



# MTSU Human Resources

## Hiring Verifications Workflow

Revised 4/8/25

# How Do I Get Access To This Power Point?

1. [hrs.mtsu.edu](https://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](#)

# 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.

# 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

# 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

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



PipelineMT



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 tradition...

[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](#)
- [MTSource](#)
- [PeopleAdmin](#)
- [SSC Campus](#)
- [Workflow](#)

**Select Workflow**



# Select My Processes

Home

Worklist

Workflow Status Search

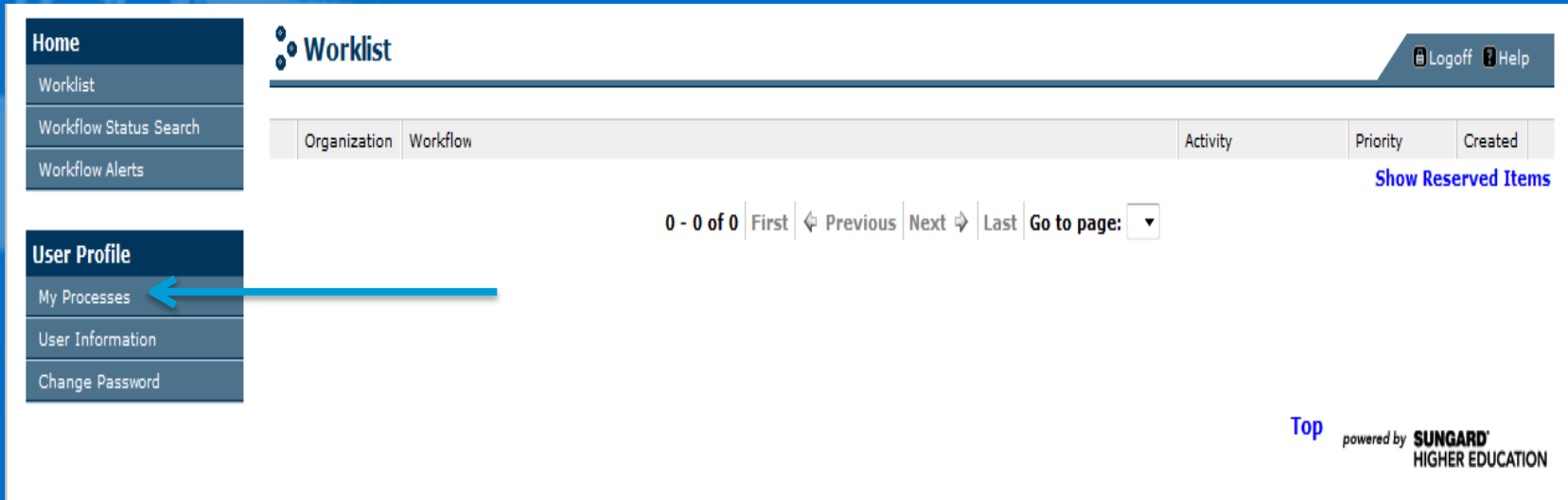
Workflow Alerts

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: <input type="text"/>				

[Show Reserved Items](#)

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# Select HR Hiring Verification

