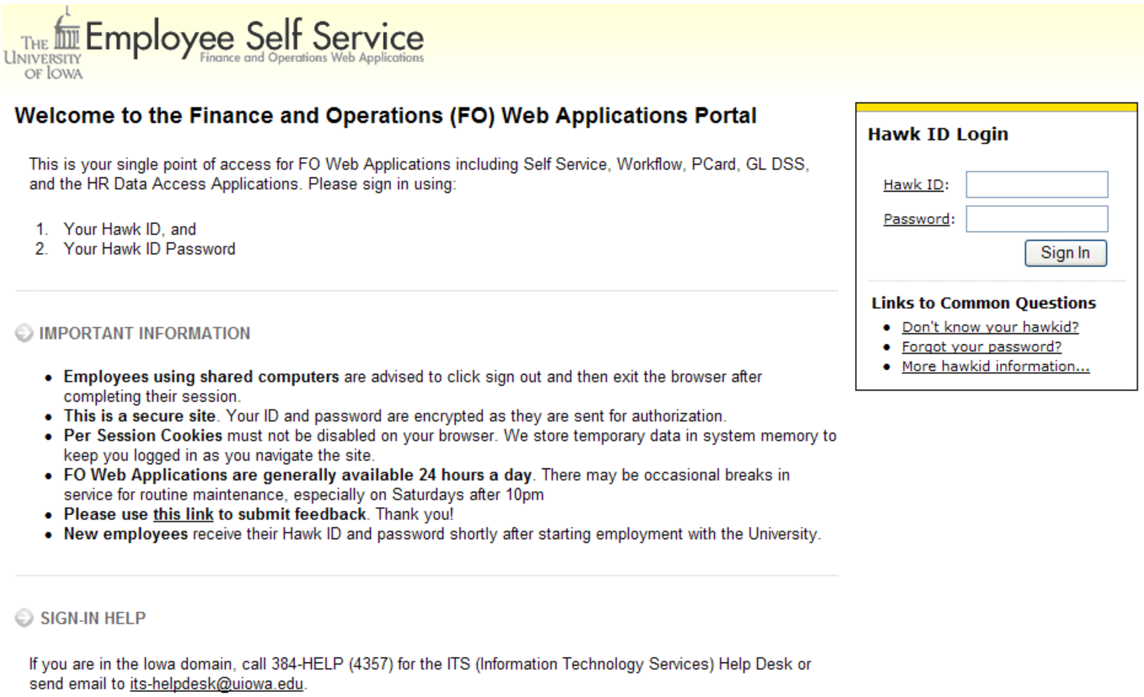
THE UNIVERSITY OF IOWA

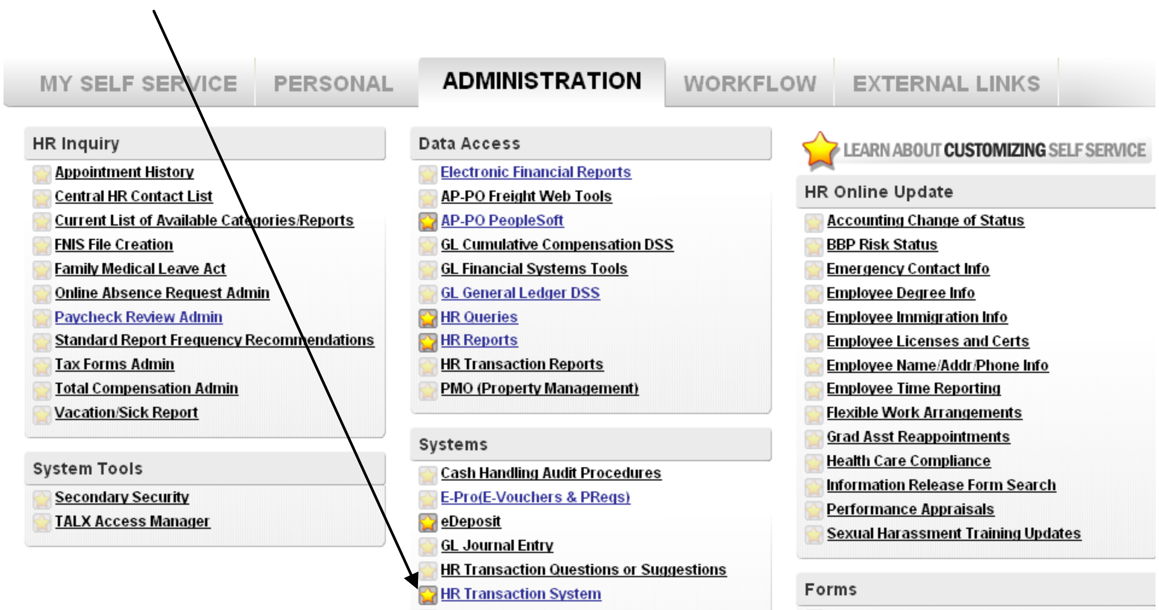
Transaction Initiator Training

Getting Started

To access the HR Transaction System, you must login to the Self Service web application using your Hawk ID and password.



From the self service home page, select the "Administration" tab, under the "Systems" section and then the "HR Transaction System" link.



At the bottom of the transaction system panel, you may elect to set up/change your personal profile as shown below –

On your personal profile, you can change specific items such as work address, status, MFK information etc…. **The values entered into the Personal Profile will default into the transactions that you create – please note that you may override the default values in the actual transaction once it has been created**. Also, you may update your personal profile at any time.

FUS/HR Web Transaction System

Data Access Applications | Transaction Main Menu | Workflow Main Menu | HR Home Page | Sign In/Out

Personal Profile for SCHROPP,DANIEL L

Email Address daniel-schropp@uiowa.edu

The email address allows the initiator/approver the ability to receive an email notification when they have received a form that needs to be approved or when a change has been made to a form. The user is allowed to enter any valid email address.

Default Values for Transactions

Transaction Dates

Effective Date: mm/dd/yyyy **End Date:** mm/dd/yyyy

Org & Department Information

Organization Select One...

