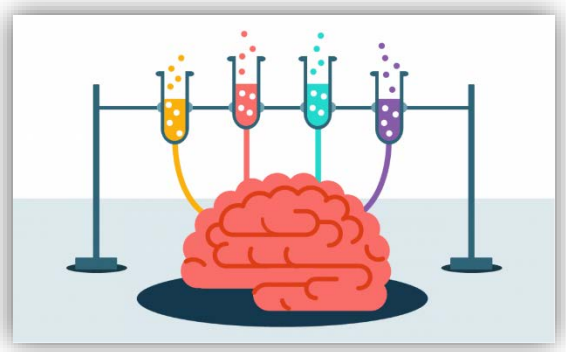
Approval Workflow Engine (AWE)

© Copyright UCI UCPath 2019

Brain Teaser Activity



Answer the following questions:

1. What is tall when it's young and short when it's old?
2. What begins with a T, finishes with a T, and has T in it?
3. What goes up but never comes back down?
4. I am an odd number. Take away a letter and I become even. What number am I?

Introductions

Instructor

- Name
- UCI role
- UCPath role
- Years at UC
- Functional experience

Attendees

- Name
- University role
- Years at UCI
- Expectations for this training

General Rules

Safety & Housekeeping

- Emergency evacuation procedures
- Restrooms
- Breaks

Classroom Etiquette

- Please turn off cell phones
- No email or web surfing
- Return from breaks on time
- Please use trash receptacles in the room

Parking Lot

Parking Lot

- Capture any questions or concerns that cannot be addressed during class

Course Agenda

1: AWE Overview

2: Reviewing and Approving Transactions

3: Roles by Module

Course Objectives

Key Objectives:

- Describe Approval Workflow Engine in UCPath
- Identify the roles associated with AWE approval workflow
- Describe the transaction approval process
- Approve, deny, ad-hoc additional approver and pushback pending transactions

LESSON 1

AWE Overview

Lesson Objectives

1 **AWE Overview**

2: Reviewing and Approving Transactions

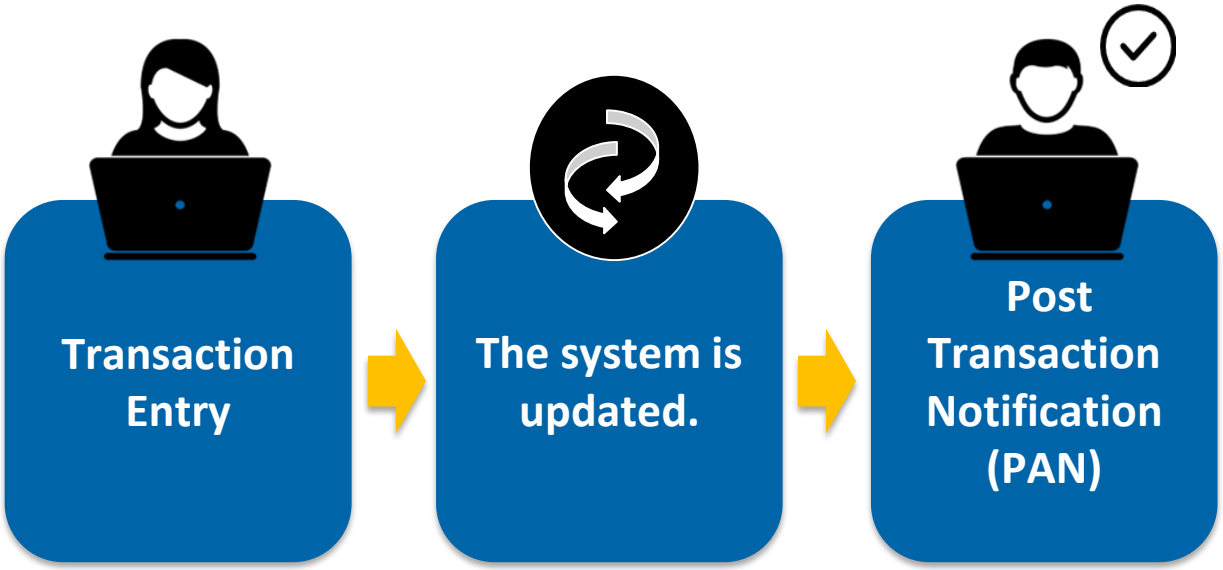
3: Roles by Module

In this lesson, we will:

- Describe how AWE works in UCPath
- Identify roles associated with approval workflow
- Explain the notification process
- Discuss the benefits of AWE

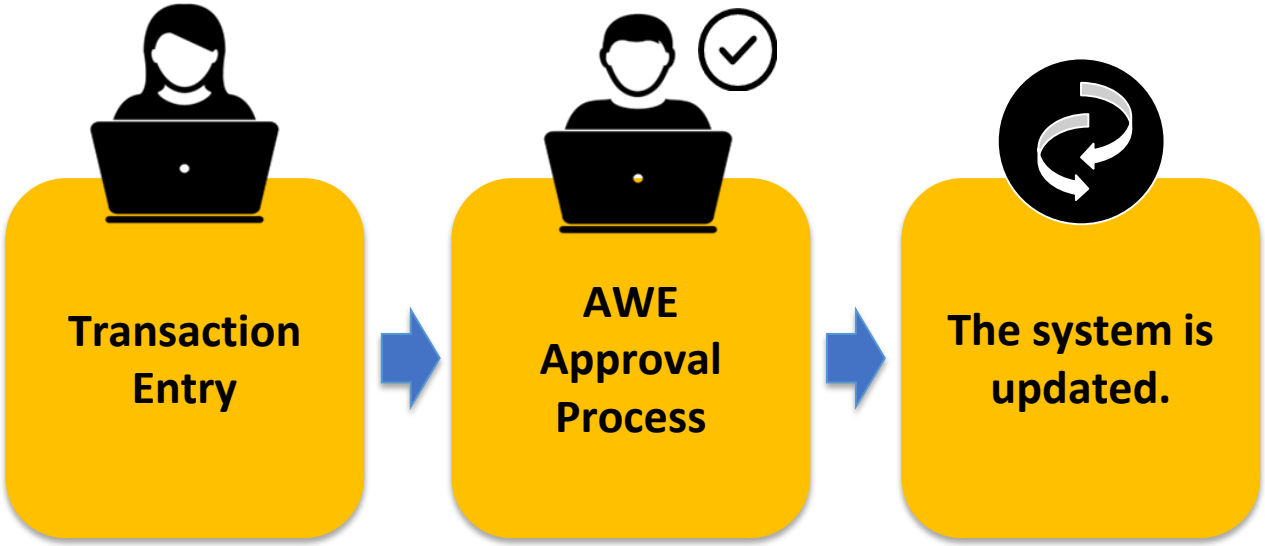
Approval in PPS

- EDB Preparers enter transactions into PPS.
- PAN Reviewers verify transactions after the system is updated.



Approval in UCPath

- Approval Workflow Engine (AWE) systematically routes certain UCPath transactions for review and approval <u>before</u> they are processed in the system.
- AWE is designed to complement, not replace the existing Local approval structures and procedures that exist in UCI Org/Depts.



Main AWE Roles

Initiator

Enters transactions and submits for approval.

Cannot approve their own transactions.

Approver

Reviews and approves transactions.

Can add ad hoc Approver/ad hoc Reviewer to AWE workflow when necessary.

Ad hoc Reviewer / Approver

Ad hoc Reviewer gets transaction for informational purposes only.

Ad hoc Approver can approve, deny or pushback the transaction.

