SME: PERSONNEL ACTION WORKFLOW
– OCTOBER 12, 2018

SME
SUBJECT MATTER EXPERT
TRAINING

UK University of Kentucky
College of Agriculture,
Food and Environment

PRIOR TO TRAINING SURVEY RESULTS – WORD CLOUD - FIRST WORD THAT COMES TO MIND FOR WORKFLOW

Paperless
Efficiency
Organization SAP Busy
Confusion
Changes Status
Went Path Addl
Obstacle Ugh
Slow Smoothly
Process
Task Travel More Sigh
Blank TRIP
Work
Assignment
Flows

WORD CLOUD ANALYSIS

Definitions:

Process – A series of actions or steps taken in order to achieve a particular end.

Paperless – Relating to or involving the storage or communication of information in electronic form, rather than on paper.

Ugh – Used to express disgust or horror.

HOW MUCH DO YOU KNOW ABOUT WORKFLOW?

Let's Take An Interactive Quiz

INTERACTIVE QUIZ

Please make sure your browser is at:

pollev.com/leanneherzog664

QUESTION #1

True or False:

The IT 0008 Locked Report is the report I run in /SPIN/ER to see if there are any locked workflows for my area.

QUESTION #1 - ANSWER

True!

/SPIN/ER - Easy Reporter

QUESTION #2

<u>True or False:</u>

I need to print a ZPAR when doing a change in base pay action.

QUESTION #2 - ANSWER

False

QUESTION #3

<u>Multiple Choice:</u>
The SAP Transaction Code for workflow comments/attachments is?

    a)PT_QTA10
    b)ZCAT6
    c)ZSU01D
    d)SBWP

QUESTION #3 - ANSWER

d) SBWP

SBWP - SAP Business Workplace

QUESTION #4

<u>Multiple Choice:</u>   After a workflow is created, what is the next step?

a) Supervisor or designated person approves
b) Creator imports documents as attachments and enters comments
c) Level 2 HR approval
d)Compensation approval

QUESTION #4 - ANSWER

b) Creator imports documents as attachments and enters comments

<Proceed, attachments added>

QUESTION #5

<u>True or False:</u>

A ZPAR is needed if the workflow has been initiated.

QUESTION #5 - ANSWER

False

QUESTION #6

Multiple Choice:

A workflow item is due on:

a) Payroll Monday
b) Friday afternoon before 5:00 PM
c) The same day and time as ZPARs
d) There are no due dates for workflow

QUESTION #6 - ANSWER

c) The same day and time as ZPARs

| Workflow actions due to the college by 10:00 am	SAP Biweekly Payroll Schedule for Jan - June 2018						
	Time Load, Time Transfer, and Time Evaluation MUST be run EACH day						
Documents MUST be received in Compensation by 5:00 PM	Data and Time Input MUST be entered by Thursday 5:00 pm Payroll Run (Prelim)	Corrections and Other Data MUST be entered by Sunday 5:00 pm Payroll Correction Run (Trial)	Departments have until Monday 5:00 pm for biweekly payroll corrections Payroll Correction Final Run	Payroll Period Dates			
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR #
01/03/2018	01/04/2018	01/07/2018	01/08/2018	12/24	01/06	01/12	1
01/17/2018	01/18/2018	01/21/2018	01/22/2018	01/07	01/20	01/26	2
01/31/2018	02/01/2018	02/04/2018	02/05/2018	01/21	02/03	02/09	3

QUESTION #7

Multiple Choice:

How do I add an attachment to workflow?

a) Click on the "Workflow" icon
b) Click on the "create" icon
c) Click on the "import" icon
d) There is not a way to add attachments

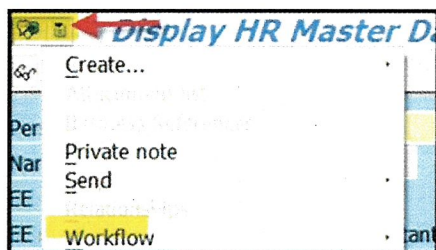## QUESTION #7 - ANSWER

c) Click on the "import" icon
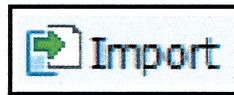
QUESTION #8

How do I check the status of an active workflow?

a) Go to PA40 and look at "Fred"
b) Click on the dropdown box via the "Services for Object" icon
c) Look at the position number via PP01
d)You cannot check the status of a workflow once the action has been started

QUESTION #8 - ANSWER

b) Click on the dropdown box via the "Services for Object" icon

QUESTION #9

True or False:

A Split time evaluation will need to be requested from Payroll if I start an additional assignment in the middle of a pay period

QUESTION #9 - ANSWER

True!

