UNI Workflow

Chapter 4

UNI Workflow

In order to process the approvals on the timecards, UNI Time will use the standard UNI Workflow processes provided by Oracle. The system generates messages called notifications that can be viewed through UNI Workflow. Notifications are either informational, e.g., 'Your Timecard has been Approved', or are requests for action, e.g., 'Timecard for John Smith needs your approval'.

A timecard can be submitted for approval by the employee or Timecard Manager (TCM). If the employee has no designated Timecard Approver, the timecard information is sent to the supervisor as a notification for approval. If the employee has a designated Timecard Approver, the timecard information will be sent as a notification for approval to the Timecard Approver. In both cases an FYI notification will be sent to the employee stating that their timecard has been submitted for approval, to whom and when.

If no action is taken to a Timecard Approval Notification within a given period of time, the notification will time out.

- On timeout, if the notification was initially sent to a Timecard Approver, a Timecard Approval Notification will be sent to the supervisor of the assignment. If the notification to the supervisor times out, then a Timecard Final Approval Notification will go to the supervisor's supervisor for the assignment.

- On timeout, if the notification was initially sent to a supervisor, a Timecard Final Approval Notification will go to the supervisor's supervisor for the assignment.

If there is no response to a Timecard Final Approval Notification, the timecard is set to a timed out status and returned to the employee for resubmission or approval by a Timecard Manager (TCM). The employee may contact their TCM to perform the approval or resubmit their timecard for approval. Timecard Managers do not receive email notifications regarding timed out timecards.

In all cases, the timecard will only require one level of approval in order to be processed by payroll for payment.

Weekly Timecards will follow the following time out schedule:

1. Tuesday at 12:00 noon

2. Wednesday at 12:00 noon

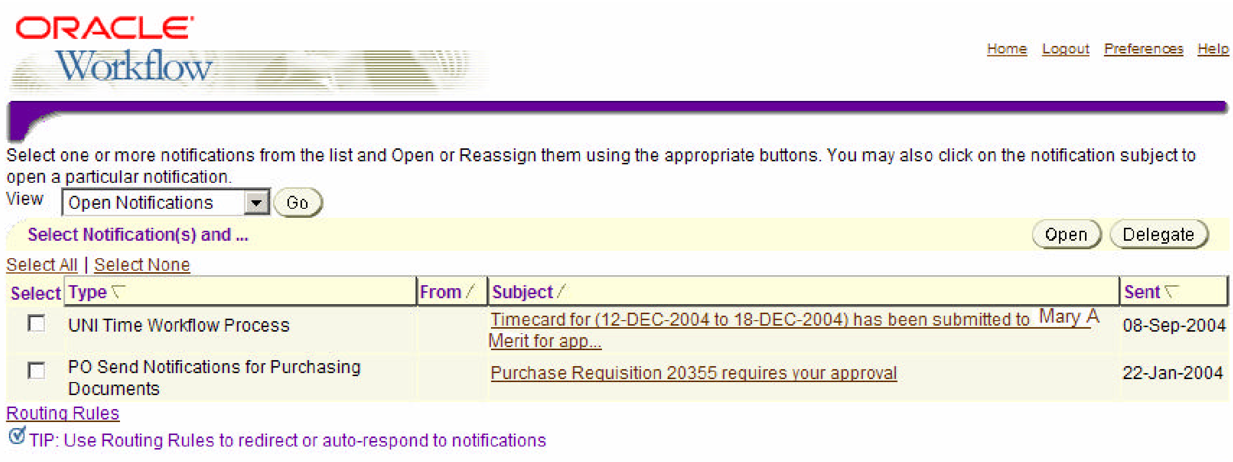
3. Wednesday at 5:00 pm

Users will also have the option of establishing Routing Rules (a.k.a. Setting a Proxy). Staff who will be out of the office and wish to have their notifications sent to someone else should use Routing Rules to establish a proxy.

Viewing Notifications

1. Note: The first five notifications appear at the top of the page under Worklist. To view the notification details, click **UNI Workflow User** or **Full List.**

2. The system will display a list of all open notifications.



3. Select the notification you want to view by clicking in the box under Select and clicking the **Open** button or click on subject underlined text. You can select all notifications by clicking **Select All** and then clicking the **Open** button.

4. Not all notifications require action. The comment displayed below tells you “This notification does not require a response”.

