MTSU Human Resources

Hiring Verifications Workflow

Revised 4/8/25

MIDDLE TENNESSEE STATE UNIVERSITY

How Do I Get Access To This Power Point?

1. hrs.mtsu.edu
2. Other information – Training

Electronic Personnel Action (EPAF)

- Electronic Personnel Action Forms Training Module
- EPAF Training Module – Adjunct Faculty
- EPAF Training Module – Summer School
- EPAF Instruction Guide

Employee Relations

- Performance Evaluation Training
- Student Supervisor Training Registration
- Supervising Students

PageUp

- PageUp Instruction Manual

Time/Leave Reporting

- Approver Proxy Training Module
- Leave Reporting for Faculty and Administrators Training Module

Workflow

- Workflow Instruction Module

MIDDLE TENNESSEE STATE UNIVERSITY

What is a HRS Hiring Verification Workflow?

It is an electronic hiring verification process

You input the information & the system searches to see if the person you are hiring:

A. Has worked here or is currently working here and has current paperwork
B. Has worked here but needs updated paperwork, or
C. Has never worked here and needs all new paperwork.

MIDDLE TENNESSEE STATE UNIVERSITY

TYPE OF EMPLOYEE

Student: someone taking classes at MTSU

Temp Hourly: someone who is NOT taking classes at MTSU.

Adjunct: someone who is teaching classes but is not a full-time employee of MTSU.

GA: a student approved by Graduate Studies

RA: a student (residential) assistant for Housing

PS: Campus School Practium Supervisors

MIDDLE TENNESSEE STATE UNIVERSITY

Information you will need :

1. M# also know as Banner ID #
2. T-org number and Home Department Org number for department they will be working for.
3. Personal email for potential employee.
4. Anticipated Hire Date

MIDDLE TENNESSEE STATE UNIVERSITY

HR website for T-org codes

1. hrs.mtsu.edu
2. Payroll
3. Time/Leave Reporting
4. Web Time Entry

Web Time Entry

Classified and Administrative Non-Exempt Employees

- Web Time Entry Time Sheet Training Presentation
- Web Time Entry "Quick Reference" for Classified Employees
- Classified Employees WTE Back Hour Instructions/Time Sheet
- 2025 Possible Hours in WTE Pay Periods
- How to Report Hours Worked on a Holiday on WTE
- How to Report Inclement Weather Time on WTE
- How to Report a Partial Hour

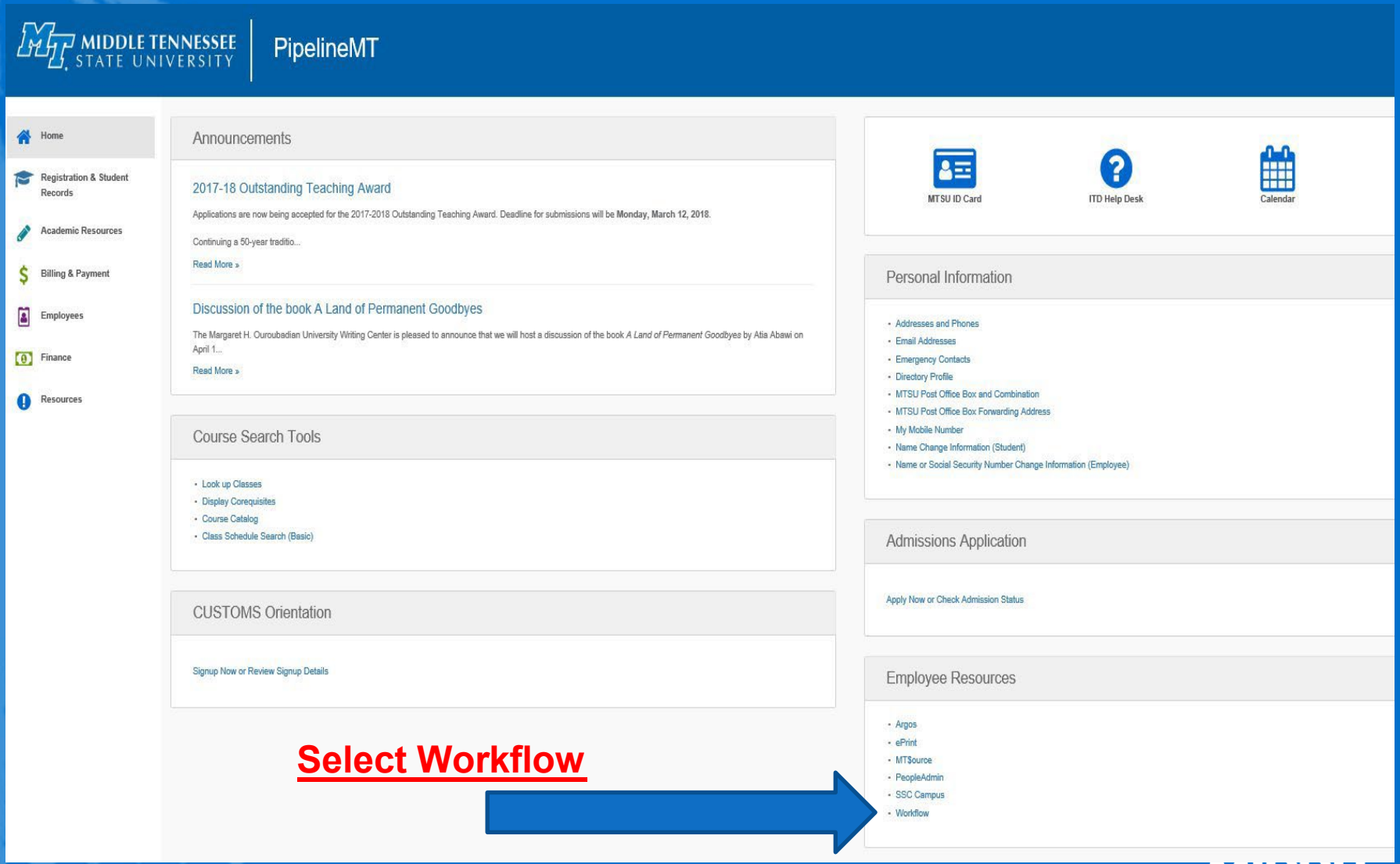
Student and Hourly Employees

- Web Time Entry Student and Hourly Training Presentation
- Web Time Entry "Quick Reference" for Student & Hourly Employees
- Student & Hourly WTE Back Hour Instructions/Time Sheet
- Time Log for Student and Hourly Employees