Department ID Select One...

Student Financial Aid Information

Supervisor Name

Supervisor Room

Supervisor Building Select one...

Supervisor Phone xxx/xxx-xxxx

Supervisor Email

Work Address Information

Department Select One... **Sub-Dept #** 00030

Room 120-30 **Work Phone** 319/335-2380

Building University Services Bldg (USB)

Faculty/P&S Status Information

Faculty Status Select one... **Faculty End Date** mm/dd/yyyy

P&S Status Select one... **P&S End Date** mm/dd/yyyy

MFK INFORMATION:

Number of MFK Lines to display: 1 Refresh

Total Compensation: 0

FND	ORG	DEPT	SDEPT	GRANTPG	IACT	OACT	DPACT	FN	CCTR	Delete MFK?
000	00	0000	00000	00000000	0000	000	00000	00	0000	☐

Save

Please be sure to save any changes made to your personal profile.

The following section provides links to forms and additional information on specific topics – please click the appropriate link.

FO/HR Web Transaction System

Data Access Applications Transaction Main Menu Workflow Main Menu HR Home Page Sign In/Out

Return to Applications (Main)

Transaction Options **(THIS A PRODUCTION SYSTEM)**

- Documentation
  - View Transaction Initiator Training Manual
  - Print an I-9 Form
  - Print a Blood Borne Pathogen Form
  - When to use Transfers or Terminations?
  - Attachment Help
  - Special Compensation Types/Definitions
  - Compensating Graduate Assistants for Extra Effort

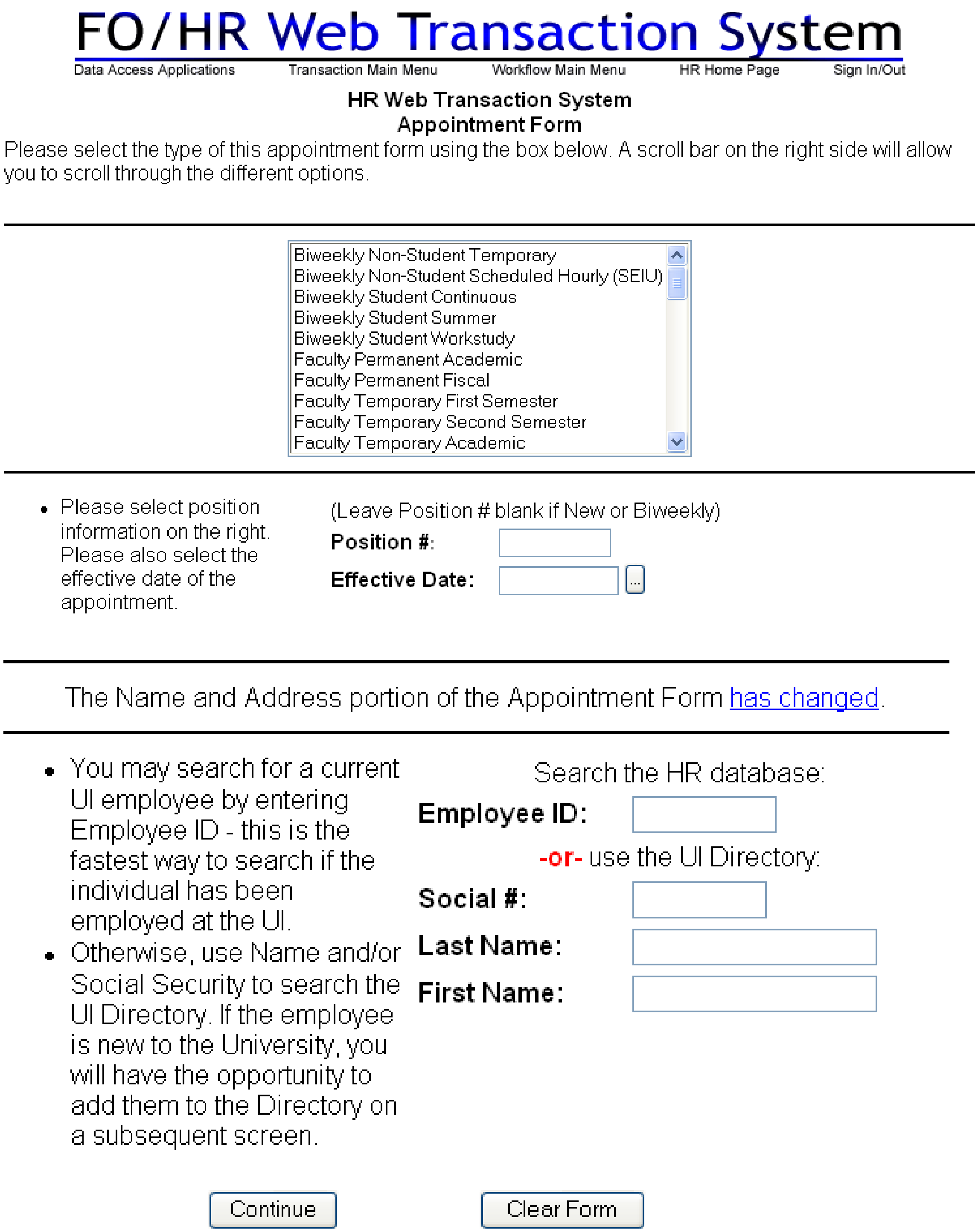
Transaction System –

The system will allow/restrict the types of forms you may choose. For example, you cannot process a Faculty Promotion on a person holding a P&S position. You can search by Employee ID, Social Security Number or by employee name. If the employee has multiple jobs, the system will take you to a separate screen allowing you to choose the appropriate job record.

- Forms
  - Appointment
  - Change In Status
    - Faculty Annual Review Form
    - Faculty Promotion Cover Sheet
  - Leave Of Absence
  - Termination (read this first)
  - Transfer (read this first)
  - Adjunct Support Form
  - Summer Support Form (Any Position Number)
  - Summer Session Form (Summer Position Numbers Only)
  - Special Compensation Payment
  - Special Compensation Prior Approval
  - IMFO Work Request

Click the type of form you want to create.