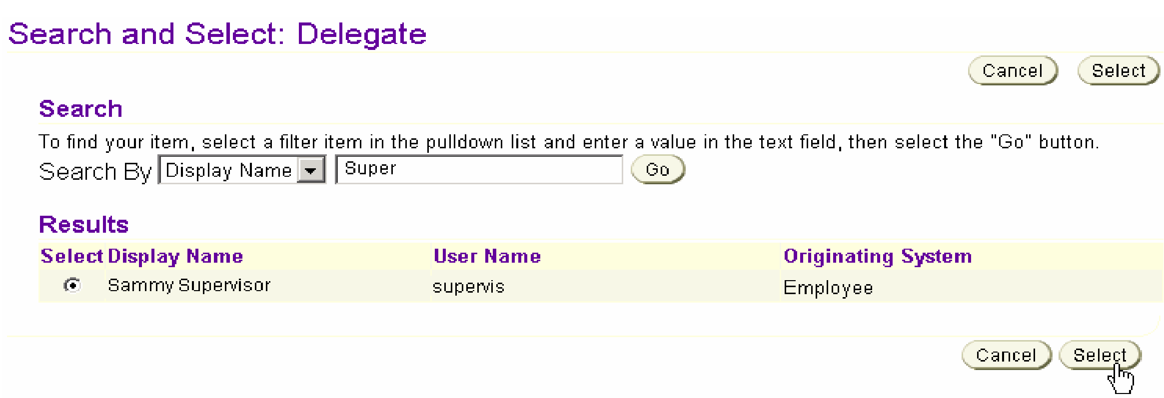
5. Select one of the following buttons:

Close – closes the notification

Delegate – forward this notification to someone else for their action (normally, FYI notifications are not forwarded). The following box will appear:

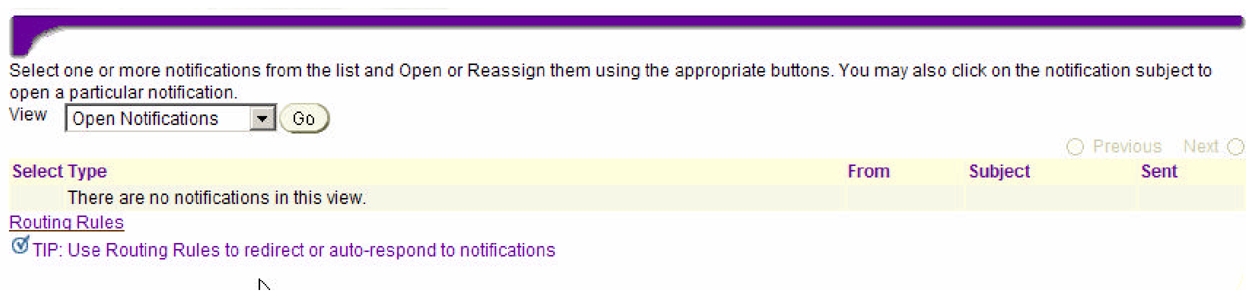
6. Select a person to delegate to by clicking on the **flashlight**  .