All Employees

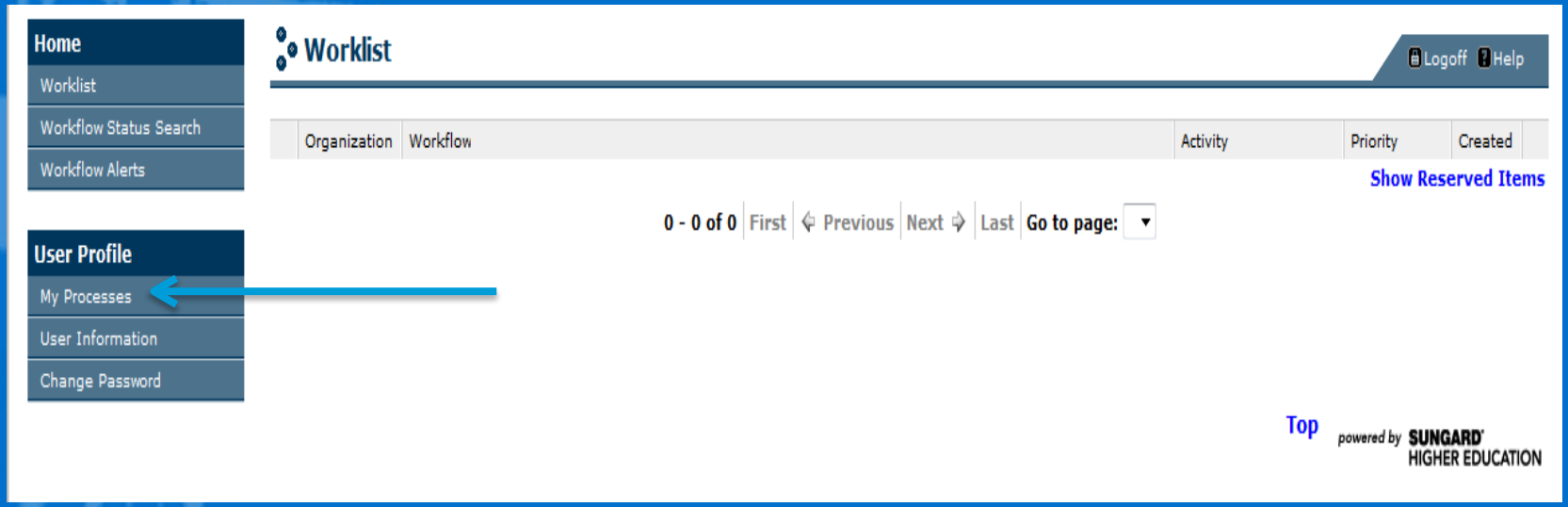
- Employee Rights and Responsibilities – Fair Labor Standards Act
- Web Time Entry "Quick Reference" for Approvers and Proxies
- 2025 Web Time Entry Payroll Deadline Dates
- Proxy Authorization Form
- Timekeeping Org Codes for Web Time Entry Electronic Time Sheets – Alpha Order
- Timekeeping Org Codes for Web Time Entry Electronic Time Sheets – Numerical Order
- How to Print Web Time Entry Timesheets
- Web Time Entry Troubleshooting Guide

