

The background of the slide features a faint, light blue image of a classical column capital, likely an Ionic or Corinthian style, positioned on the left side. The rest of the background is a solid, medium blue color.

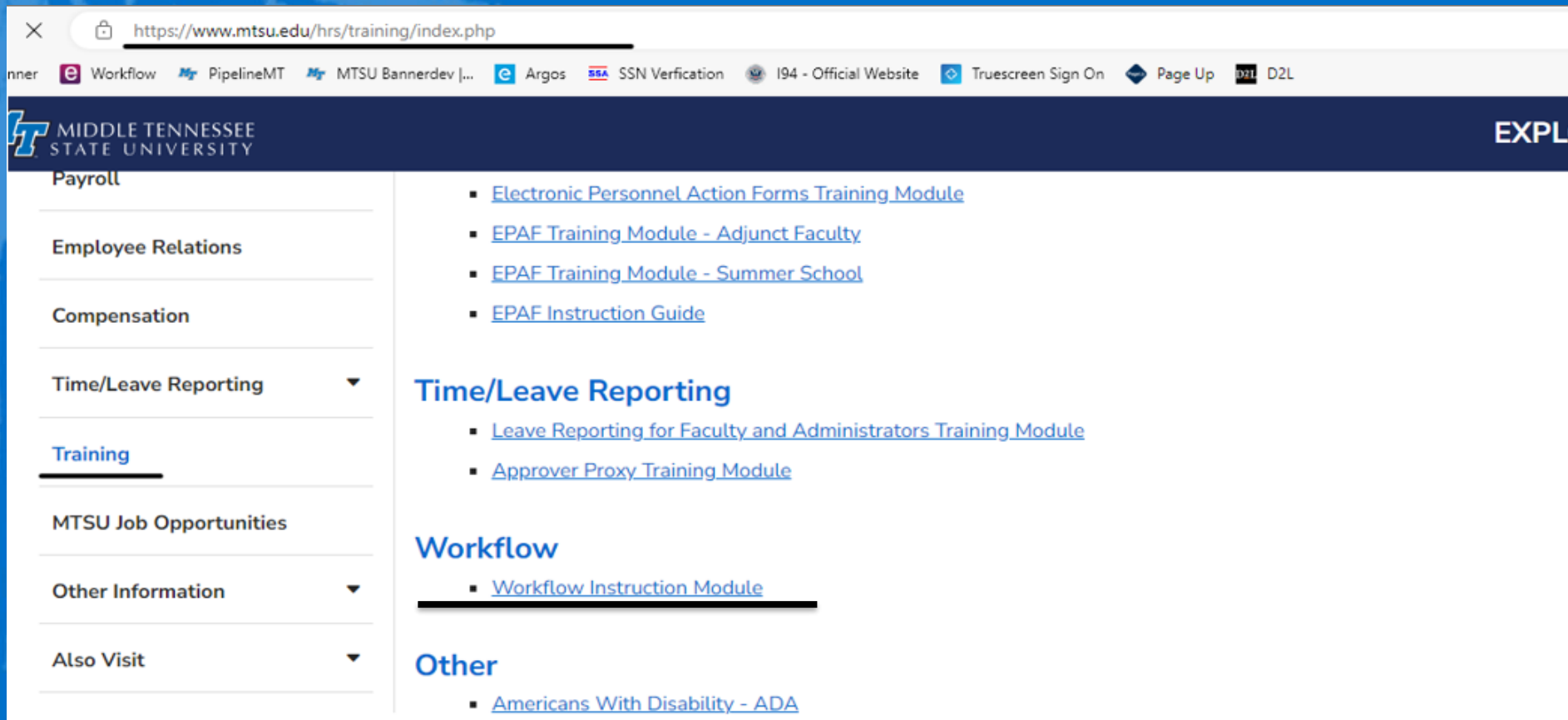
MTSU Human Resources

Hiring Verifications Workflow

Revised 02/2024

**MIDDLE
TENNESSEE**
STATE UNIVERSITY

How Do I Get Access To This Power Point?