The following is an example of appointing an individual that is new to the University of Iowa.



FO/HR Web Transaction System

Data Access Applications | Transaction Main Menu | Workflow Main Menu | HR Home Page | Sign In/Out

HR Web Transaction System
Appointment Form

Please select the type of this appointment form using the box below. A scroll bar on the right side will allow you to scroll through the different options.

Biweekly Non-Student Temporary
Biweekly Non-Student Scheduled Hourly (SEIU)
Biweekly Student Continuous
Biweekly Student Summer
Biweekly Student Workstudy
Faculty Permanent Academic
Faculty Permanent Fiscal
Faculty Temporary First Semester
Faculty Temporary Second Semester
Faculty Temporary Academic

- Please select position information on the right. Please also select the effective date of the appointment.

(Leave Position # blank if New or Biweekly)
Position #:
Effective Date:

The Name and Address portion of the Appointment Form has changed.

- You may search for a current UI employee by entering Employee ID - this is the fastest way to search if the individual has been employed at the UI.
- Otherwise, use Name and/or Social Security to search the UI Directory. If the employee is new to the University, you will have the opportunity to add them to the Directory on a subsequent screen.

Search the HR database:
Employee ID:
-or- use the UI Directory:
Social #:
Last Name:
First Name:

Continue | Clear Form

Select the appropriate appointment type from the Staff Type List.
Enter the appropriate Position Type. If you are processing with an “Existing” position number or if “Existing” defaults from the position type, a valid position number must be entered.
Enter Effective Date of the appointment.
Enter Employee ID, Social Security Number and/or Name.
Click Continue – you will be directed to the following screen.

FUS/HR Web Transaction System

Data Access Applications | Transaction Main Menu | Workflow Main Menu | HR Home Page | Sign In/Out

There were no results from your search. Please choose one of the additional options listed below:

Additional Options

1) Retry this exact search using only the first three characters of the Last Name (PAY)

2) Return to the Appointment Criteria screen to re-enter search information.

3) This individual is brand new to the University and I wish to add them to the Directory.
(This attests that this individual was neither a former student nor a former employee.)

Select option 3 if the individual we are hiring was not a former student or former employee.

FUS/HR Web Transaction System

Data Access Applications | Transaction Main Menu | Workflow Main Menu | HR Home Page | Sign In/Out

You have indicated that this individual is completely new to the University.

- *Please fill in the following information to add this employee to the UI Name and Address Directory. This is **necessary** to create a valid University ID.*
- *Please be certain that all data entered below is **correct** - this is imperative when assigining a University ID.*

*Name information must be entered EXACTLY as displayed on Social Security Card
Please enter full name information (no partial names or nicknames):

*First Name: PATTY

*Middle Name:

*Last Name: PAYROLL

*Please verify accuracy of SSN and Birthdate.

*Social Security Number:

-or- no SSN? ☐ (check if you don't have a SSN for this individual)

*Birthdate (mm/dd/yyyy):

Continue | Clear Form

If the employee does not have a valid U. S. social security number yet, follow these guidelines:

- Student appointments: the employee's temporary student number must be used. This number was issued by the Registrar's Office and is in the format of 999-XX-XXXX. Payroll must be notified as soon as the valid social security number is received.
- Non Student appointments and Complimentary appointments: Check the "No SSN" box. Once you continue from this screen, a temporary number will be assigned with a 000-XX-XXX format. You will see it in the Social Security # field on the next screen. This temporary social security number must be used for any future transaction, until a valid number is obtained.

Once you leave this screen, a University ID and 000 temporary social security number (if applicable) will be assigned to this individual. If you can not finalize the transaction at this time, please save the form in Draft status for later retrieval. This will stop the creation of multiple numbers to one employee.

Click Continue.

FUS/HR Web Transaction System

Data Access Applications | Transaction Main Menu | Workflow Main Menu | HR Home Page | Sign In/Out

Return to Appointment Options

Professional & Scientific Permanent Fiscal Appointment Form

Effective Dt: 08/01/2004

* Denotes required field

Conflict of Interest

***Conflict of Interest In Employment:**
Is the appointee related to, or have a potentially conflicting relationship with, anyone who might make decisions or recommendations related to his/her employment status including hiring, salary, working conditions, working responsibilities, evaluation, promotion, and termination? (Please refer to UI Operations Manual, III-8, Conflict of Interest in Employment (Nepotism).)

- No, there is no conflict of interest.
- Yes, there is a conflict of interest, and a management plan has been filed.
- Yes, there is a conflict of interest, and a management plan has NOT been filed.

General Information

Employee ID	NEW	**Social Security #**	123456789
Last Name	PAYROLL	**Birthdate**	08/13/1955
First Name	PATTY		
Middle Name			

Change Campus Address in central UI Name/Address Database (Opens in new window)
Change Residing Address in central UI Name/Address Database (Opens in new window)

Campus and Residing Address information is required data. The user will not be able to send the appointment into workflow until the information has been updated. Click the link and follow the instructions provided.

GENDER ○ MALE ○ FEMALE MARITAL STATUS ○ MARRIED ○ SINGLE

Ethnic Group
Not Indicated
Disabled? ○ Yes ● No

Veteran Status
Not Indicated
Disabled Vet? ○ Yes ● No

Citizenship Information

Citizenship Status	**Citizenship Country**	
US Citizen	NOT APPLICABLE	
Immigration Status	**Immigration Start Date**	**Immigration End Date**
N/A - Not Applicable	mm/dd/yyyy	mm/dd/yyyy

More information on Immigration Status

If not a US Citizen, the shaded areas must be completed

☐ -- I attest that I have personally reviewed the supporting documentation of this employee's visa and the documentation was used to provide the required appointment information.

