Forms, Workflows and Process Aid

Scenario	Action	Form or e-workflow to be utilized
PRA Process		
If a position needs to be replaced or an additional position needs added to the department. *For Faculty, Classified, Unclassified, Intermittent, and Term positions.*	• **Submit a *Strategic Hiring Position Control Request Form and receive approval.** • Initiate a PRA. • The position will be posted and advertised.	Log into **Flashline**, select **My Action Items** tab, select **Workflows**, select **Position Request Authorization (PRA)**
Changing a current position from **part time to full time or full time to part time.** *For Classified and Unclassified positions.*	• Department must first consult with Talent Acquisition. • **Submit a *Strategic Hiring Position Control Request Form and receive approval.** • Initiate a PRA. • The position will be posted and advertised.	Log into **Flashline**, select **My Action Items** tab, select **Workflows**, select **Position Request Authorization (PRA)**
Waiver of posting is being requested to hire a specific person without advertising the position.	• **Submit a *Strategic Hiring Position Control Request Form and receive approval.** • Initiate a PRA to request a waiver of posting. • Must meet special requirements listed per policy 3342-6-02.102.	Log into **Flashline**, select **My Action Items** tab, select **Workflows**, select **Position Request Authorization (PRA)**
Short-Term or Temporary Staff Assignments		
To Request a Short-Term Assignment (part-time, 4 months or less, maximum of 28 hours per week, paid an hourly rate)**.** **For *New Staff*** **Short Term and Temporary Assignments (Not for current KSU Employees)**	• **A Strategic Hiring Position Control Request Form is NOT necessary for this process.** • The hiring department originator completes the paper **Short Term Hiring Request Form**. • The paper request form is routed for approval signatures. • When all signatures are complete, the originator should email the approved form to Talent Acquisition at employment@kent.edu (original copy is not needed). • Talent Acquisition posts the job or provides the department with a pool of candidates. • The hiring department works with Talent Acquisition to select the candidate. • Talent Acquisition submits the final candidate selection documentation to the Office of Compliance, Equal Opportunity and Affirmative Action for approval. • Talent Acquisition completes the reference check, background check and additional required pre-employment testing. • Compensation reviews and determines the hourly pay rate for the position in comparison with the requested pay rate. • Talent Acquisition coordinates the start date with the department and the candidate. • Talent Acquisition works with the candidate to complete the required pre-employment paperwork.	The **Short-Term Staff Hiring Request Form** is located in the HR Forms Library. *This is a paper form, not a workflow.*

Forms, Workflows and Process Aid

Scenario	Action	Form or e-workflow to be utilized
Current Staff Job Changes		
Staff Promotion *for current Unclassified employee*	• Must consult with Compensation for all Promotions. • **Salary Offer Worksheet** is initiated by Department and sent to Compensation along with the employee's resume. • **Submit a *Strategic Hiring Position Control Request Form (attach completed Salary Offer Worksheet).** • If approved, an **ETW** is initiated by the Employee's Department. • An **Employment Agreement** must be completed then signed by the promoted employee.	The **New Employee Transaction Workflow (ETW)** located in Flashline.
Staff Reclassification *for a current Classified employee/position*	• Must consult with Compensation for all Reclassifications. • **A Position Description Questionnaire (PDQ)** is initiated by Employee and/or Department and sent to Compensation. • Compensation completes audit and formalizes position determination via **Audit Memo.** • **Submit a *Strategic Hiring Position Control Request Form (attach Compensation's Audit Memo).** • If approved, an **ETW** is initiated by Compensation.	The **New Employee Transaction Workflow (ETW)** located in Flashline.
Staff Title Change *only with no change in salary or pay grade*	• Must consult with Compensation for all **Title Changes.** • Work with Compensation if a new **Job Description** is needed. • An **ETW** is initiated by the Employee's Department. • An **Employment Agreement** must be completed then signed by the employee. The new **Job Description** should be attached.	The **New Employee Transaction Workflow (ETW)** located in Flashline.
Staff Change in Salary *only with no change in pay grade or title*	• Must consult with Compensation for all **Salary Changes.** • Department submits employee resume to Compensation. • **Salary Offer Worksheet** is initiated by Department and sent to Compensation. • **Submit a *Strategic Hiring Position Control Request Form (attach completed Salary Offer Worksheet).** • If approved, an **ETW** is initiated by the Employee's Department. • An **Employment Agreement** must be completed then signed by the employee.	The **New Employee Transaction Workflow (ETW)** located in Flashline.
Staff Renewal of a Term Assignment **(Including Intermittent/INR)**	• **If position is University Funded, submit a *Strategic Hiring Position Control Request Form. Intermittent renewals are an exception.** • If approved, an **ETW** is initiated by the Employee's Department. • A **Renewal Letter** should be signed by the employee.	The **New Employee Transaction Workflow (ETW)** located in Flashline.
Staff Additional Assignment *for a Current Employee*	• An **ETW (As Additional Pay)** should be initiated by the Department for whom the work will be done. • **Not to be used for additional Faculty or GA assignments. See Faculty & GA Assignment Processing section of this document.**	The **New Employee Transaction Workflow (ETW)** located in Flashline.
Faculty *member appointed to an* **Interim Department Head, Chair or Dean position**	• **Submit a *Strategic Hiring Position Request Control Form.** • If approved, an **ETW** is initiated by the Employee's Department. • An **Employment Agreement** must be completed then signed by the employee.	The **New Employee Transaction Workflow (ETW)** located in Flashline.
Department Head, Chair or Dean *returning to a* **Faculty position**	• If there is a position number established, the department should initiate an **ETW**. • If a position number is needed, contact the budget office, then submit an **ETW** with the new position number for processing. • A **Faculty Contract** is generated by Academic Personnel or the Provost Office.	The **New Employee Transaction Workflow (ETW)** located in Flashline.