The screenshot shows a web browser window with the URL <https://www.mtsu.edu/hrs/training/index.php>. The browser's address bar and tabs are visible at the top. The page header includes the Middle Tennessee State University logo and the text "MIDDLE TENNESSEE STATE UNIVERSITY". A navigation menu on the left lists various HR-related categories: Payroll, Employee Relations, Compensation, Time/Leave Reporting, Training (which is underlined and has a dropdown arrow), MTSU Job Opportunities, Other Information, and Also Visit. The main content area is organized into sections: "Electronic Personnel Action Forms Training Module" with a list of links including "Electronic Personnel Action Forms Training Module", "EPAF Training Module - Adjunct Faculty", "EPAF Training Module - Summer School", and "EPAF Instruction Guide"; "Time/Leave Reporting" with links for "Leave Reporting for Faculty and Administrators Training Module" and "Approver Proxy Training Module"; "Workflow" with a link for "Workflow Instruction Module" (underlined); and "Other" with a link for "Americans With Disability - ADA".

Workflow

PipelineMT

MTSU Bannerdev |...

Argos

SSA SSN Verification

I94 - Official Website

Truescreen Sign On

Page Up

D2L D2L

MIDDLE TENNESSEE STATE UNIVERSITY

EXPLORE

Payroll

Employee Relations

Compensation

Time/Leave Reporting

Training

MTSU Job Opportunities

Other Information

Also Visit

- [Electronic Personnel Action Forms Training Module](#)
- [EPAF Training Module - Adjunct Faculty](#)
- [EPAF Training Module - Summer School](#)
- [EPAF Instruction Guide](#)

Time/Leave Reporting

- [Leave Reporting for Faculty and Administrators Training Module](#)
- [Approver Proxy Training Module](#)

Workflow

- [Workflow Instruction Module](#)

Other

- [Americans With Disability - ADA](#)

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.

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

HR website for T-org codes

http://mtsu.edu/hrs/leavereporting/web_time_entry.php

Banner8::PROD INB3

Web Time Entry | Mi... x

View Favorites Tools Help

S- site for HR MTSU Banner Prod

WELCOME <<

EMPLOYMENT <<

BENEFITS

PAYROLL

EMPLOYEE RELATIONS

COMPENSATION

TIME/LEAVE REPORTING >>

- Leave Reporting
- Web Time Entry**

TRAINING

MTSU JOB OPPORTUNITIES

OTHER INFORMATION <<

ALSO VISIT <<

HUMAN RESOURCE SERVICES
Middle Tennessee State University
2269 Middle Tennessee Boulevard
204 Sam H. Ingram Building
Murfreesboro, TN 37132-0001
(615)-898-2929

Web Time Entry

Classified Employees

- [Web Time Entry Time Sheet Training Module](#)
- [Web Time Entry "Quick Reference" for Classified Employees](#)
- [Classified WTE Back Hour Instructions/Time Sheet](#)
- [2016 Possible Hours in WTE Pay Periods](#)
- [How to Report Hours Worked on a Holiday on WTE](#)
- [How to Report Inclement Weather Time on WTE](#)

Student and Hourly Employees

- [Web Time Entry Student and Hourly Training Module](#)
- [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 Approver and Proxy Instructions](#)
- [Web Time Entry "Quick Reference" for Approvers and Proxies](#)
- [Proxy Authorization Form](#)
- [Payroll Deadline Dates](#)
- [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](#)
- [Web Time Entry Frequently Asked Questions](#)

Log into Workflow via Pipeline

- Home
- Registration & Student Records
- Academic Resources
- Billing & Payment
- Employees
- Finance
- Resources

Announcements

2017-18 Outstanding Teaching Award

Applications are now being accepted for the 2017-2018 Outstanding Teaching Award. Deadline for submissions will be Monday, March 12, 2018.