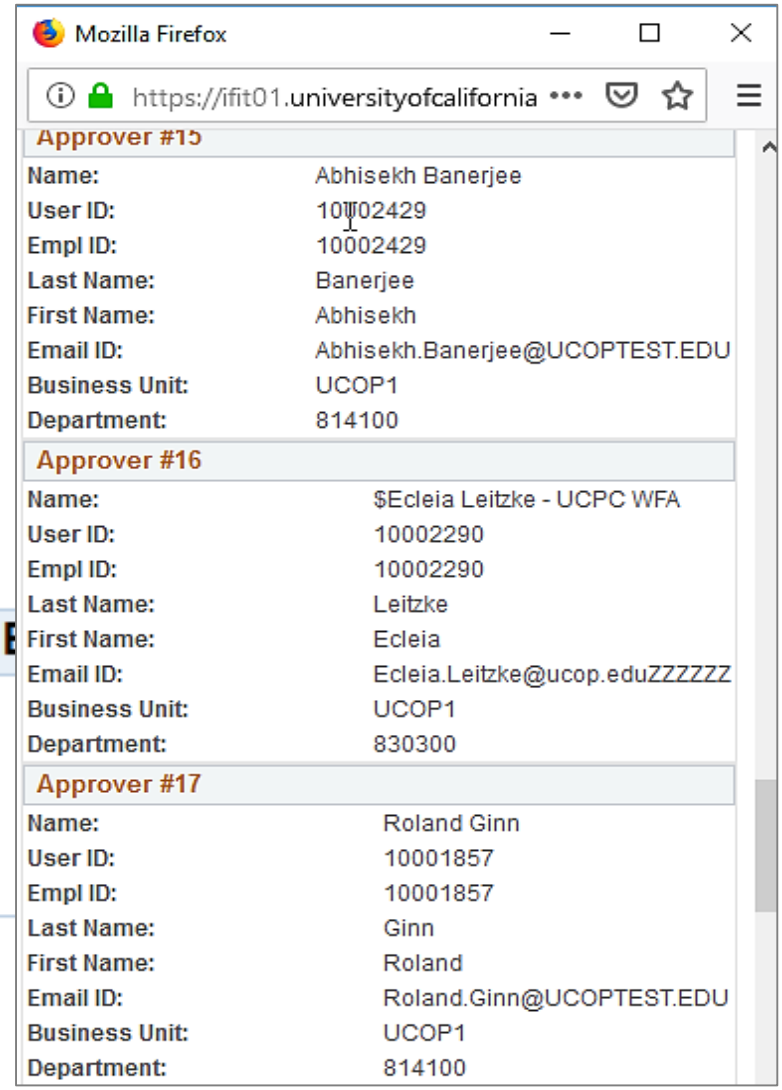
Administrator

Monitors transaction routing and resolves routing errors.