Forms, Workflows and Process Aid

Scenario	Action	Form or e-workflow to be utilized
Supplemental & Lump Sum Staff Payments		
Supplemental Payments *for Classified and Unclassified employees*	• Must consult with Compensation for all Supplemental Payments. • Compensation provides recommended supplemental amount. • **Submit a *Strategic Hiring Position Control Request Form (for 4 months or greater).** • If approved, an **ETW (As Supplemental Pay)** is initiated by the Employee's Department.	The **New Employee Transaction Workflow (ETW)** located in Flashline.
Lump Sum Payments *for Classified and Unclassified employees*	• Must consult with Compensation for all Lump Sum Payments. • Requires VP of HR approval. • If approved, an **ETW (As Supplemental Pay)** is initiated by the Employee's Department.	The **New Employee Transaction Workflow (ETW)** located in Flashline.
Faculty & GA Assignment Processing		
Full-time faculty *for overloads and summer assignments*	• Employee's department will complete an **ePAF** for each assignment.	The **Electronic Personnel Action Form (ePAF)** located in Flashline.
Workshop Instructors	• Employee's department will complete an **ePAF** for each assignment.	The **Electronic Personnel Action Form (ePAF)** located in Flashline.
Graduate Assistants *for new and returning assignments*	• Employee's department will complete an **ePAF** for each assignment.	The **Electronic Personnel Action Form (ePAF)** located in Flashline.
Part-time *faculty for all teaching assignments*	• Employee's department will process through **FLAC** for each assignment. • **Use department part-time faculty position number and account code for teaching (ex: 61214 during the academic year).** DO NOT use position number 992370 for faculty members**.	The **Faculty Load and Compensation** system **(FLAC)** processed through Banner INB and SSB.
Part-time *faculty for all additional non-teaching assignments*	• Employee's department will complete an **ePAF** for each assignment. • **Use department part-time faculty position number & account code for non-teaching (ex: 61215 for part-time faculty & 61214 for all other non-teaching assignments). DO NOT** use position number 992370 for faculty members**.	The **Electronic Personnel Action Form (ePAF)** located in Flashline.
Full-time faculty *for flat-fee or one-time payments*	• Employee's department will complete an **ePAF** for payment. • **Use department part-time faculty position number and account code for non-teaching (ex: 61214 during the academic year).** DO NOT use position number 992370 for faculty members.	The **Electronic Personnel Action Form (ePAF)** located in Flashline.
Graduate Assistants *for work during breaks or additional assignments*	• Employee's department will complete an **ePAF** for payment. • **Use GA position number 992260.**	The **Electronic Personnel Action Form (ePAF)** located in Flashline.

Kent State University

Who to Call for Help						
	HR Talent Acquisition Main line 22901	**HR Records Main line 28316**	**HR Compensation Main Line 22100**	**Academic Personnel Main Line 28717**	**Career Exploration & Development Main Line 22360**	***Strategic Hiring Position Control Request Form**
Employee Type the Department works with	New and Current Faculty & Staff Employees	Current Staff Employees (hourly and admin)	Current Staff Employees (hourly and admin)	FT Faculty, PT Faculty & GAs	Student Employees	Questions regarding this form and the approval process should be directed to:
Workflow, Forms or System used by the Department	Page Up for New Hires & Hiring Request Form for Short Term Employees	ETW for Current Employee Changes and Hiring Request Form for Short Term Employees	ETW Supplemental and Additional Pays for Current Employees	ePAF, FLAC and ETW	Campus Works Handshake	**Non-Academic Areas** Donna Sansonetti 28333
Payroll Type Hourly	Hourly Rate BW payroll	Hourly Rate BW payroll	Hourly Rate BW payroll	N/A	Hourly Rate BW payroll	**Academic Affairs** Jennifer Piatt 25800
Payroll Type Salary	Salary - SM Payroll	Salary - SM Payroll	Salary - SM Payroll	Salary SM, SU & FA Payroll	N/A	

***Link for the Strategic Hiring Position Control Request Form:* Strategic Hiring Form**