Continuing a 50-year traditio...

[Read More >](#)

Discussion of the book A Land of Permanent Goodbyes

The Margaret H. Ouroubadian University Writing Center is pleased to announce that we will host a discussion of the book *A Land of Permanent Goodbyes* by Alia Abawi on April 1...

[Read More >](#)

Course Search Tools

- Look up Classes
- Display Corequisites
- Course Catalog
- Class Schedule Search (Basic)

CUSTOMS Orientation

[Signup Now](#) or [Review Signup Details](#)



MTSU ID Card



ITD Help Desk



Calendar

Personal Information

- Addresses and Phones
- Email Addresses
- Emergency Contacts
- Directory Profile
- MTSU Post Office Box and Combination
- MTSU Post Office Box Forwarding Address
- My Mobile Number
- Name Change Information (Student)
- Name or Social Security Number Change Information (Employee)

Admissions Application

[Apply Now](#) or [Check Admission Status](#)

Employee Resources

- Argos
- ePrint
- MTSsource
- PeopleAdmin
- SSC Campus
- Workflow

Select Workflow



Select My Processes

The screenshot shows a web application interface with a blue background. At the top, the title "Select My Processes" is displayed in white. Below this, the application header includes a "Worklist" logo and navigation links for "Logoff" and "Help". A sidebar on the left contains two main sections: "Home" with links for "Worklist", "Workflow Status Search", and "Workflow Alerts"; and "User Profile" with links for "My Processes", "User Information", and "Change Password". A blue arrow points from the "My Processes" link to the main content area. The main content area features a table with columns for "Organization", "Workflow", "Activity", "Priority", and "Created". Below the table, there is a pagination control showing "0 - 0 of 0" and navigation buttons for "First", "Previous", "Next", and "Last", along with a "Go to page:" dropdown. A "Show Reserved Items" link is also present. In the bottom right corner, there is a "Top" link and a logo for "SUNGARD HIGHER EDUCATION".

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information
- Change Password

Worklist

Logoff Help

Organization	Workflow	Activity	Priority	Created
--------------	----------	----------	----------	---------

0 - 0 of 0 | First | Previous | Next | Last | Go to page:

[Show Reserved Items](#)

Top powered by **SUNGARD** HIGHER EDUCATION

Select HR Hiring Verification

The screenshot displays a web application interface with a blue background. On the left, there is a navigation menu with two main sections: 'Home' and 'User Profile'. The 'Home' section includes 'Worklist', 'Workflow Status Search', and 'Workflow Alerts'. The 'User Profile' section includes 'My Processes', 'User Information', and 'Change Password'. The main content area is titled 'My Processes' and shows a breadcrumb trail 'Root' followed by 'HR Hiring Verification', which is highlighted in blue and pointed to by a blue arrow. In the top right corner, there are links for 'Logoff' and 'Help'. In the bottom right corner, there is a 'Top' link and the text 'powered by SUNGARD HIGHER EDUCATION'.

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information
- Change Password