I-9 Status
No I-9 Information on file for this individual. A new I-9 will be required before this individual can receive compensation.

If you select Non US Citizen for "Citizenship Status', you will be prompted to verify immigration status.

- Status determines federal, state and FICA tax withholding.
- Fines can be accessed by the IRS & INS for reporting inaccurate data and are the liability of the department.

Org & Department Information

*Organization

05 - VP - FINANCE & OPERATIONS

*Department ID

05-0315 Vfus-Human Resources

*Jobcode / Title / Paygrade

PB29 / Payroll Assistant / 07

Position Number

00000797

Patient Care Flag

Yes No N/A

Patient Care:
Will this employee's duties be directly involved in or support the care of patients, the staff who perform patient care, the teaching of students as they care for patients, or research performed on patients?
(field required for Orgs 17, 20, 70, 80, 85, 87, 89, 92, and 93)

*Blood Borne Pathogen Risk

Yes No

More information on Blood Borne Pathogens

Affirmative Action

*Affirmative Action Notice:
Faculty and professional and scientific appointments that are 50% time or more and extend for more than one year require a search that complies with the University's affirmative action procedures (please refer to the UI Operations Manual, III-9.4, Affirmative Action Employment Guidelines).

Please indicate whether a search has been conducted for this position:

- Search required. Formal search conducted. Form D, salary rate, and offer letter approved by central administration and the Office of Affirmative Action
- Search not required. Position is less than 50% time, or for less than one year, or a waiver of the search process was approved by the Office of Affirmative Action.

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*Requisition Number

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*Employee Class

Employee | Employee - Spouse | Employee - Child(ren) | Family

Select the value that best describes the employee's current family status. Though the new employee is not required to select a benefits or insurance plan at this time, the Benefits office will use this information to provide the correct materials to the new employee at orientation.

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*P&S Status

Career

P&S End Date

mm/dd/yyyy

---

*Percent Time

XXX.XX %

MFK/COMPENSATION INFORMATION:

Total Compensation: 0 (divided into 12 MONTHLY payments)

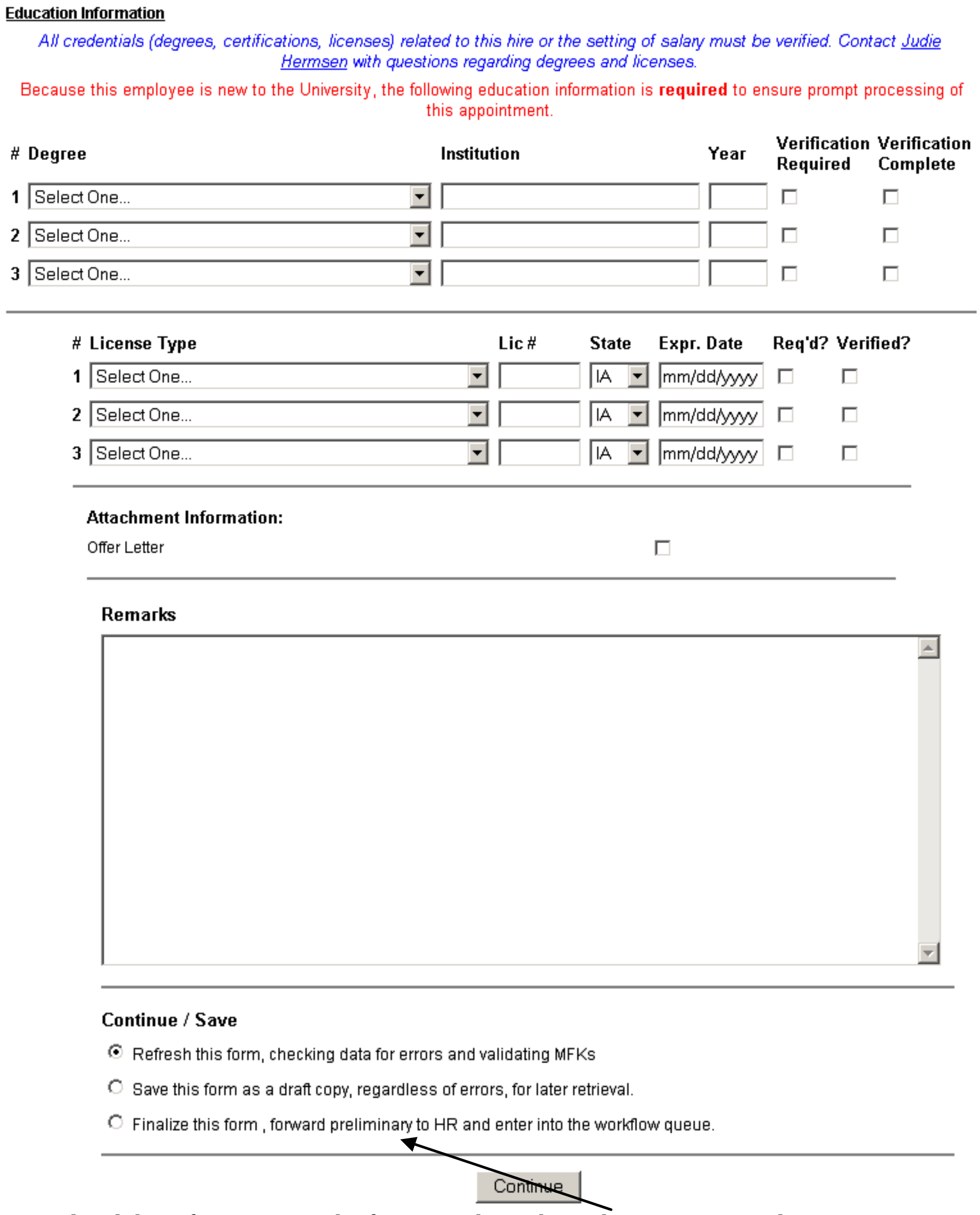
Number of MFK Lines to display: 1 (Click "Refresh" to insert new MFKs) Refresh

The amount in MFK 1 is incomplete.