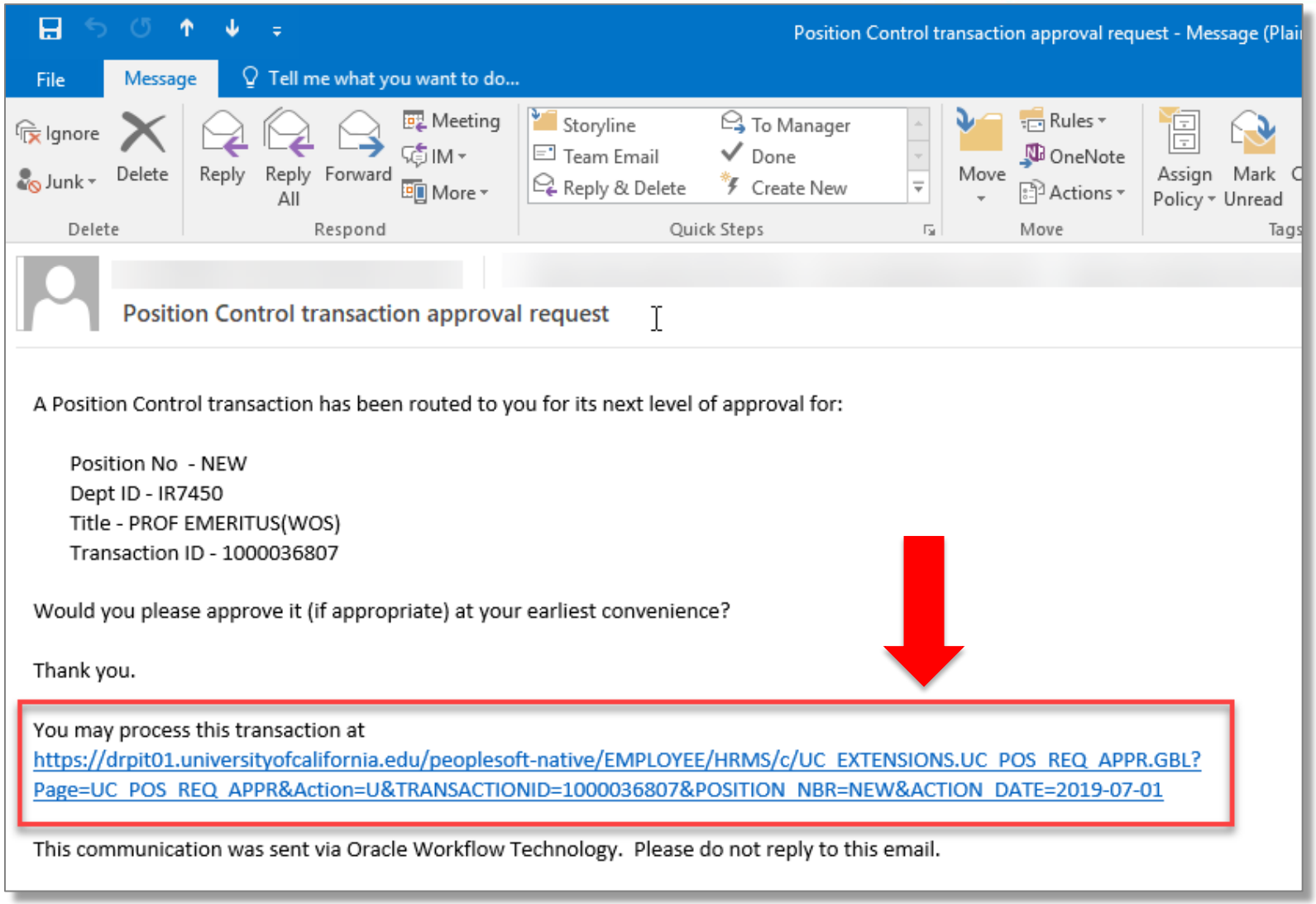
Initiator View of AWE

- Once an Initiator submits a transaction, the AWE routing is drawn.
- The Initiator should click the **Multiple Approvers** link to see all assigned to approve this transaction.