**Home**

- Worklist
- Workflow Status Search
- Workflow Alerts

**User Profile**

- My Processes
- User Information
- Change Password

**My Processes**

Logoff Help

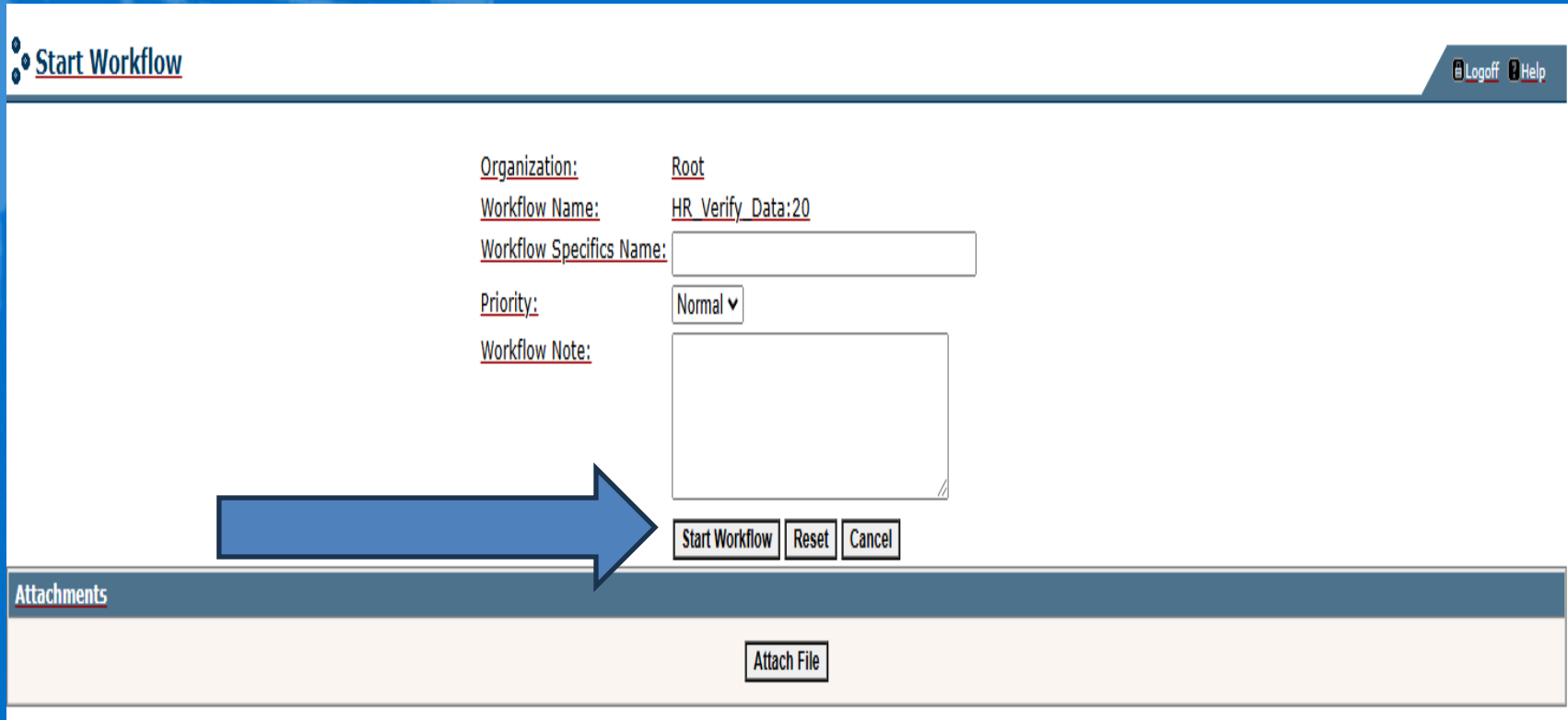
Root

HR Hiring Verification ←

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# Select “Start Workflow”

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



The screenshot shows a web interface titled "Start Workflow" in the top left corner. In the top right corner, there are links for "Logoff" and "Help". The main form area contains the following fields:

- Organization: Root
- Workflow Name: HR\_Verify\_Data:20
- Workflow Specifics Name: [Empty text box]
- Priority: Normal ▼
- Workflow Note: [Empty text area]

Below these fields are three buttons: "Start Workflow", "Reset", and "Cancel". A large blue arrow points from the left towards the "Start Workflow" button. At the bottom of the page, there is a section titled "Attachments" with an "Attach File" button.

# Select Worklist

Home Worklist Logoff Help

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: <input type="text"/>				

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.

[Home](#)  
[Worklist](#)  
[Workflow Status Search](#)  
[Workflow Alerts](#)

[User Profile](#)  
[My Processes](#)  
[User Information](#)  
[Change Password](#)

 Worklist

Logoff Help

Organization	Workflow ▾	Activity	Priority	Created	
Root	<a href="#">Hiring Check for Submitted by G. Barrett</a>	Hiring originator input parameters	Normal	16-Feb-2016 09:26:46 AM	
	Ready				

[Show Reserved Items](#)

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

# 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

# Select Worklist

Home Worklist Logoff Help

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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
loot	<a href="#">Hiring Check for Gwendolyn Barrett Submitted by G. Barrett</a>	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: 1

# Select Hiring Check for “employee”

**Worklist** Logoff Help

Organization	Workflow	Activity	Priority	Created
Root	<a href="#">Hiring Check for Briar Rose Submitted by S. Leak</a>	DISPLAY NAME EMAIL	Normal	17-Jul-2013 11:15:32 AM
	Ready			

[Show Reserved Items](#)

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

**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**

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- 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:

**Complete** **Save & Close** **Cancel**

# Hiring a person who does not have an M#

Home

Worklist

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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:   
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.



Must have a valid T-org #

# Select Worklist

Home

Worklist

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Organization	Workflow	Activity	Priority	Created
0 - 0 of 0				

First Previous Next Last Go to page: ▼

Show Reserved Items

- 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					
Organization	Workflow	Activity	Priority	Created ^	
Root	<a href="#">Hiring Check for NOT FOUND NOT FOUND Submitted by G. Barrett</a> 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

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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.