IACT #1 is invalid for this employee type.

MFK 1 WAS REJECTED FOR THE FOLLOWING REASON: **WHO DOES NOT EXIST**

FND	ORG	DEPT	SDEPT	GRANTPG	IACT	OACT	DPACT	FN	CCTR	Total Comp $	% of Total	MONTHLY $	Delete MFK?
000	00	0000	00000	00000000	0000	000	00000	00	0000	0	0	0	☐



Education Information

All credentials (degrees, certifications, licenses) related to this hire or the setting of salary must be verified. Contact Judie Hermsen with questions regarding degrees and licenses.

Because this employee is new to the University, the following education information is **required** to ensure prompt processing of this appointment.

#	Degree	Institution	Year	Verification Required	Verification Complete
1	Select One...			☐	☐
2	Select One...			☐	☐
3	Select One...			☐	☐

#	License Type	Lic #	State	Expr. Date	Req'd?	Verified?
1	Select One...		IA	mm/dd/yyyy	☐	☐
2	Select One...		IA	mm/dd/yyyy	☐	☐
3	Select One...		IA	mm/dd/yyyy	☐	☐

Attachment Information:

Offer Letter ☐

Remarks

Continue / Save

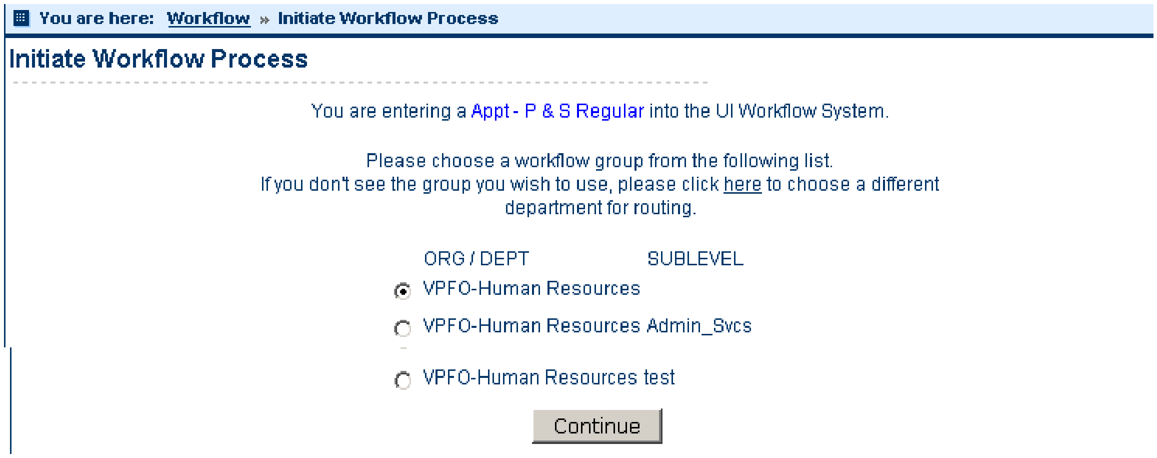
- Refresh this form, checking data for errors and validating MFKs
- Save this form as a draft copy, regardless of errors, for later retrieval.
- Finalize this form , forward preliminary to HR and enter into the workflow queue.

Continue

After you have completed the information on the form, you have three choices to proceed:

- Refresh this form – checking for errors.
- Save this form as a draft copy – allows the user to return to an incomplete form.
- Finalize this form and enter it into the workflow system. Please note that you will not be able to send the form to workflow until all of the errors have been corrected. Click Continue.

The transaction has now been completed. You are ready to send the form into the workflow system to obtain approval at the appropriate levels.



You are here: Workflow » Initiate Workflow Process

Initiate Workflow Process

You are entering a Appt - P & S Regular into the UI Workflow System.

Please choose a workflow group from the following list.
If you don't see the group you wish to use, please click here to choose a different department for routing.