My Processes

Root

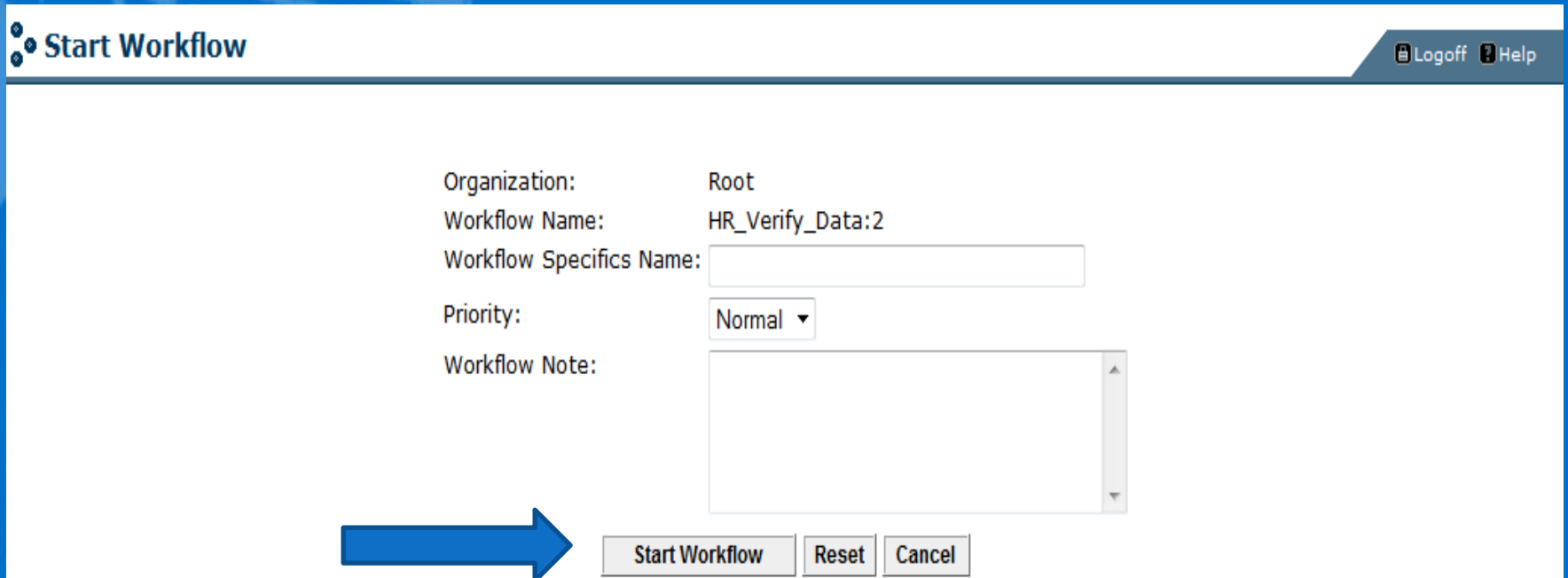
[HR Hiring Verification](#)

Logoff Help

Top powered by **SUNGARD** HIGHER EDUCATION

Select “Start Workflow”

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



Start Workflow

Logoff Help

Organization: Root

Workflow Name: HR_Verify_Data:2

Workflow Specifics Name:

Priority: Normal ▾

Workflow Note:

- Click OK

Select Worklist

Home

Worklist

Logoff Help

Worklist

Workflow Status Search

Workflow Alerts

User Profile

My Processes

User Information

Change Password

Organization	Workflow	Activity	Priority	Created
--------------	----------	----------	----------	---------

0 - 0 of 0 | First | Previous | Next | Last | Go to page:

Show Reserved Items

- 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.

Select hiring check for...

- Click on your hiring check.

The screenshot displays a web application interface for a 'Worklist'. On the left is a navigation sidebar with sections 'Home' and 'User Profile'. The 'Home' section includes links for 'Worklist', 'Workflow Status Search', and 'Workflow Alerts'. The 'User Profile' section includes links for 'My Processes', 'User Information', and 'Change Password'. The main content area is titled 'Worklist' and features a 'Logoff' and 'Help' button in the top right. Below the title is a table with the following data:

Organization	Workflow	Activity	Priority	Created
Root	Hiring Check for Submitted by G. Barrett	Hiring originator input parameters	Normal	16-Feb-2016 09:26:46 AM

Below the table, the status 'Ready' is visible. At the bottom of the table area, there is a pagination control showing '1 - 1 of 1' and navigation buttons for 'First', 'Previous', 'Next', and 'Last'. A 'Go to page:' dropdown menu is set to '1'. A 'Show Reserved Items' link is located at the bottom right of the table area.