Log into Workflow via Pipeline



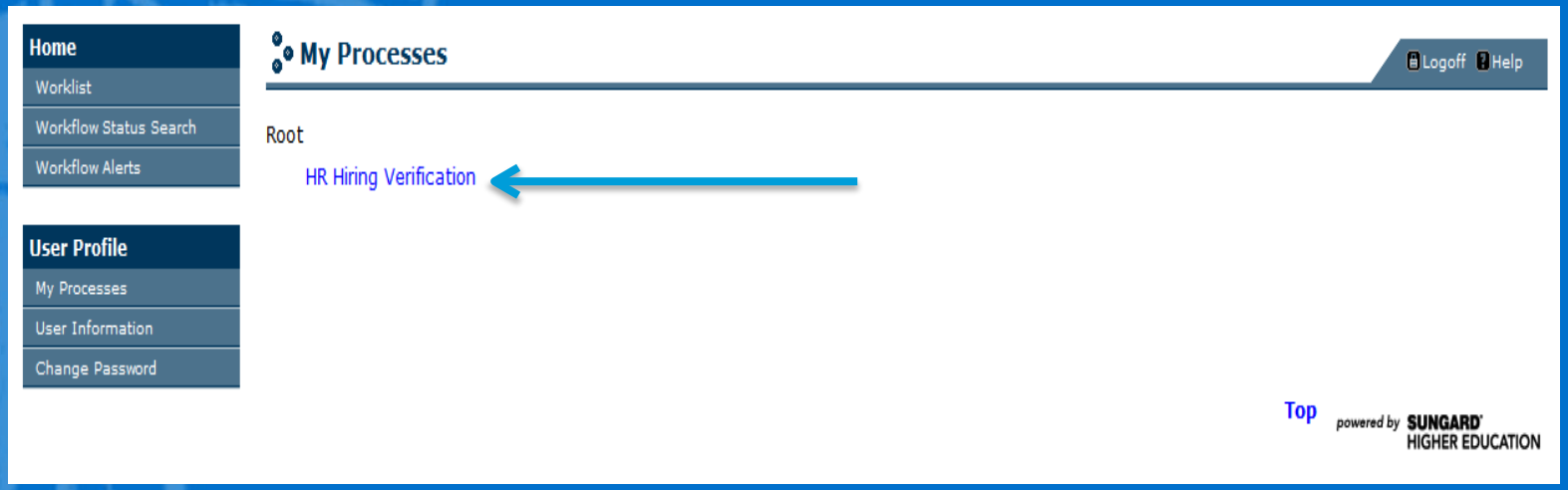
MIDDLE TENNESSEE STATE UNIVERSITY

Select My Processes



MIDDLE TENNESSEE STATE UNIVERSITY

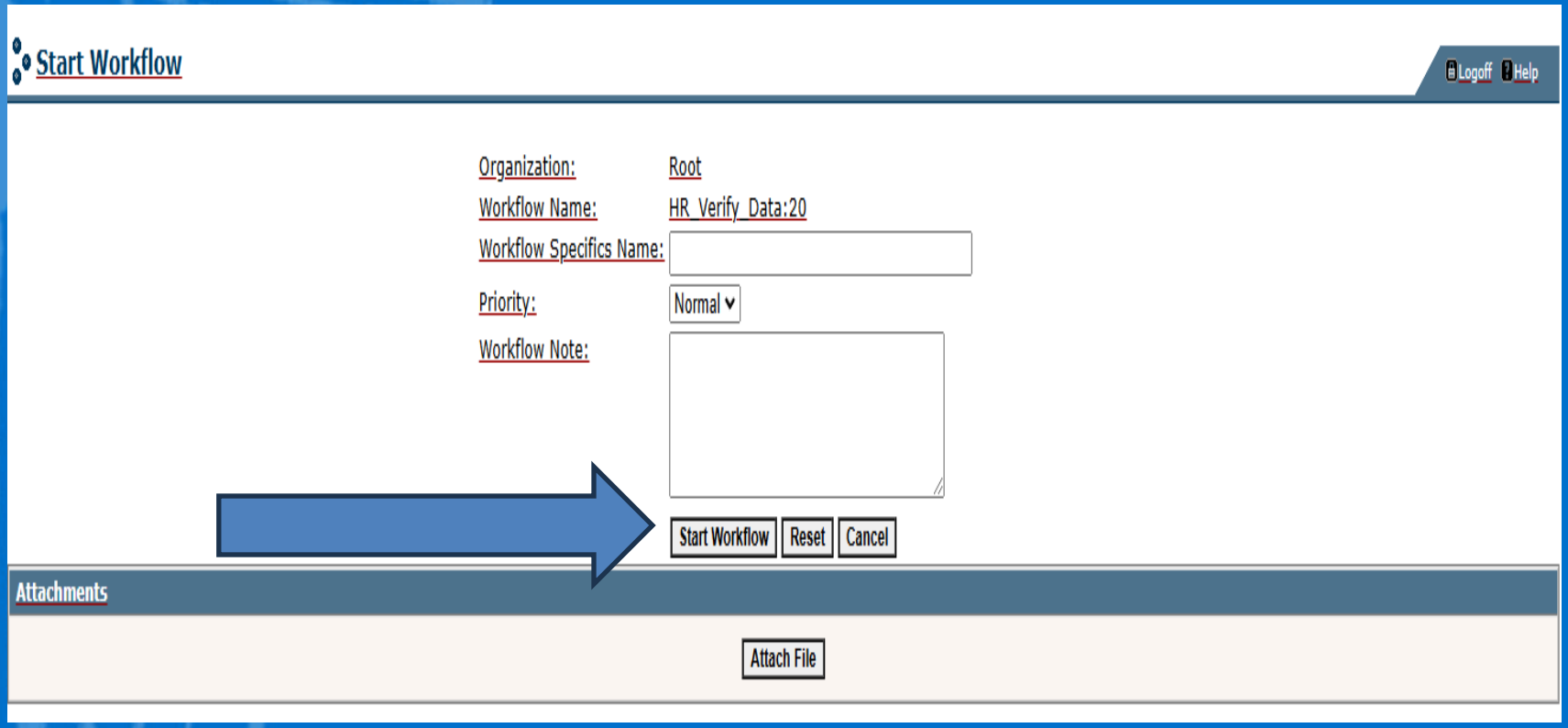
Select HR Hiring Verification



MIDDLE TENNESSEE STATE UNIVERSITY

Select "Start Workflow"

- These fields do not have to be filled in. This step simply creates a new workflow.



MIDDLE TENNESSEE STATE UNIVERSITY

Select Worklist

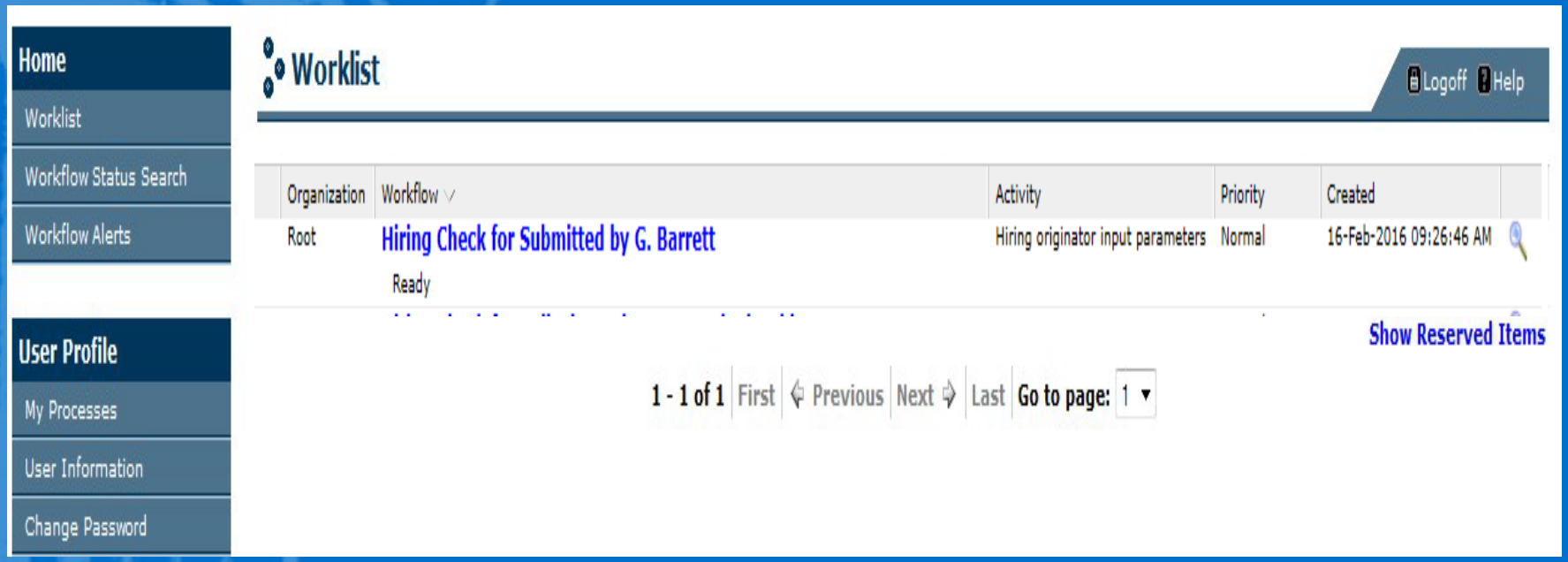
- Click on Worklist. It may take a couple of minutes for the system to generate the information.

WARNING: YOU WILL BE ABLE TO SEE ALL HIRING CHECKS SUBMITTED ACROSS CAMPUS. IF YOU CLICK ON A HIRING CHECK OTHER THAN YOUR OWN, THAT PERSON WILL NO LONGER BE ABLE TO SEE IT IN WORKFLOW. IF THAT HAPPENS, OR IF YOU CANNOT FIND ONE OF YOURS, CONTACT HRS.

