

POI Workflow Supervisor Job Aid

This guide has been developed for Local HR Administrators responsible for adding Persons of Interest (POI) Workflow Supervisor in the HRMS. The POI Workflow Supervisor relationship is only to be used for non-ANU supervisors of ANU staff. This will enable these supervisors to approve any workflow transactions such as leave and timesheets.

The POI Workflow Supervisor will require an employment record because the HRMS uses position hierarchy for workflow related to Absence and Timesheet Approval and to determine who workflow is sent to. Every position in the HRMS must have a 'Reports To'.

For a more detailed guide on 'Adding a POI' please refer to the Person of Interest (POI) Quick guide located at <u>http://hr.anu.edu.au/about-hr/hr-systems/hrms-resources</u>.

There are three steps involved in setting up a Person of Interest as a Workflow Supervisor:

a) Updating or creating a position for the Workflow Supervisor.

Before creating a new position please see if an inactive position can be re-used or if an active position can be updated. A new job code has been created specifically for this POI category.

- b) Assigning the Supervisor Delegation to the POI Workflow Supervisor Position; and
- c) Adding the POI Workflow Supervisor.

A. Updating Workflow Supervisor Position Data

1.	Navigate to: Home>Organisational Development>Position Management>Maintain Positions/Budgets>Add/Update Position Info
	Enter the Position Number and click search
2.	Description
	Enter the Effective Date – the date the position is to be updated
	Status – set to Active if previously inactive
	Reason – click on magnifying glass and select RPT Change to Reports To
	Position Status – will automatically default to Approved
	Business Unit – will automatically default to ANUID
	Job Code – Click on magnifying glass and select HSUP Supervisor (new job code specifically created for POI Supervisors)



F	Reg/Temp – select Regular from the drop down menu
F	Full/Part Time – select Casual from the drop down menu
٦	Fitle – Type in the title of the POI Supervisor
S	Short Title – Type in the short title of the POI Sup
F	Reg Region – will automatically default to AUS
	Department – enter the 5 digit Department Code to be used for the POI Supervisor
C	Company – will automatically default to ANU _ocation – will automatically default from the Department
F	Reports To – enter the position number of the Dean/Director responsible for he College/School/Area
1	Dot-Line – leave blank
5	Supervisor LvI – leave blank
5	Security Clearance – leave blank
S	Salary Admin Plan – leave blank (if defaulted from a previous row delete)
C	Grade – leave blank (if defaulted from a previous row delete)
	Sten – leave blank
	Standard Hours – will default to 35 00 and needs to be deleted
	Description Specific Information Budget and Incumbents
Ī	Position Information Find View All First K 1 of 4 D Last
	Position Number: 00003220 + -
	Headcount Status: Partially Filled Current Head Count: 4 out of 9999
×	Effective Date: 22/10/2012 Status: Status: 20/10/2012
*	Position Status: Approved V Status Date: 09/11/2000 🕅 🗌 Key Position
1	Job Information
*	Business Unit: ANUID A Australian National University
*	Job Code: HSUP Supervisor
*	Reg/Temp: Regular *Full/Part Time: Casual
*	Title: POI Supervisor Short Title: POI Sup Detailed Position Description
1	Work Location
*	Reg Region: AUS 🔍 Australia
*	Department: 55510 Medical School Administration Company: ANU Australian National University
*	Location: [F042] reter baume building
	Reports To: 00006541 Dean, Medical School Dot-Line:
	Supervisor Lvi: Security Clearance:
	Salary Admin Plan:
	Standard Hours: 0.00 Work Period:



Max Head more than			
	Count – leave as de one supervisor.	fault 1. This position cannot be used for	
Incumben Include Sa	t s – Un-tick Update I lary Plan/Grade (mai	ncumbents which subsequently un-ticks ntain POI Supervisors manually on Job	Dat
Budgeted Available	Position, Confident or Telework are all	ial Position, Job Sharing Permitted an un-ticked	nd
Mail Drop	ID – leave blank		
Work Pho	ne – leave blank		
Health Cer	tification – leave bl	ank	
Signature	Authority - leave bl	ank	
Position P	ool ID – leave blank		
Pre-Encur	nbrance Indicator –	will automatically default to Immediate	
Calc Grou	n (Flex Service) – le	ave blank	
Encumbor	Salary Ontion	Lautomatically default to Salary stop	
		automatically deladit to Salary step	
Academic	Kallk – leave blallk		
Classified	Indicator – select 'A	ll' trom drop down menu	
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4.	Budget and Incumbents
	Leave as is
	Description Specific Information Budget and Incumbents
	Position Number: 00003220 Headcount Status: Partially Filled Current Head Count: 1 out of 1
	Current Budget
	Head Count: 0 Current Budget FTE: 0.00 Amount: 0.000
	Customise Find View All E ^{CA} ## First I 1 of 1 I Last *Position Category 1 Not Applicable
	Current Incumbents
	Empl ID Empl Rcd# Full/Part Std Job Data Name
	Substantive Incumbents
	Empl ID Empl Rcd Nbr Time Standard Hours Name Job Data
	0 0.00 Job Data
5.	Click Save

B. Assigning Supervisor Delegation to POI Workflow Supervisor Position

After creating or updating the position for the POI Workflow Supervisor, the 'Supervisor' delegation must be added to the position to enable the POI Workflow Supervisor to approve workflow for timesheets and/or leave.

1.	Navigate to: Home>Organisational Development>ANU Position Delegations>Assign Delegations to Position
	Enter the Position Number and click search If the message <i>'No matching values were found'</i> appears click on the Add a New Value Tab – the Position Number that you searched for will default through – and click on Add
	Assign Delegations to Position
	Eind an Existing Value Add a New Value Position Number: 00003220
	Add



Assign Delegations to Position
Enter the Effective Date – the date the delegation is to be assigned to the POI Workflow Supervisor
Status – automatically defaults to Active
Delegation From Date – automatically defaults from Effective Date above
Delegation To Date – leave blank
Delegation Status – from drop down menu select LA Submitted
Conditional Approval Status – automatically defaults to Inactive
Tick Principal Delegate Approved box
Reason – from drop down menu select New Delegation
Comments – enter reason for assigning delegation to this position (e.g. POI Workflow Supervisor assigned supervisor delegation for approval of timesheets and leave)
Profile Type – click on magnifying glass and select SUPVSR from list
Profile ID – click on magnifying glass and select SUPVSR from list
To see the Delegation ID associated with this delegation click on the Details hyperlink
left blank the POI Workflow Supervisor will only have the delegation to approve for the Department that his position is assigned to in this case 56510. If the POI Workflow Superviso is to have the delegation to approve for more departments, then another department ID will need to be entered. To approve for more departments add rows using the same profile type and profile id and entering the department id's)
Override Limit Amount – automatically defaults to \$0.00
Override Classification – leave blank
Assign Delegations to Position Incumbents Exclusions Inclusions
Position: 00003220 POI Supervisor Status: Active Department: 56510 Medical School Administration
Effective Date: 25/10/2012 iii) *Status: Active Image: Inactive *Delegation From Date: 25/10/2012 iii) Delegation To Date: iiii) *Delegation Status: LA Submitted Image: Conditional Approval Status: Inactive Image: Conditional Approval Status: Inactive Principal Delegate Approved Reason: New Delegation Image: Comments: POI Worldflow Supervisor assigned supervisor delegation for approval of timesheets and leave
Last Update Date/Time: 29/10/12 18:42:51 by: U9210105
Profile GLAccounts Audits TTTP
Floire Type Floire Type Proval Department Limit Amount Classification 1 SUPVSR SUPVSR Details 56000 \$0.00 + - 2 SUPVSR SUPVSR Details 56200 \$0.00 + -
Customise Find View All H First I of 1 IL Last Delegation Overrides GL Accounts Audits
Delegation ID Cluster Sequence Description Conditional Approval Details 1 0 1 0 1 0 1 0