ORG / DEPT SUBLEVEL

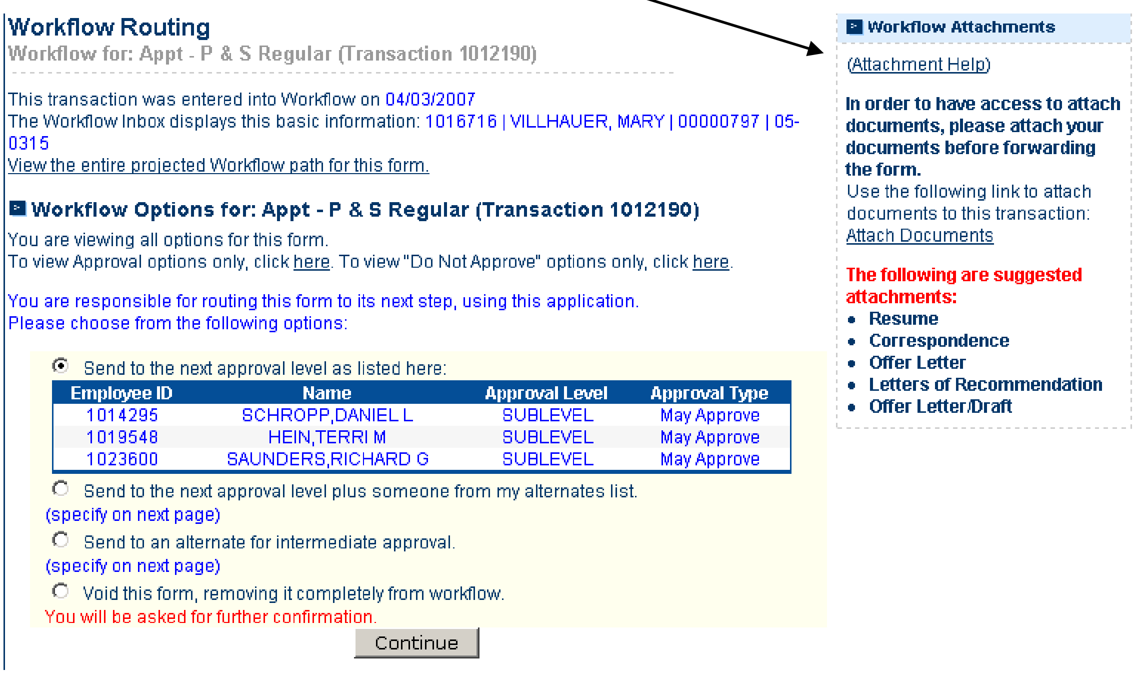
VPFO-Human Resources

VPFO-Human Resources Admin_Svcs

VPFO-Human Resources test

Continue

Select the workflow group to process this form and click **Continue**. You will now proceed to the Approval/Routing screen where you will have three choices for routing. In addition, you will also have the option to **void** the form if necessary. You can add attachments to this form at this point. Suggested attachments are listed and there is an Attachment Help link.



Workflow Routing

Workflow for: Appt - P & S Regular (Transaction 1012190)

This transaction was entered into Workflow on 04/03/2007
The Workflow Inbox displays this basic information: 1016716 | VILLHAUER, MARY | 00000797 | 05-0315
View the entire projected Workflow path for this form.

Workflow Options for: Appt - P & S Regular (Transaction 1012190)

You are viewing all options for this form.
To view Approval options only, click here. To view "Do Not Approve" options only, click here.

You are responsible for routing this form to its next step, using this application.
Please choose from the following options:

Send to the next approval level as listed here:

Employee ID	Name	Approval Level	Approval Type
1014295	SCHROPP,DANIEL L	SUBLEVEL	May Approve
1019548	HEIN,TERRI M	SUBLEVEL	May Approve
1023600	SAUNDERS,RICHARD G	SUBLEVEL	May Approve

Send to the next approval level plus someone from my alternates list.
(specify on next page)

Send to an alternate for intermediate approval.
(specify on next page)

Void this form, removing it completely from workflow.
You will be asked for further confirmation.

Continue

Workflow Attachments

(Attachment Help)

In order to have access to attach documents, please attach your documents before forwarding the form.
Use the following link to attach documents to this transaction:
Attach Documents

The following are suggested attachments:

- **Resume**
- **Correspondence**
- **Offer Letter**
- **Letters of Recommendation**
- **Offer Letter/Draft**

Selecting "View the Entire projected Workflow path for this form" will display the projected approvers.

Projected Routing for: Appt - P & S Regular (Transaction 1012190)

Following is the projected Workflow routing for this form. This information is subject to change if the established Workflow Path changes for this form or a listed approver uses ad-hoc routing (alternates/supervisor-list selection).

Future actions are listed as "Future". Pending actions are listed in green as "Pending".

Name	Group	Approval Type	Action	Date	Email
VILLHAUER,MARY K	INITIATOR	Required	Yes (Y)	04/03/2007	
SCHROPP,DANIEL L	SUBLEVEL	Permitted	Future		
HEIN,TERRI M	SUBLEVEL	Permitted	Future		
SAUNDERS,RICHARD G	SUBLEVEL	Permitted	Future		
BUCKLEY,SUSAN C	DEPT	Required	Future		
HEIN,TERRI M	DEPT	Edit	Future		
LEE,SUSAN K	DEPT	Edit	Future		
RICKLEFS,JANICE E	ORG	Required	Future		
CARDENAS,CRISTINA	Equal Op & Div	Permitted	Future		
STEVENSON EARL,TIFFINI ANN	Equal Op & Div	Permitted	Future		
SIMS,WANDA K	Equal Op & Div	Permitted	Future		
WATERHOUSE,JANETTE CHERI	Equal Op & Div	Permitted	Future		
MODESTOU,JENNIFER ANN	Equal Op & Div	Permitted	Future		
RUCKDASCHEL,DOUGLAS CHRISTIAN	Equal Op & Div	Permitted	Future		
GARCIA,CONSUELO MARIE	Comp and Class	Permitted	Future		

Close Window

If you select the "Void" option, the following is displayed and you need to select the most appropriate reason and then confirm the void.

Void a Workflow Form

You have chosen to void this form.

This action is permanent and unreversible and will render this form invalid. This form will be marked as "VOID" and will be removed from workflow.
No further action of any sort will be available for this form.

Please select a reason for this void: None Selected

None Selected
Duplicate Transaction
Incorrect Form
Transaction Cancelled
Transaction Denied

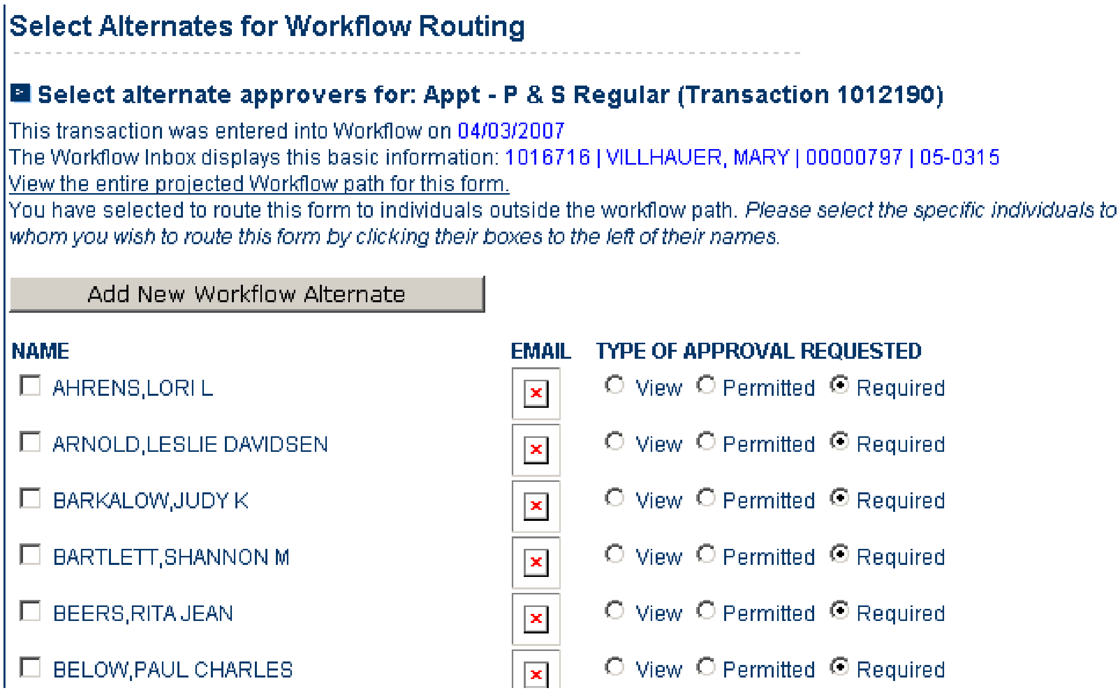
Once you have selected a reason, pl confirm or click here to cancel.