7. Enter the last name. Click  next to the name and click **select**.

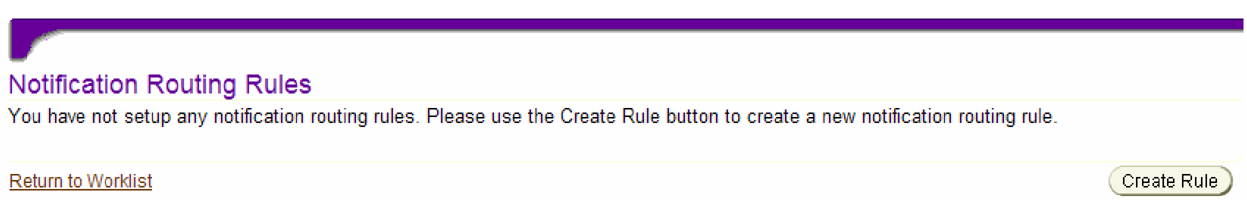


8. Add comments if needed and click **Submit**.

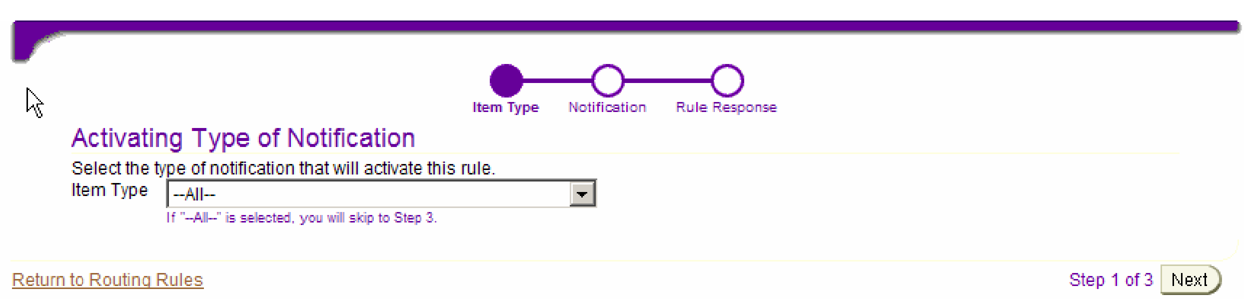
1. Click **UNI Workflow User.**



2. Click **Routing Rules**.

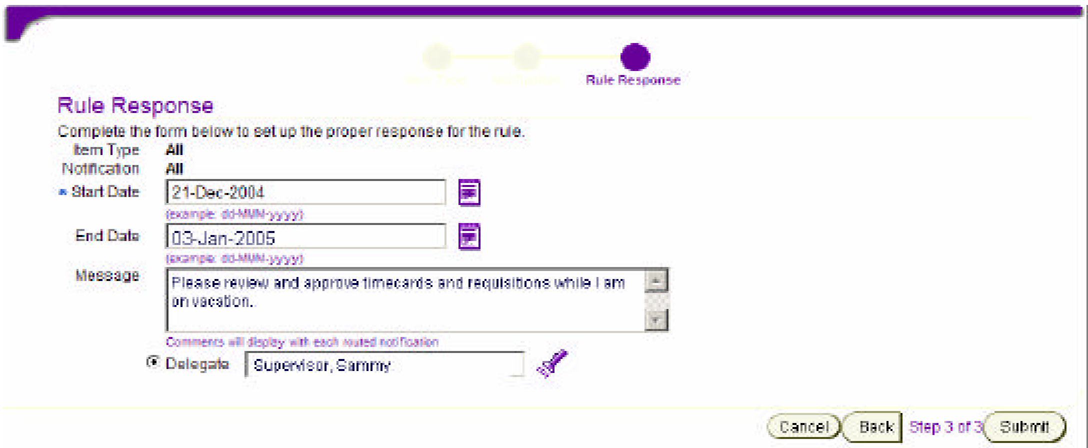


3. Click the **Create Rule** button.



4. Using the drop down menu, select which types of notifications you want to create a proxy for.
   – All (to create a Proxy for All types of notifications)
   – UNI Time Workflow Process (to create a Proxy for your UNI Time notifications only)

5. Click the **Next** button.



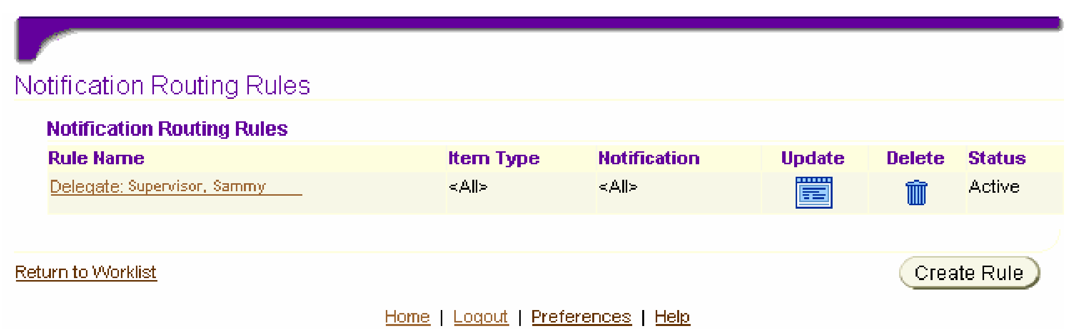
6. Enter the **Start Date**. Note that email notifications are created at 7:00 a.m. Monday – Friday.

7. Enter the **End Date**.

8. Enter a **Message** that you would like to include with each notification (optional).

9. Using the **flashlight**  select the person who you want to be your proxy. Enter the person's last name. Do not select anyone with a HZ_PARTY Username.

10. Click **Submit.**



11. To Update an existing Routing Rule, click on the **Update**  icon.

12. Delete a Routing Rule; click on the **Trashcan**  icon.