QUESTION #10

I am giving my student a increase effective November 1, 2018. What reason should I use?

a) Reclassification
b) Equity Adjustment
c) Sal-Pro Override
d) Mid-year Adjustment

QUESTION #10 - ANSWER

d) Mid-year Adjustment

QUESTION #11

True or False:

A "Position Change" action will require a ZPAR and one copy.
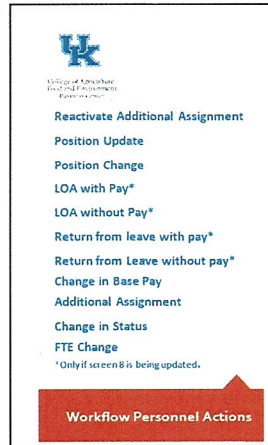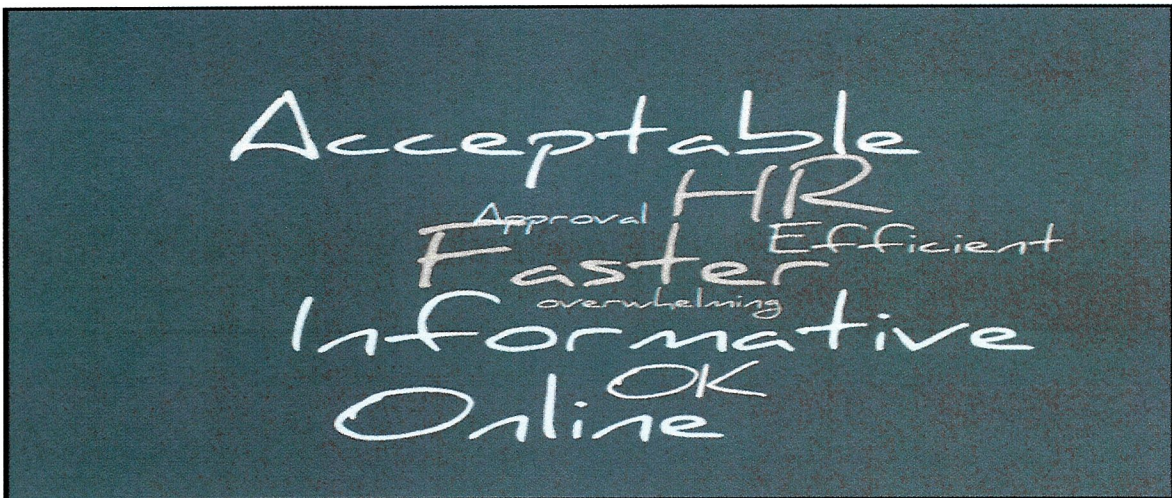
QUESTION #11 - ANSWER

False

QUIZ REVIEW – SEE HOW MUCH YOU KNOW ABOUT WORKFLOW!

Good Job!

MONITOR HANGER RESOURCE – FEEL FREE TO CLIP & HANG

UK
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Business Center

Reactivate Additional Assignment

Position Update

Position Change

LOA with Pay*

LOA without Pay*

Return from leave with pay*

Return from Leave without pay*

Change in Base Pay

Additional Assignment

Change in Status

FTE Change

*Only if screen 8 is being updated.

Workflow Personnel Actions

POST TRAINING SURVEY RESULTS – WORD CLOUD OF THE FIRST WORD THAT COMES TO MIND FOR WORKFLOW

Acceptable
Approval HR Efficient
Faster
overwhelming
Informative
Online OK

RESOURCES

Additional resources:

- Workflow Request QRC
- Workflow Approval QRC
- Personnel Action Workflow FAQs
- Personnel Action (PA40) Manual

and many more at https://cafebusinesscenter.ca.uky.edu/content/hr-administrator-resources

Click a topic below:

> Forms & General	> Employee Enhancement Resources	> ECRT & FES
> IES & Hiring Process	> /SPIN/ER	> SAP & BW

CLOSING

Thanks for attending!

A survey and professional development certificates will be distributed within the next few days.