



Employee Transaction Workflow (ETW) Checklist

The ETW will automate and replace the current paper “Change in Status/Term Assignment Renewal Form” and the “Personnel Action Form” processes.

Use this workflow to request a variety of actions for **Current Employees** which include: renewal of term assignments, pay increases, promotions, temporary and permanent assignment changes, funding changes, job class changes, etc.

Questions? Contact HR Records at 2-8316 for staff or Academic Personnel at 2-8717 for faculty.

Prior to starting the ETW, you will need to gather the following information:

- Employee information:
 - Name or Kent State University ID and position number (if using a different position number than the employees current one)
- Reason for submitting request:
 - Reason for job change, appointment type, change begin date and end date (if applicable)
- Position information:
 - Position number, position type, position/assignment title, job type, full-time/part-time, organization code, physical work location, work phone, assignment type, pay grade, annual salary/hourly rate, job FTE, hours per week, job shift
- Faculty information:
 - Tenure track/non tenure track (if applicable)
- Budget information:
 - Index number, org code, account number, distribution percent, start date and end date (if applicable) and any additional funding information
- Management information:
 - Manager level, employees supervised (if applicable: *faculty and staff only, NOT GAs or student employees*)
- Supervisor information:
 - Supervisor/evaluator, leave approver
- Attachments:
 - Any supporting documentation can be uploaded (signed agreements, offer letters, salary offer worksheets, etc.)

Once you have gathered the information above you are ready to start the ETW