How to process when you have an M#:

Please input the following information to start the verification of the data for the job applicant.

* ID:
ID must be 9 characters long.

* Anticipated Hire Date:
Date Format mm-dd-yyyy

* T Org Number:
T Org Number must be valid and 6 characters in length.

Dept Home Org:

* Type of Employee

Adjunct Faculty
 Graduate Assistant
 Practicum Supervisors/Campus School
 Resident Assistant
 Student Employee
 Work Study (Only checked by Financial Aid Office)
 Temporary Hourly

Click this Button and Complete below when you need to STOP Workflow

WORKFLOW NOT NEEDED, PLEASE STOP.

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

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 Practicum Supervisors

Select Worklist

Home

Worklist

Logoff Help

Worklist

Workflow Status Search

Workflow Alerts

User Profile

My Processes

User Information

Change Password

Organization	Workflow	Activity	Priority	Created
0 - 0 of 0				

First Previous Next Last Go to page:

Show Reserved Items

- 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.

Select Hiring Check for "employee"

Worklist Logoff Help

Organization	Workflow	Activity	Priority	Created
root	Hiring Check for Gwendolyn Barrett Submitted by G. Barrett	DISPLAY NAME EMAIL	Normal	16-Feb-2016 09:30:14 AM

[Show Reserved Items](#)

1 - 1 of 1 | [First](#) | [Previous](#) | [Next](#) | [Last](#) | Go to page:

Select Hiring Check for "employee"

Worklist Logoff Help

Organization	Workflow	Activity	Priority	Created
Root	Hiring Check for Briar Rose Submitted by S. Leak Ready	DISPLAY NAME EMAIL	Normal	17-Jul-2013 11:15:32 AM

[Show Reserved Items](#)

1 - 1 of 1 | First | Previous | Next | Last | Go to page: 1

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

Please check one of the following:

* Assistantship or Administrative Type

- Research Assistantship
- Teaching Assistantship
- Administrative - Management
- Administrative - Business and Financial Operations
- Administrative - Computer, Engineering, and Science
- Administrative - Community Service, Legal, Arts, and Media
- Administrative - Library and Instructional Support

Click this Button and Complete below when you need to STOP Workflow

- WORKFLOW NOT NEEDED, PLEASE STOP.

- Once selected, click "complete"

- 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!

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information
- Change Password

Worklist

Name and Email Review

Hide Menu Logoff Help

Please review the following email below. Is the prospective employee agreeable to have job related email sent to the email below? If not, please update with a usable email address given by the prospective employee.

* Email:

Prospective Employee Data:

* ID:

. First Name:

. Middle Name:

* Last Name:

Hiring a person who does not have an M#

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile


- My Processes
- User Information
- Change Password

Worklist

Input Data Below to Begin Workflow Hide Menu Logoff Help

Please input the following information to start the verification of the data for the job applicant.

* ID:
ID must be 9 characters long.

* T Org Number:  **Must have a valid T-org #**
T Org Number must be valid and 6 characters in length.

Dept Home Org:

* Type of Employee

- Adjunct Faculty
- Graduate Assistant
- Practicum Supervisors/Campus School
- Resident Assistant
- Student Employee
- Work Study (Only checked by Financial Aid Office)
- Temporary Hourly

Click this Button and Complete below when you need to STOP Workflow


WORKFLOW NOT NEEDED, PLEASE STOP.


Select Worklist

The screenshot displays the 'Worklist' application interface. On the left, there is a navigation menu with 'Home' and 'User Profile' sections. The 'Home' section includes 'Worklist' (highlighted with a blue arrow), 'Workflow Status Search', and 'Workflow Alerts'. The 'User Profile' section includes 'My Processes', 'User Information', and 'Change Password'. The main content area features a table with columns for 'Organization', 'Workflow', 'Activity', 'Priority', and 'Created'. The table is currently empty, showing '0 - 0 of 0' items. Navigation controls include 'First', 'Previous', 'Next', 'Last', and a 'Go to page:' dropdown menu. A 'Show Reserved Items' link is visible in the bottom right of the table area.