MIDDLE TENNESSEE STATE UNIVERSITY

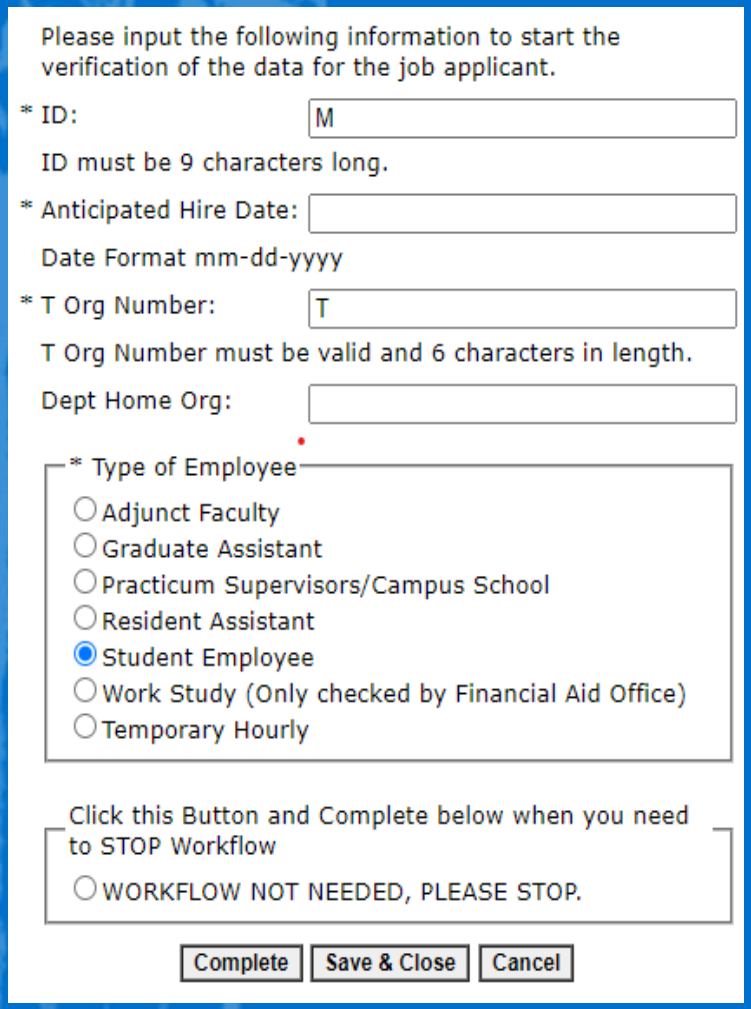
Select hiring check for…

- Click on your hiring check.



MIDDLE TENNESSEE STATE UNIVERSITY

How to process when you have an M#:



1. M#
   - No Spaces between the M and the characters
   - 9 characters total
2. Anticipated Hire Date
3. T Org/Dept Home Org
   - Needs to be correct to process workflow
4. Type of Employee
   - Incorrect type of employee will cause error with contracts

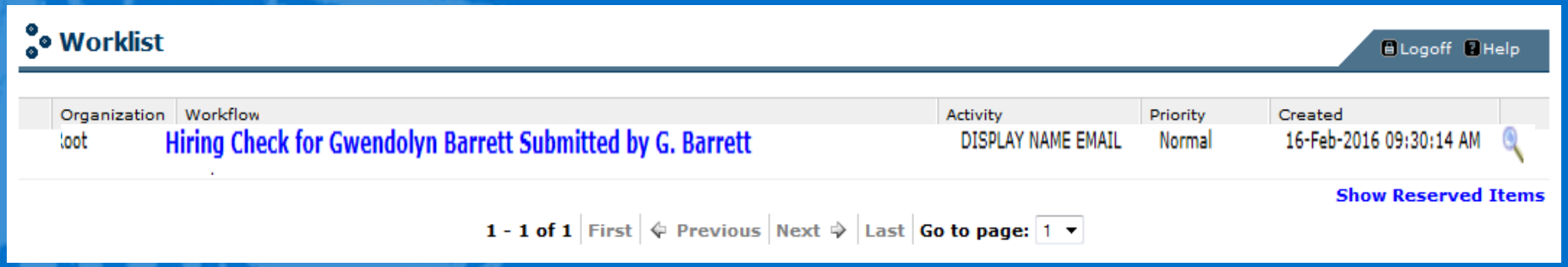
MIDDLE TENNESSEE STATE UNIVERSITY

Select Worklist

- The Workflow will now go through the process of pulling up the M# for the originator to verify.
- It may take a couple of minutes for the system to generate the information.

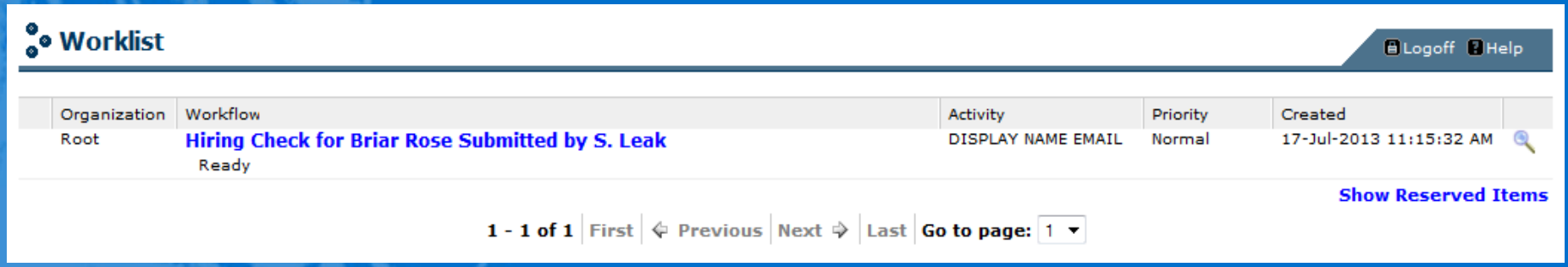
MIDDLE TENNESSEE STATE UNIVERSITY

Select Hiring Check for “employee”

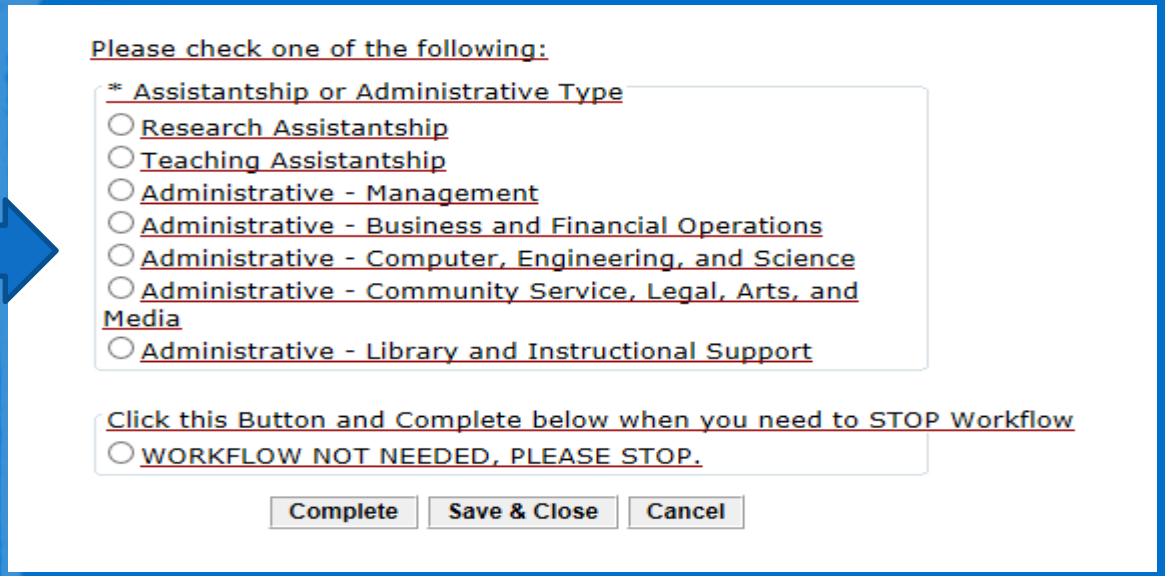


MIDDLE TENNESSEE STATE UNIVERSITY

Select Hiring Check for "employee"