POS Stage 10

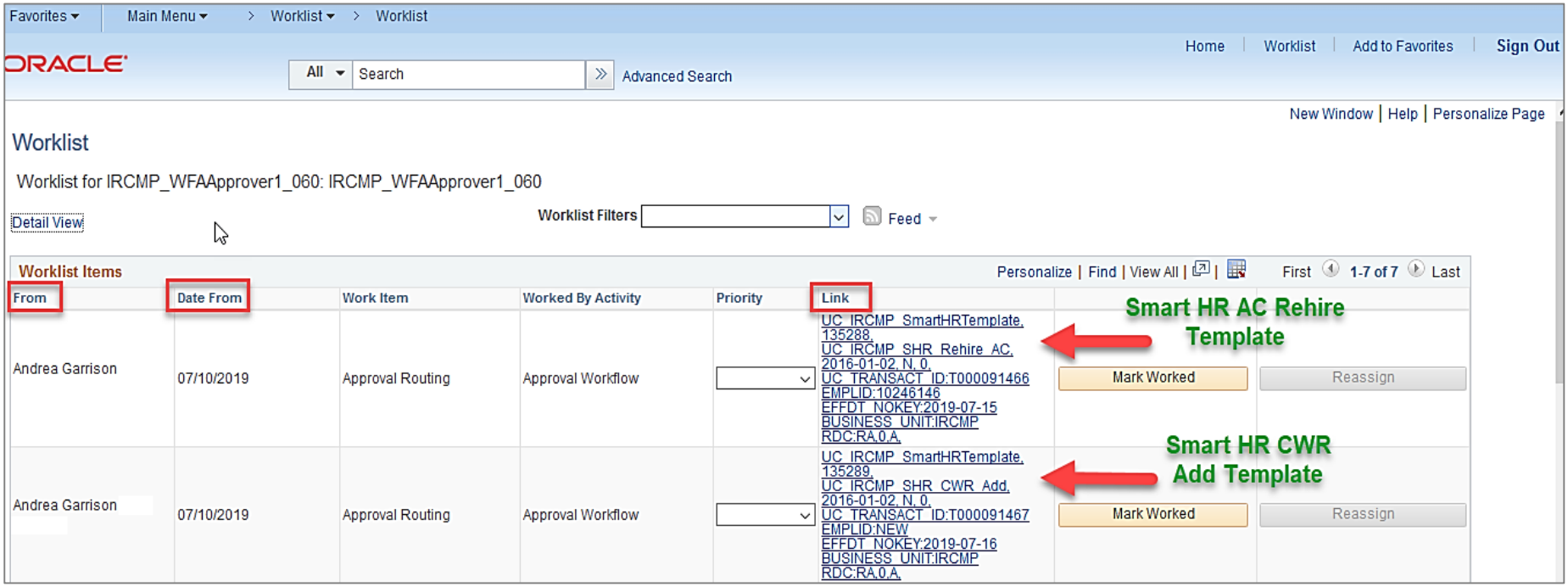


Sample Email Notification



Sample Worklist Items

- **From** column identifies who submitted the transaction
- **Date From** column identifies the date the transaction was submitted
- **Link** column identifies the type of transaction and is how the approver accesses the transaction



AWE Benefits

- Ensures transactions are reviewed and approved prior to processing in UCPath.
- Provides clear accountability and traceability for approvals.
- Allows flexibility to add approvers and/or reviewers to a transaction as needed.
- Diminishes the number of corrections needed after a transaction is posted.

Objectives Review

Having completed this Lesson, you should now be able to:

- Describe how AWE works in UCPath.
- Identify roles associated with approval workflow.
- Explain the notification process.
- List the benefits of AWE.

Knowledge Check

- You now have the opportunity to assess your knowledge of the information presented in this Lesson.
- The questions and answers presented in this review help you to determine whether you remember and understand the important points.

True or False

An initiator can add an ad hoc approver or reviewer to a transaction, if needed.

False: Approvers can add an ad hoc approver or reviewer but not the initiator.

Multiple Choice

Which of the following ways can an approver access items requiring their approval?

A. Email
B. Worklist
C. None of the above
D. A and B

D) A and B.