3.	Incumbents
	Leave as is
4.	Exclusions
	Leave as is
5.	Inclusions
	Leave as is
6.	Click Save

C. Adding a POI Workflow Supervisor

1.	Navigate to: Person	Home>Workford	e Administrat	tion>Personal Informa	ation>Add a
	Favourites Main Menu Add Person	u > Workforce Administration > P	ersonal Information > Add	a Person	
	Person ID:	EW Search	n for Matching Persons		
	A	<u>dd the Person</u>			
2.	Select 'Searc	h for Matching Pe	rsons' link.		
	Favourites Main Men	\mathbf{u} > Workforce Administration >	Personal Information > Ac	ld a Person	
	Add Person				
	Person ID:	NEW Sear	ch for Matching Persons		
	E E	Add the Person			
3.	Enter the 'Fir	st Name' and 'Last	t Name' of POI	you are adding. In exa	mple below.
	Search Result Rule Search Result Code	ANU_PERS_RESL ANU Sea	rch Results	erson	
	Search Criteria			Search Clear All Carry ID Reset	
	Search Fields First Name Search	b	Value		
	Last Name Search	b.	(1996)	9	
	Date of Birth		B		
	Gender			۹	
	Search by Order Num	ber			
	10	Name(3, All), Bday, Gender		Selective Search	
	15	PrevName(3, All), Bday, Gender		Selective Search	
	20	FName(1),LName(6)		Selective Search	
	25	LName(6),Bday		Selective Search	
	30	PrevFName(1),PrevLName(6)		Selective Search	
1	40	I Nama/B)		Selective Search	



	Search by Order N	lumber					
	Search Order	Description					
	10	Name(3, All), Bday, Gender			Sel	ective Search	
	15	PrevName(3, All), Bday, Gende	er		Se	ective Search	
	20	FName(1),LName(6)			Sel	lective Search	
5.	birth date a mechanism of 1/1/1900 Please be anyone. Favourites Main	according to your s n as this will limit r). <i>aware of 'View All</i> Menu > Workforce Administration	search. It is be esults for PC <i>' button at to</i>	est not to Il's that ha p of page a	use Date o ve been er to ensure t	of Birth as a solution of Birth as a solution of Birth as a solution of the so	search Birth Da
	Search Re	sults					
	Search Type:	Person	Ad Hoc Searc	:h			
	Search Parame	eter: ANU_PERS_SEARCH	Global Search				
	Result Code:	ANU_PERS_RESULT	ANU Search Res	ults			
	👻 Search Result	ts Summary			Retu	rn to Search Criteria	
	Number of	ID's Found: 1					
	Search Ord	ler Number: 20	FName(1),LNam	e(6)			
	Search Results			Customise	Find View All	First I of 1 Last	
	Results Resu	utts2 Additional Information					
	1 Carry ID	Empl ID Name Type Detail PRI	<u>Date of Birth</u> 17/03/1979	Last Name	<u>First Name</u>	Middle Name	
6.	If no ID's a	re returned for the	person you	are enterir	ng, procee	d to ' Add a I	Persor
	<i>If a match active Em Add the R</i>	ing person is retu pl ID and Person elationship and p : Home>Workforce	urned pleas of Interest proceed to s e Administra	e go to 'A Type – Wo tep 14 be tion>Persc	dd a POI I orkflow Su low. onal Inform	instance' us Ipervisor. C ation>Add a	i ng th lick of Persc
	Favourites Ma	ain Menu > Workforce Adr	ministration > Pers	onal Information	n > Add a Pers	on	
	Add Person						
	Derson I	D: NEW	Sooreh fe	r Matching Porce	200		