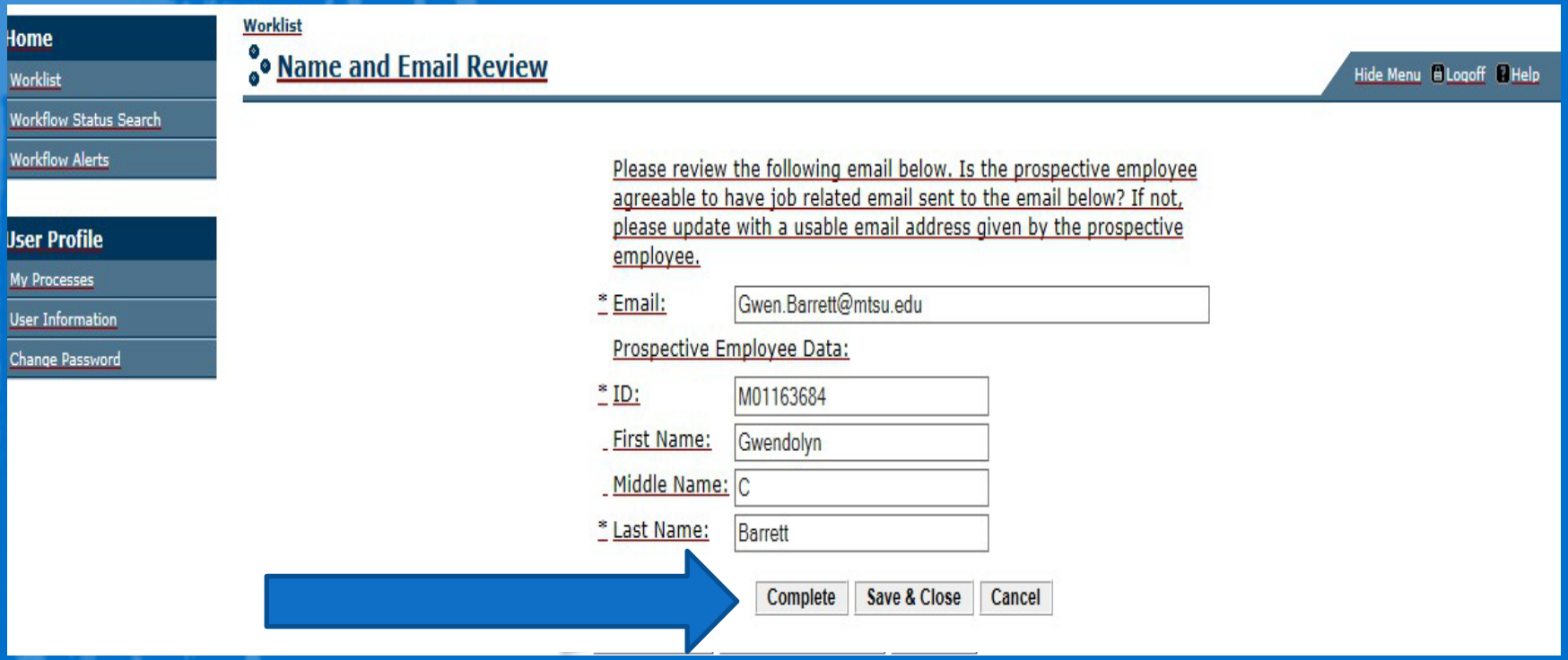
For Graduate Assistant Employees – you will have an additional selection. You must select the type of GA you are hiring:



- Once selected, click "complete"

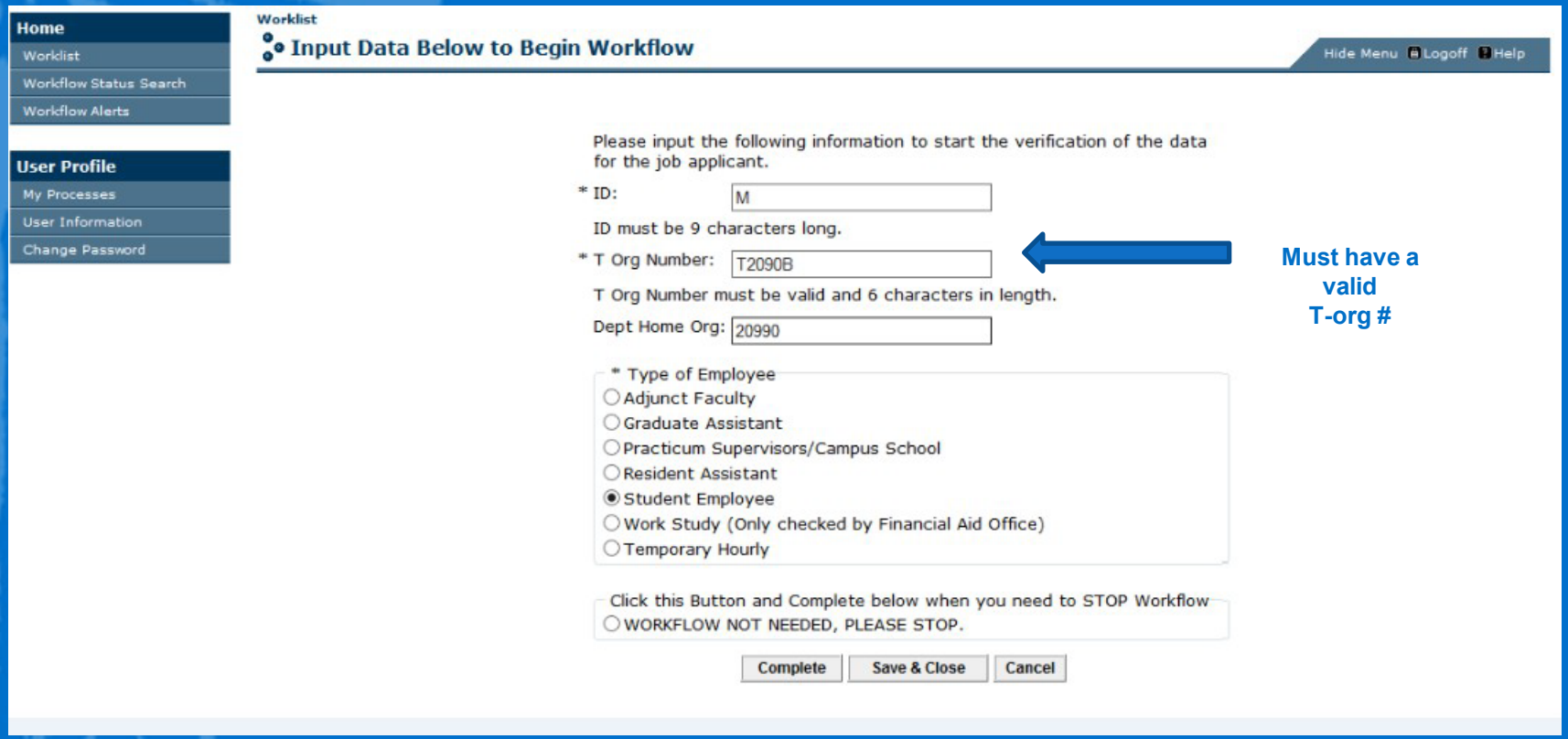
MIDDLE TENNESSEE STATE UNIVERSITY

- Verify that the information in this screen is correct. If the employee has another email that is preferable, you can change it.
- Click on **Complete**.
- You are finished!