LESSON 2

Reviewing and Approving Transactions

Lesson Objectives

1: AWE Overview

2 **Reviewing and Approving Transactions**

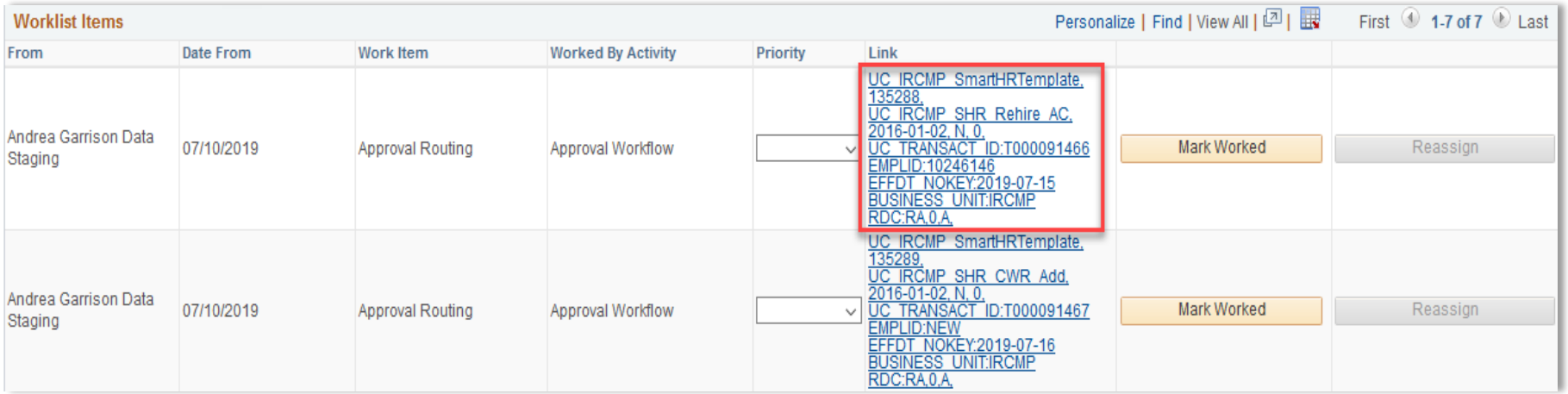
3: Roles by Lesson

In this lesson, we will:

- Explain approver responsibilities
- List approver options
- Show how to access transaction details
- List items to review

Approver Responsibilities

- Take action on transactions in a timely manner (i.e., within a day)
- Make sure that pre-approvals outside the system are obtained
- Ensure information entered by the Initiator is accurate (i.e., Effective Date)
- Add ad hoc reviewers and/or approvers, as needed
- Provide comments if transactions are denied



Worklist Items

Personalize | Find | View All | First 1-7 of 7 Last

From	Date From	Work Item	Worked By Activity	Priority	Link		
Andrea Garrison Data Staging	07/10/2019	Approval Routing	Approval Workflow		UC_IRCMP_SmartHRTemplate, 135288, UC_IRCMP_SHR_Rehire_AC, 2016-01-02, N, 0, UC_TRANSACT_ID:T000091466 EMPLID:10246146 EFFDT_NOKEY:2019-07-15 BUSINESS_UNIT:IRCMP RDC:RA,0,A,	Mark Worked	Reassign
Andrea Garrison Data Staging	07/10/2019	Approval Routing	Approval Workflow		UC_IRCMP_SmartHRTemplate, 135289, UC_IRCMP_SHR_CWR_Add, 2016-01-02, N, 0, UC_TRANSACT_ID:T000091467 EMPLID:NEW EFFDT_NOKEY:2019-07-16 BUSINESS_UNIT:IRCMP RDC:RA,0,A,	Mark Worked	Reassign

Transaction Details

SS Smart HR Transactions

Transaction Details

Transaction ID T000091466

Transaction Status Pending

Hire Details

Personalize | Find | View All | First 1 of 1 Last

	Name	Type of Hire	Start Date	Action	Country
1	Lingzhi Greenwood	Employee	07/15/2019	REH	USA