- 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.

Select your Workflow for “Not Found”

 **Worklist** Logoff Help

Organization	Workflow	Activity	Priority	Created ^
Root	Hiring Check for NOT FOUND NOT FOUND Submitted by G. Barrett Ready	OBTAIN EMPL DATA	Normal	12-Sep-2016 12:48:22 PM 

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

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information
- Change Password

Worklist

Obtain Name and Email

Hide Menu Logoff Help

Enter prospective employee's name and email in the fields below. An email will be sent to this prospective employee's email address that is provided. It will contain links of forms needed for the prospective employee to fill out and take to Human Resource Services before they can begin employment.

* First Name:

Mid Init.:

* Last Name:

* Email Addr:

Click this Button and Complete below when you need to STOP this Workflow.
 WORKFLOW NOT NEEDED, PLEASE STOP.

Workflow Errors

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

The screenshot shows a 'Worklist' interface. On the left is a navigation menu with 'Home', 'Worklist', 'Workflow Status Search', and 'Workflow Alerts'. The main area has a header with 'Worklist' and 'Logoff Help'. Below is a table with columns: Organization, Workflow, Activity, Priority, and Created. One row is visible with Organization 'Root', Workflow 'Hiring Check for Submitted by G. Barrett', Activity 'Invalid T Org', Priority 'Normal', and Created '15-Nov-2016 03:22:33 PM'. The status 'Ready' is shown below the workflow name.

Organization	Workflow	Activity	Priority	Created
Root	Hiring Check for Submitted by G. Barrett	Invalid T Org	Normal	15-Nov-2016 03:22:33 PM

The screenshot shows an error message in the 'Worklist' interface. The error message is: 'Invalid T Org. Must be valid and 6 Characters. Please correct.' Below the error message, there is a form with the following fields and options:

Please input the following information to start the verification of the data for the job applicant.

* ID:
ID must be 9 characters long.

* T Org Number:
T Org is incorrect. It must be valid and 6 characters in length. Please Correct for workflow to continue.

Dept Home Org:

* Type of Employee
 Student Employee
 Work Study (Only checked by Financial Aid Office)
 Temporary Hourly
 Adjunct Faculty
 Graduate Assistant
 Resident Assistant
 Practicum Supervisors/Campus School

Click this Button and Complete below when you need to STOP Workflow.
 WORKFLOW NOT NEEDED, PLEASE STOP.

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”

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information
- Change Password

Workflow Status Search Results

Organization	Workflow Specifics Name	Business Process Name	Status
Root	Hiring Check for Haley Jones Submitted by J. Hamby AHD 05-30-2023	HR Hiring Verification	Completed
Root	Hiring Check for Haley Jones Submitted by C. Hyland AHD 09/13/2023	HR Hiring Verification	Stopped

1 - 2 of 2 | First | Previous | Next | Last | Go to page: 1

Search

Workflow Organization:

Workflow Specifics Name:

Business Process Name:

Definition Organization: Name and Version:

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

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..

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



hrnotification@mtsu.edu

FYI - NEW HIRE PAPERWORK NEEDED

To  Gwen Barrett

You are attempting to hire Vann Tate in the following department: Student Programming. 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.

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

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.

Human Resource Services

Tara Oliver
Coordinator
Sam H. Ingram Building 204
2269 Middle Tennessee Boulevard
Murfreesboro, TN 37132

Tara.Oliver@mtsu.edu
o: 615-494-7627
f: 615-898-5444

**MIDDLE
TENNESSEE**
STATE UNIVERSITY

Name: _____
Authorized to Work

JAN 09 2024

HR: _____

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

➤ QUESTIONS?

- Hiring Verification Workflows:
Please contact Tara Oliver at
x7627 or tara.oliver@mtsu.edu