of Personnel Appt Form

End

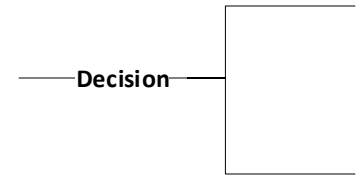
Connectors

Pains

Go To P1 J



Hand Offs



Penultimate Semester: Contact faculty advisor for names of honors students

Consider for Phase 2 implementation - Put on hold if waiting on Confirmation of final semester enrollment

Text Box

Consider for Phase 2 implementation - Put on hold if waiting on Confirmation of final semester enrollment

Note: On revisions some departments do not send form back to faculty for signature