Initiator Comment

Requester ID UCI_AGARRISON Andrea Garrison Data Staging

Requested 07/10/19 2:27:35.000000PM

Approve Deny

Approver Comment

Academic Rehire

Transaction: T000091466, ID: 10246146, Effdt: 2019-07-15, Unit: IRCMP:Pending

Academic Rehire

Pending

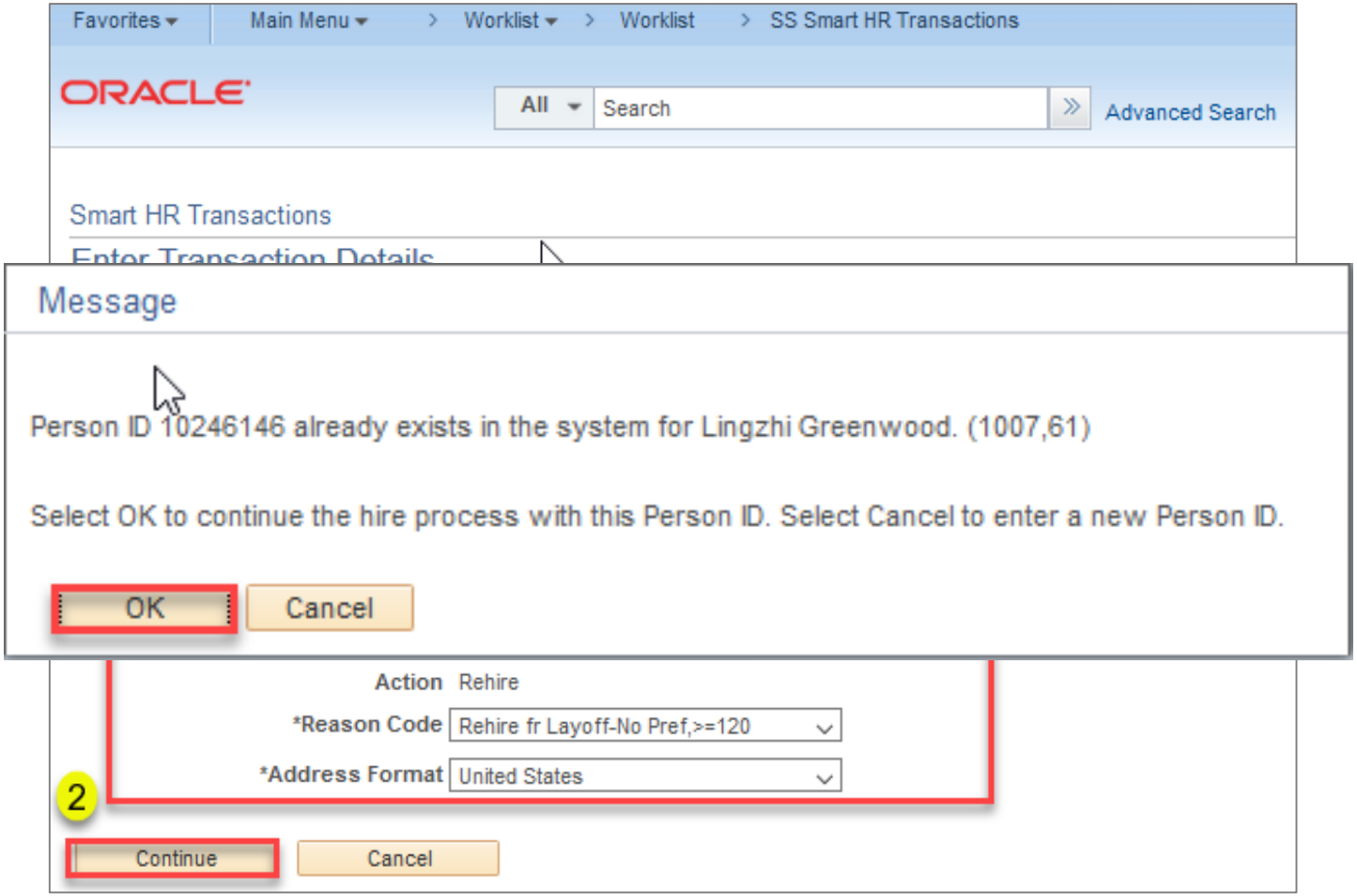
Multiple Approvers

Approver 1 - Acad Rehire

Click the (+) to ad hoc a reviewer or approver to the transaction.