MIDDLE TENNESSEE STATE UNIVERSITY

Hiring a person who does not have an M#



Must have a valid T-org #

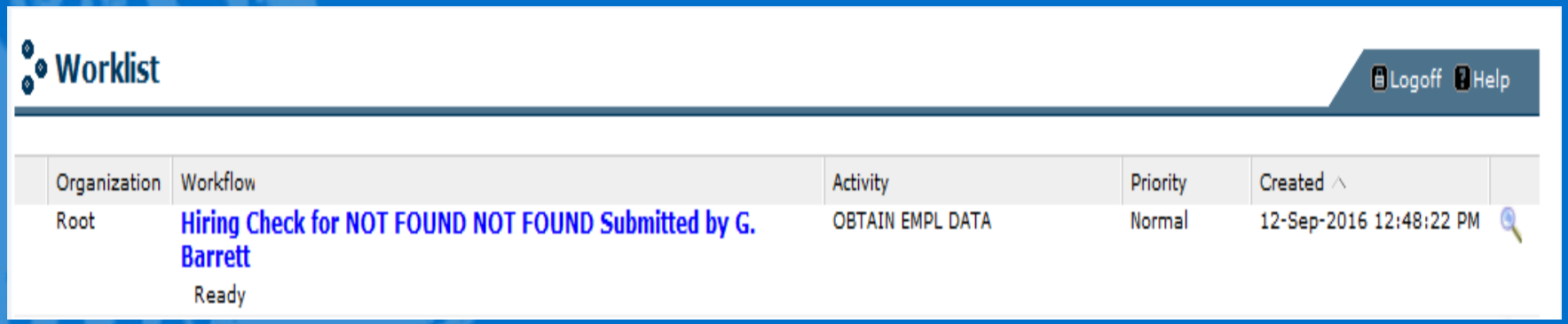
MIDDLE TENNESSEE STATE UNIVERSITY

Select Worklist

- Anytime the M# is left blank, no employee can be identified and therefore you will always get the message that this individual must complete ALL hiring paperwork.
- It may take a couple of minutes for the system to generate the information.

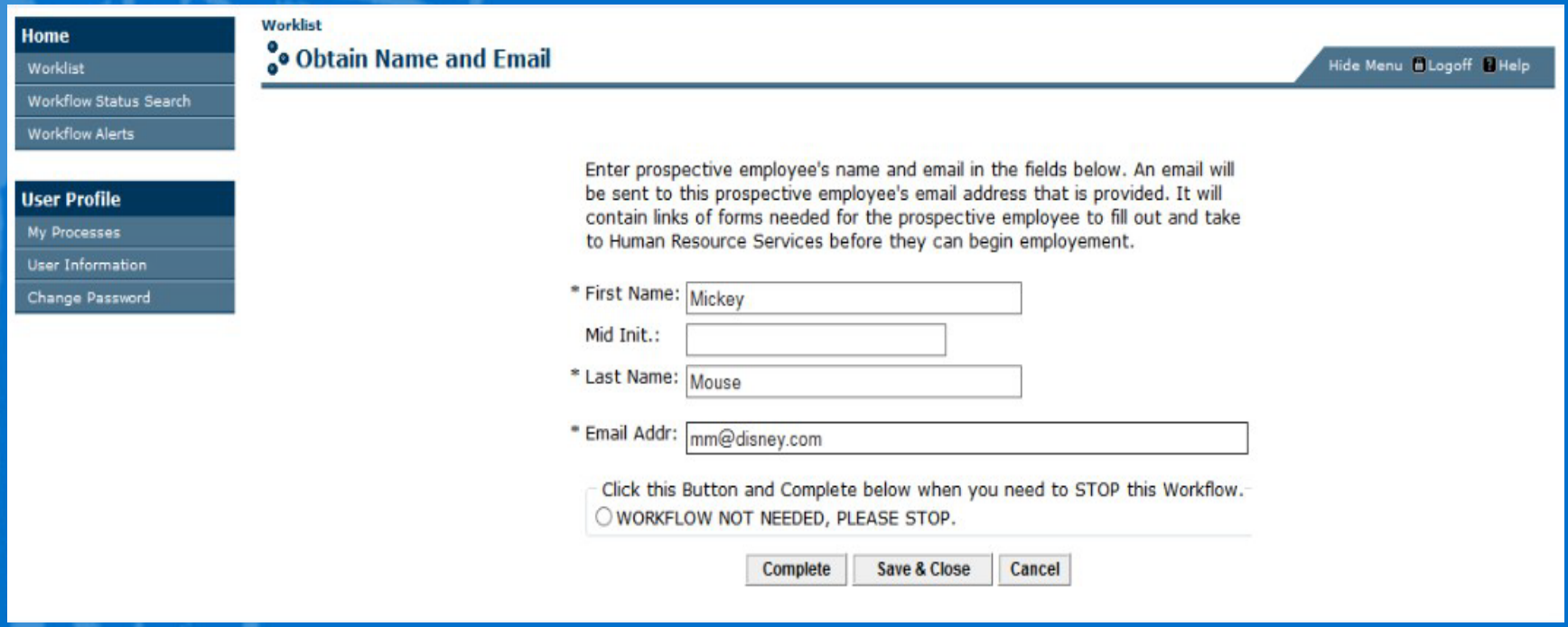
MIDDLE TENNESSEE STATE UNIVERSITY

Select your Workflow for “Not Found”



MIDDLE TENNESSEE STATE UNIVERSITY

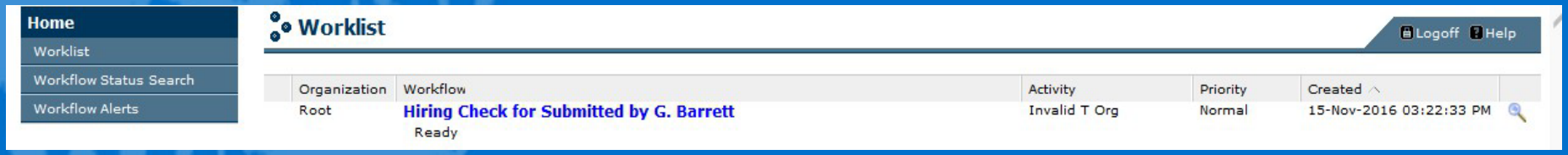
Make sure when adding your employee's information, you enter their personal email address.