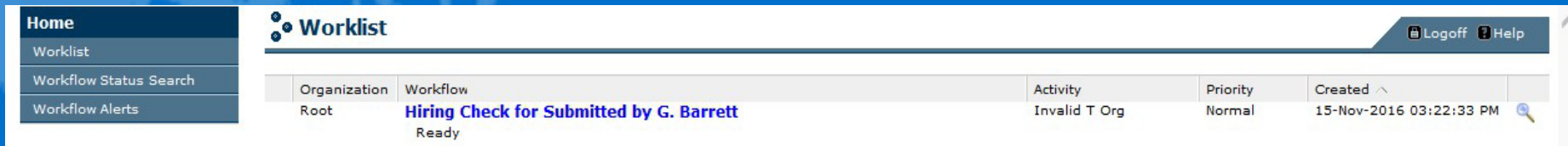
Complete

Save & Close

Cancel

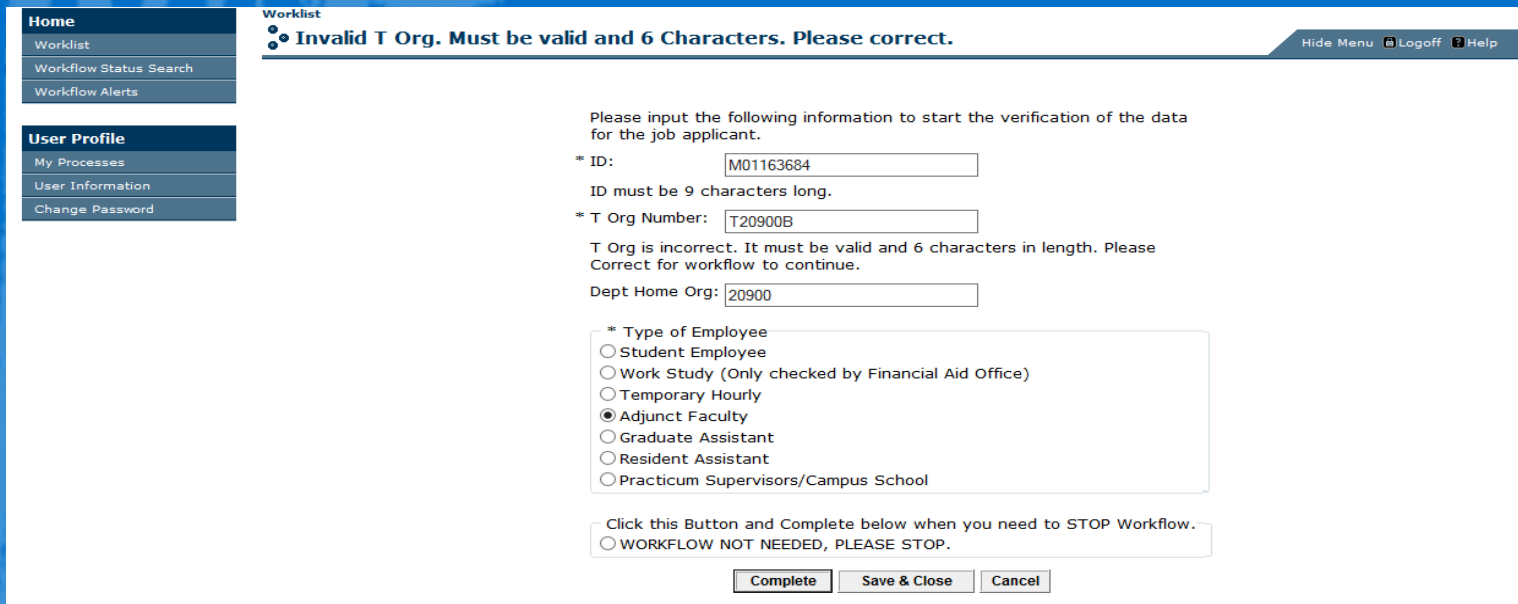
# Workflow Errors

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



The screenshot shows the 'Worklist' interface. On the left is a sidebar with 'Home' (Worklist, Workflow Status Search, Workflow Alerts) and 'User Profile' (My Processes, User Information, Change Password). The main header includes 'Worklist' and 'Logoff Help'. Below is a table with columns: Organization, Workflow, Activity, Priority, and Created. One entry is visible: 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'.

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 the 'Worklist' interface with an error message: 'Invalid T Org. Must be valid and 6 Characters. Please correct.' The sidebar is the same as the previous screenshot. The main content area contains a form to correct the error. It includes instructions: 'Please input the following information to start the verification of the data for the job applicant.' The form has fields for: \* ID (M01163684), \* T Org Number (T20900B), and Dept Home Org (20900). Below these is a section for \* Type of Employee with radio buttons for: Student Employee, Work Study (Only checked by Financial Aid Office), Temporary Hourly, Adjunct Faculty (selected), Graduate Assistant, Resident Assistant, and Practicum Supervisors/Campus School. At the bottom, there is a checkbox for 'Click this Button and Complete below when you need to STOP Workflow.' and a 'Complete' button.

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

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## Workflow Status Search Results

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

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

Search

Workflow Organization:

Workflow Specifics Name:

%haley%jones%

Business Process Name:

HR Hiring Verification

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](mailto: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](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](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](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.

## FYI - NEW HIRE PAPERWORK NEEDED



hrnotification@mtsu.edu

To ✓ LaCresha L. Longwell



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](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](mailto: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

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Sam H. Ingram Building 204  
2269 Middle Tennessee Blvd.  
Murfreesboro, TN 37132

hrs@mtsu.edu  
or: 615-898-2929  
t: 615-898-5444  
mtsu.edu/hrs

**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
- Amber Redding x7627 or  
Amber.Redding@mtsu.edu