Confirm

If you are approving the form, the three options are:

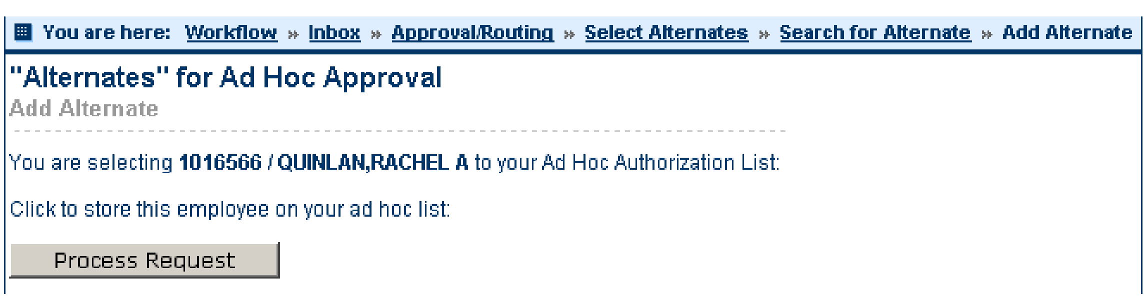
- Send to the next approval level as listed here: the user will send the completed form into workflow on the predetermined signature path as indicated on the screen.
- Send to the next approval level plus someone from my alternates list: the user can send the completed form on the predetermined signature path plus someone from their alternates list.
- Send to an alternate for immediate approval: the user may send the completed form to someone on their alternates list before sending the form through the predetermined signature path.

Alternates –
An alternate is someone not in the approval chain that you would like to send the form to on an ad hoc basis. If you select either of the "send to alternate" choices and you already have an alternate list established, you'll receive a listing of those names. Put a checkmark next to the individual you want to send the form to as an alternate and select the type of approval (View, Permitted or Required). The default approval type is Required. Click on the Continue button to proceed. If you select either of the "send to alternate" choices and you have not previously established any alternates or need to add a new alternate to your list, click "Add New Workflow Alternate" to proceed.

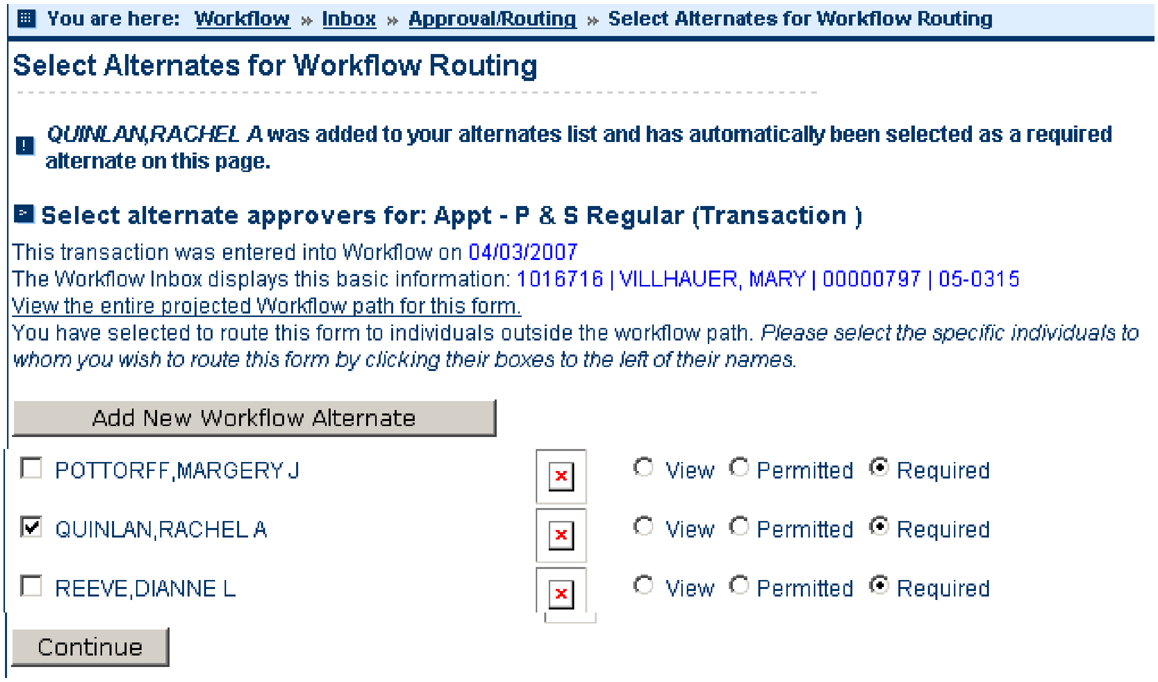


A new window will display. You can search for the individual you would like to add to your alternates list by employee id, social security number or name as shown below:

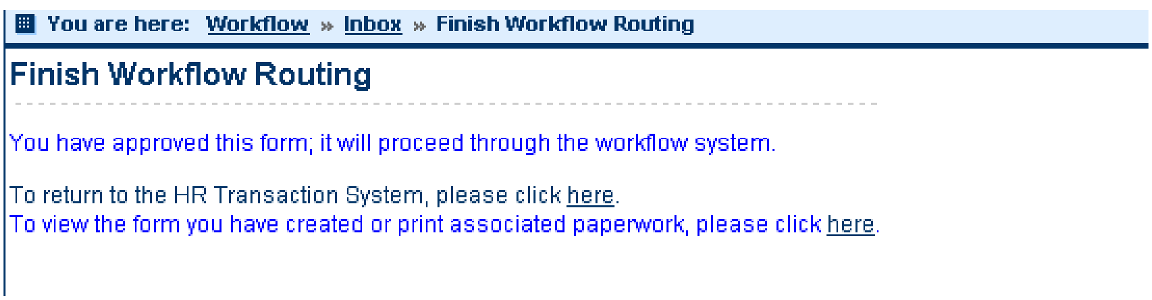
Once you have completed your search for your alternate, the name will be displayed. Click on the Process Request prompt to finalize the request.



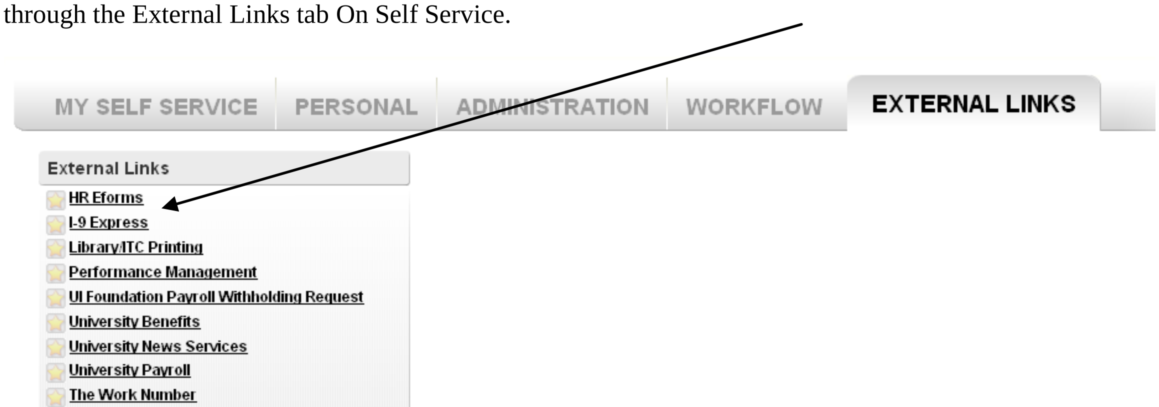
The next screen will confirm the new alternate and list all available alternates. It will default to the individual just added. Select the appropriate alternate and type (View, Permitted or Required) and click Continue.



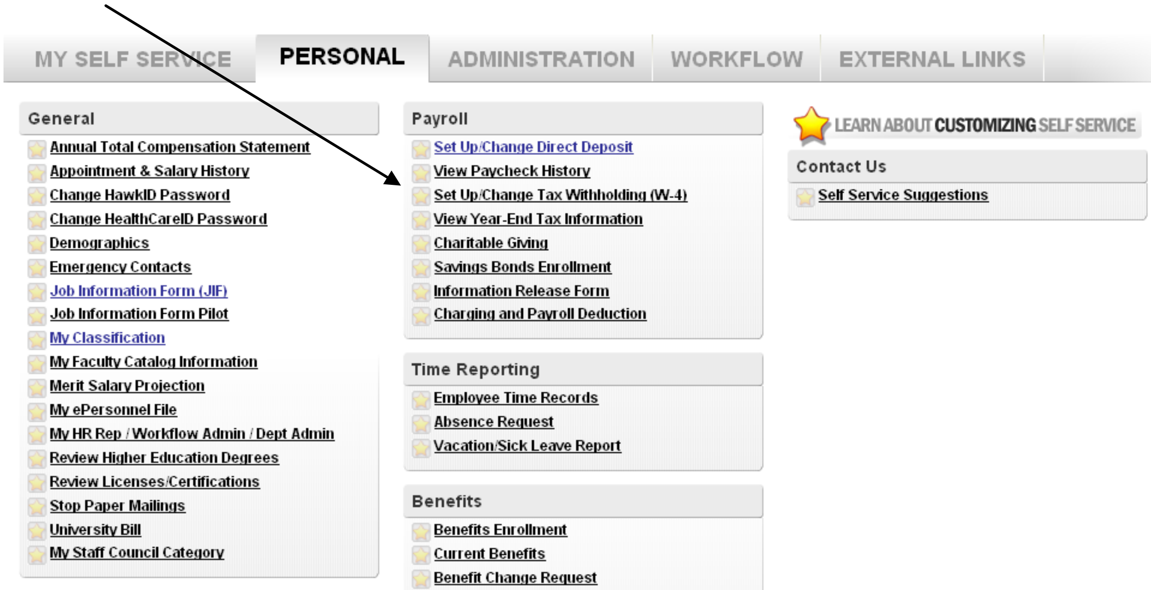
You will now be presented with a screen that verifies that your approval is complete.



Departments must complete the I-9 form electronically using I-9 Express. The I-9 must be completed within the first three days of paid employment. Please refer to the Faculty and Staff Immigration Services website for more information. I-9 Express is accessed through the External Links tab On Self Service.



The W-4 and Direct Deposit form should be completed via the self-service center. There are certain limitations regarding Non Resident Alien's W-4 tax withholding. Please view the W-4 link for additional information.



WORKFLOW TEST TRANSACTIONS:

There is a test environment available for your use. It is located on Self Service on the My Self Service page, under the Maintenance section. The link is titled "Workflow Test Transactions". Once in the test environment, navigate to: Administration/Systems/HR Transaction System. You can use this application to become more familiar with the system without the fear of touching actual live data.

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