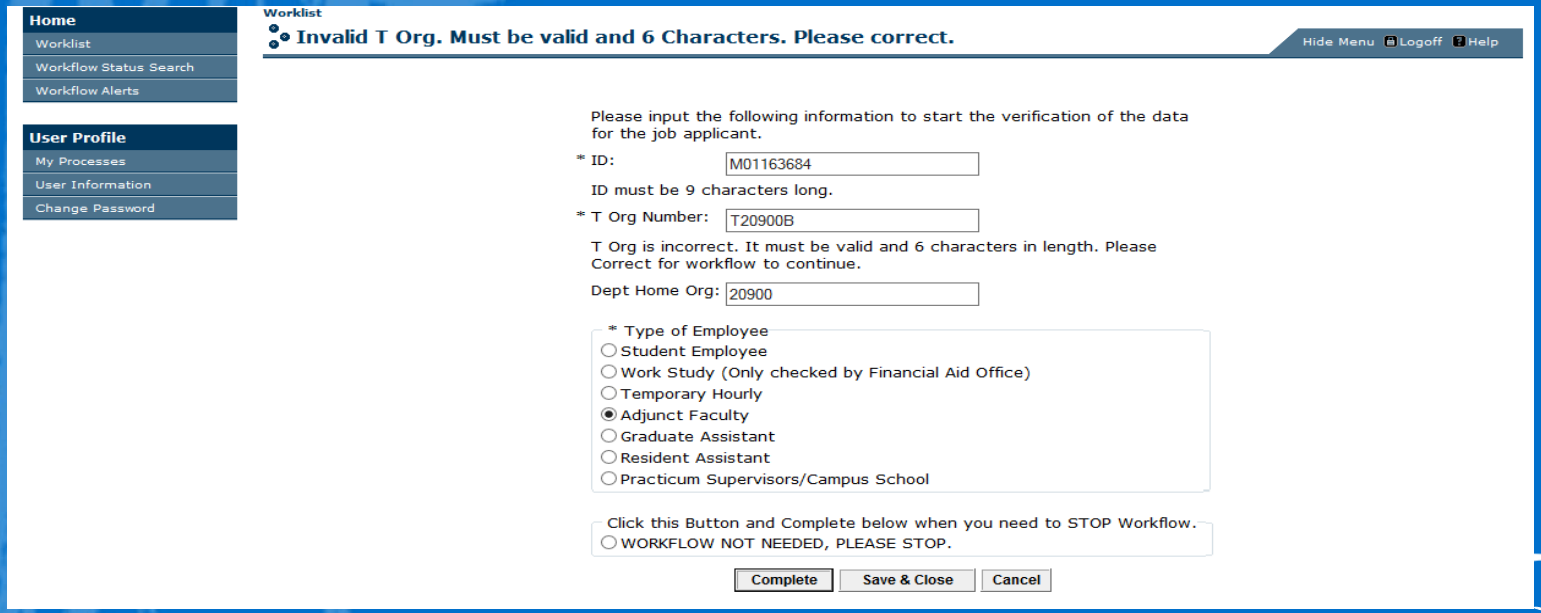


MIDDLE TENNESSEE STATE UNIVERSITY

Workflow Errors

- Under Activity, your workflow should state "Ready"
- Any other activity needs to be corrected or your workflow will not process

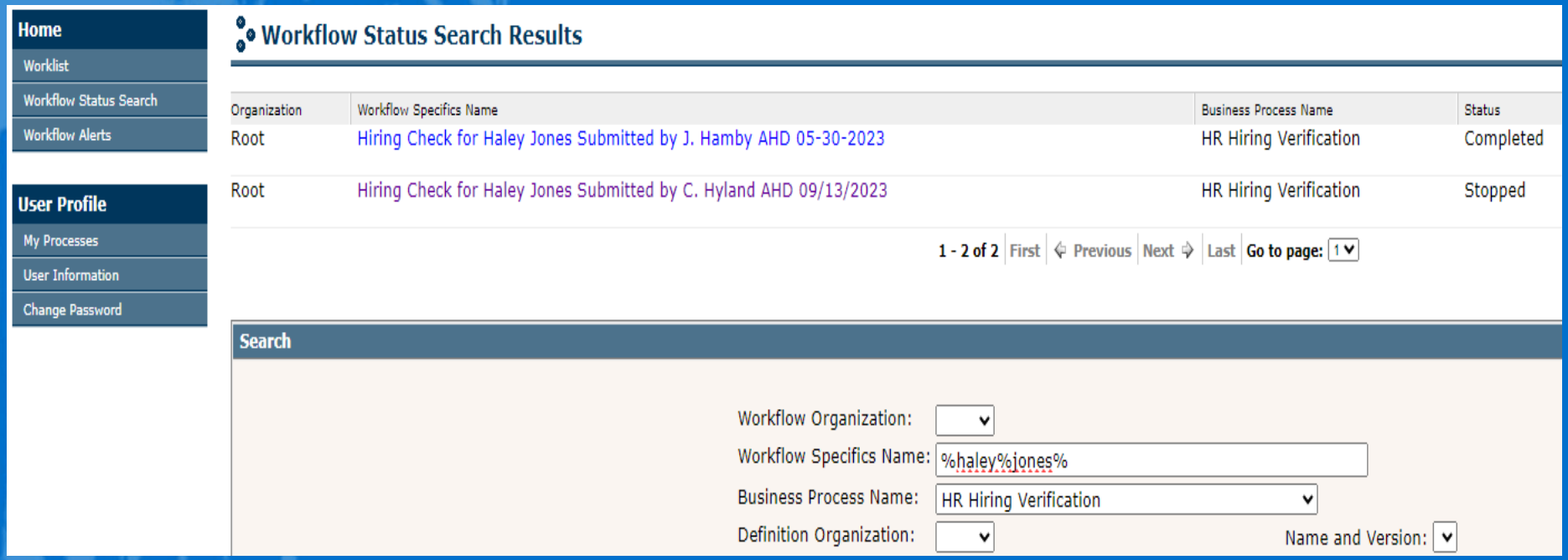




MIDDLE TENNESSEE STATE UNIVERSITY

To check all Workflows

1. Go to Workflow Status Search
2. Business Process Name: HR Hiring Verification
3. Use % before and after the name as a “wildcard”



MIDDLE TENNESSEE STATE UNIVERSITY

NOTIFICATIONS:

If no updated paperwork is needed from the employee; the originator will receive an email with permission to proceed with the PAF.