7.	Biographical Details	
	Enter the Effective Date – the date this person will exist from in the system. Avoid using a future date as once saved the person will be 'hidden' in the system until that date.	
	Enter other details as necessary:	
	Click Add Name to record the persons' name Enter the Date of Birth (if no Birthdate has been supplied enter 01/01/1900 Enter Gender	
8.	Contact Information	
	Click on Add Address Detail link then click on Add Address link and enter address details (work address details will suffice). Enter Phone and email nformation if available. You will need to tick 'preferred' box for the phone and email they prefer to be contacted by. HRMS will automatically generate an email address linked to the Uni ID.	
9.	Regional	
	Enter relevant information if you have it.	
10.	Citizenship & Equity	
	Enter relevant information if you have it.	
11.	Organisational Relationships	
	Select Person of Interest checkbox and select Workflow Supervisor from he drop down menu and Click on the Add the Relationship button Contact Information Regional Citizenship & Equity Organisational Relationships	
	Person ID: NEW	
	Choose Org Relationship to Add	
	Employee Employee Employee	
	Person of Interest Workflow Supervisor	
	Checklist Code: ANU Official Code Code Code Code Code Code Code Code	
	Academic Visitor Win Allowa Save Visitor Win Allowa Previx Adjunct Academic Refresh Campus Visitor Campus Visitor	
	iographical Details Contact Inform Contractor/Consultant Emeritus Academic Emeritus Academic Emeritus Faculty External Instructor Pre-Employee Scholar Secondee Supervisor/Examiner Volunteer Workflow Supervisor	



	Search Resul	ts						
	WARNING: Potential d Refer to the list below	uplicates we	re found - this personatches to the personatch	son may already ex son you are adding.	xist in the databas	ie.		
	After you click the retur continue adding this n	n button at the ew person, o	e bottom of the pag r cancel this operat	ie, you'll be asked v lion.	vhether you want ti	0		
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13. I	f this Warni	ng me	ssage ap	pears se	lect OK			
3	Warning Do you wa	int to continu	ue? (1000,1351)	6				
	The previous page in	dicated that	the person you	are adding may a	already exist in th	ne system. Do you	want to continue	adding this per
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The Report	To position will default from position data
The Regula	Temporary indicator will default to Regular from position c
The Full/Pa	t time indicator will default as Casual from position data
The Officer	Code defaults to None
The Supera	nuation Plan defaults to N/A
Shift Rate i	left blank
Shift Facto	is left blank
The Standa	d Hours will default as 0.00
FTE will aut	matically default to 0,000000
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	V 🖾 Australia
	Salary Packaging
	Higher Education
	Work Sector: Higher Education *Job Function: 4 OthFunc.
	Annual Contact Hours: Type of Work Performed:
	*Type of Appointment: Other Term Appointment Duration: Total Weeks in Eaching. Job:
	*Job Classification: 999 All Others
16.	Payroll
	Click the drop down menu for Payroll System and select Other
	Pay Group leave as default
	Holiday Schedule leave as default
	Pay Type leave blank
	Tipped leave as default
	Tax Location Code leave blank
	GL Pay Type leave blank
	Work Location Job Information Payroll Salary Plan Compensation
	Workflow Supervisor POI Workflow ID: 5267620 Empl Rcd #: 0 Supervisor
	Payroll Information First C 1 of 1 D Last
	Effective Date: 25/10/2012 Effective Sequence: 0 Job Indicator: Primary Job Go To Now Action: Add POI Reason: Non Payee
	*Payroll System: Other
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	Tax Location Code:
	GL Pay Type:
	Combination Code: Edit ChartFields
17.	Salary Plan
	Leave as is
	Work Location Job Information Payroll Salary Plan Compensation
	Workflow ID: 5267620 Empl Rcd #: 0 Supervisor
	Salary Plan First I of 1 Last
	Effective Date: 25/10/2012 Effective Sequence: 0 Job Indicator: Primary Job Go To Row Action: Add POI Reason: Non Payee
	Salary Administration Grado: Current
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	Includes wage Progression Rule: Step. Step Entry Date



Leave as is	oll Salary Plan Compen	sation			
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9. Click OK					
20. You will be taken back Click Save	You will be taken back to the Organisational Relationships page. Click Save				