NOTE: If this person has other current jobs, they will be listed in this email.

Lisa Batey has all the necessary documents to be hired in your department. Please proceed with the hiring process by completing a PAF or an EPAF by logging into PipelineMT (link to PipelineMT). Click on the Employee Tab, then click on the New EPAF link to begin the process to start the work assignment.

Employee information:
M#: M00020091
Name: Lisa Batey
TOrg: T2090B
Dept: Human Resource Services Benefits
Email Address of Employee: Lisa.Batey@mtsu.edu

link for Campus Pipeline:
https://lum4prod.mtsu.edu/cp/home/displaylogin

Lisa Batey is currently employed in the following job(s):

Position Number: 609020 - 00
Title: Director-Employee Benefits
Eclass Code: AD
Job Begin Date: 01-JUL-05
Job End Date:
Dept: Human Resource Services AVP

MIDDLE TENNESSEE STATE UNIVERSITY

If updated paperwork is needed from the employee; the employee and the originator will receive an email stating what paperwork is needed.

From: hrnotification@mtsu.edu
To: Gwen Barrett
Subject: FYI - PAPERWORK NEEDED FOR EMPLOYEE

You are attempting to hire Mickey Mouse in the following department: Art. In order for this individual to begin work they must complete the paperwork listed below and return to Human Resource Services.

I9 Documentation
Needed? Y
http://www.mtsu.edu/hrs/docs/HR_New-I9_ONLY_04151777.pdf
(must be completed in person in Human Resource Services-please bring acceptable documents with you as listed on page 9 of I-9 form)

W4 Information
Needed? N
http://www.mtsu.edu/hrs/docs/HR_New_Hire_Packet_W4_ONLY.pdf

Direct Deposit Form
Needed? N
http://www.mtsu.edu/hrs/docs/HR_New_Hire_Packet_DIRECT_DEPOSIT_ONLY.pdf

The individual has been sent an email with links to the forms that need to be completed. The individual MUST NOT begin work until you have received notification from HRS to complete the EPAF or Personnel Appointment Form..

MIDDLE TENNESSEE STATE UNIVERSITY

If the employee has either ***never worked*** for the university, it will request a complete New Hire Packet.

FYI - NEW HIRE PAPERWORK NEEDED

HE

hrnotification@mtsu.edu

To LaCresha L. Longwell

Reply | Reply All | Forward

Tue 2/25/2025 10:03 AM

You are attempting to hire Mickey Mouse in the following department: Governors School. This person has either never worked for the university or their employment has been terminated. A completed New Hire Packet and I-9 verification is required before they can begin work. An email with the following New Hire Packet link http://www.mtsu.edu/hrs/docs/New_Hire_Packet.pdf has been sent to the individual for completion.

Once HRS has received the paperwork you will receive notification to either complete an EPAF or Personnel Appointment Form.

PLEASE NOTE: If you are required to enter an EPAF for this employee you cannot do so until you have received notification. The employee MUST NOT begin work until you have received notification.

MIDDLE TENNESSEE STATE UNIVERSITY

Once the requested paperwork has been received and entered into Banner by HRS, the originator will receive an email with permission to proceed with the PAF.

If this person did not have an M#, HR would create one and you will receive it in this email.

Lisa Batey has all the necessary documents to be hired in your department. Please proceed with the hiring process by completing a PAF or an EPAF by logging into PipelineMT (link to PipelineMT). Click on the Employee Tab, then click on the New EPAF link to begin the process to start the work assignment.

Employee information:
M#: M00020091
Name: Lisa Batey
TOrg: T2090B
Dept: Human Resource Services Benefits
Email Address of Employee: Lisa.Batey@mtsu.edu

link for Campus Pipeline:
https://lum4prod.mtsu.edu/cp/home/displaylogin

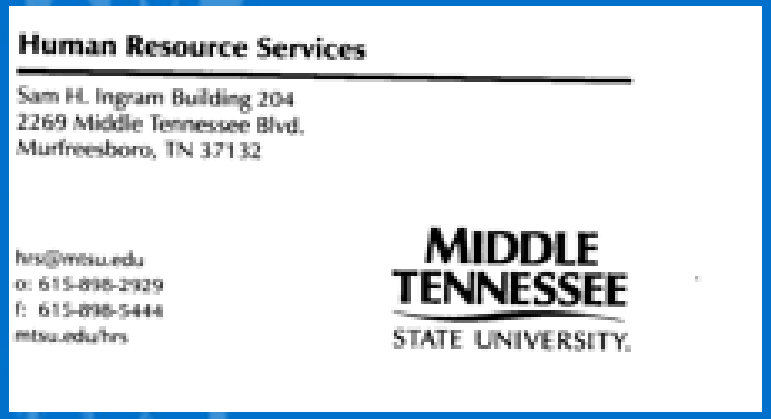
Lisa Batey is currently employed in the following job(s):

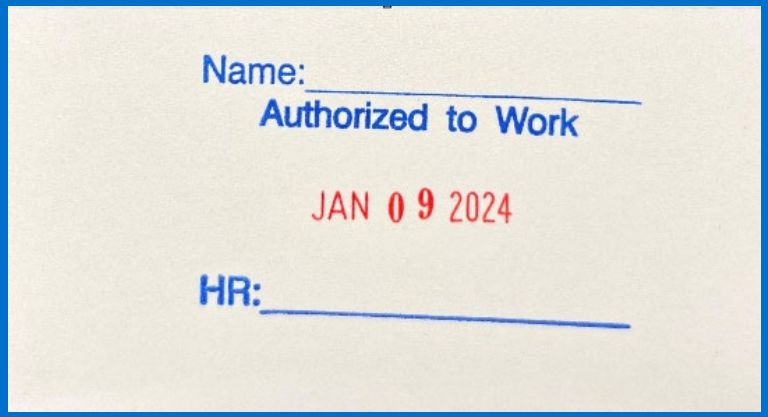
Position Number: 609020 - 00
Title: Director-Employee Benefits
Eclass Code: AD
Job Begin Date: 01-JUL-05
Job End Date:
Dept: Human Resource Services AVP

MIDDLE TENNESSEE STATE UNIVERSITY

Authorization Card

Once a New Hire Packet has been submitted, we give the new employee an authorization card. These are not meant to replace the email notification, just a means to let you know that this person is valid to begin working as of that date. PLEASE wait for the email notification before starting an EPAF or submitting a paper contract.





MIDDLE TENNESSEE STATE UNIVERSITY

How Do I Get Access To HR Workflow and EPAF?

- You are doing it!
- You must attend a training session before you can receive access and the roster you signed today gives us all the information needed to get you set-up

MIDDLE TENNESSEE STATE UNIVERSITY

QUESTIONS?

- Hiring Verification Workflows: Please contact
- Amber Redding x7627 or Amber.Redding@mtsu.edu

MIDDLE TENNESSEE STATE UNIVERSITY