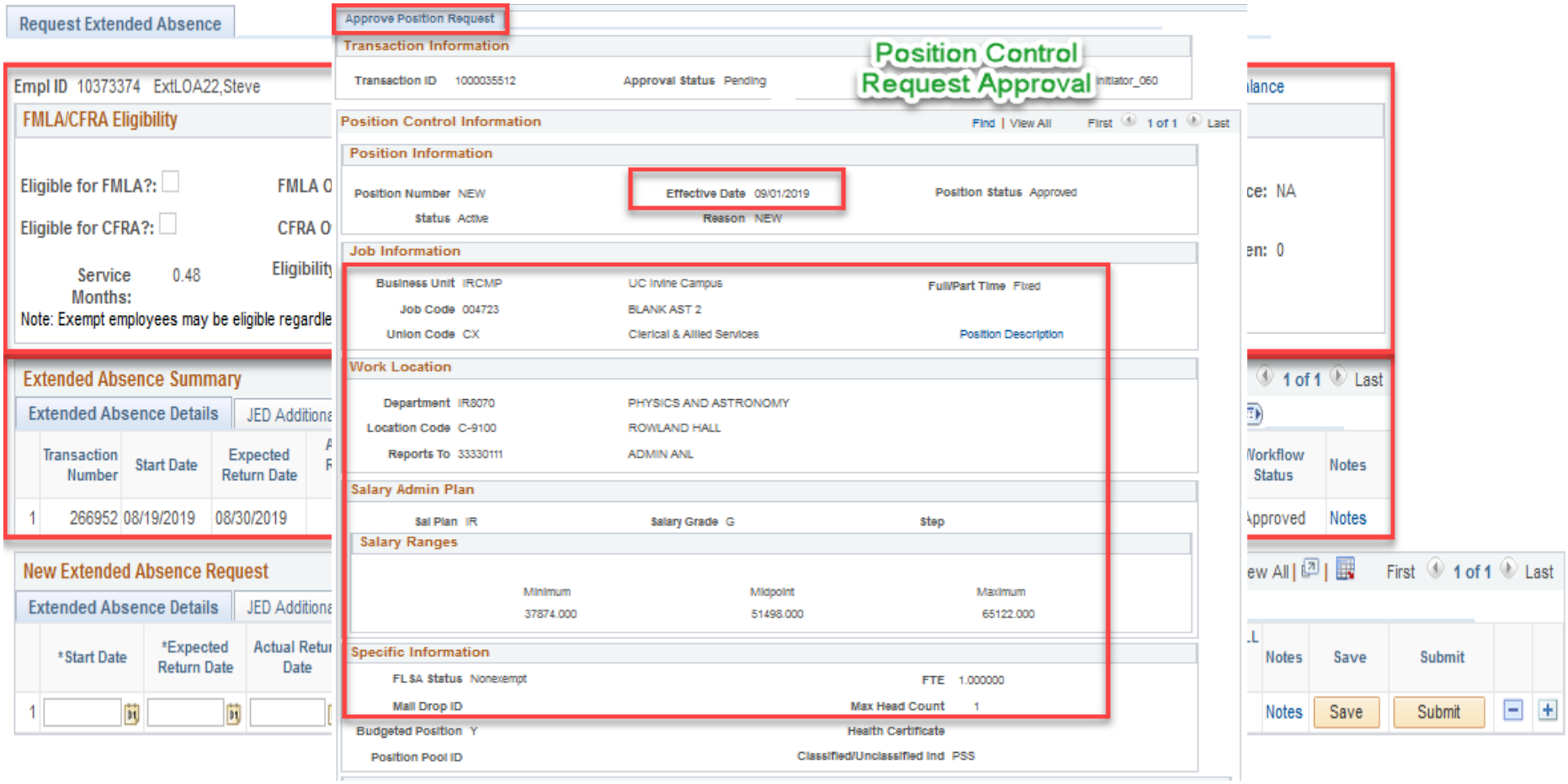
Enter Transaction Details Page

- Click the **Continue** button to access additional transaction details.



Review Info on All Tabs

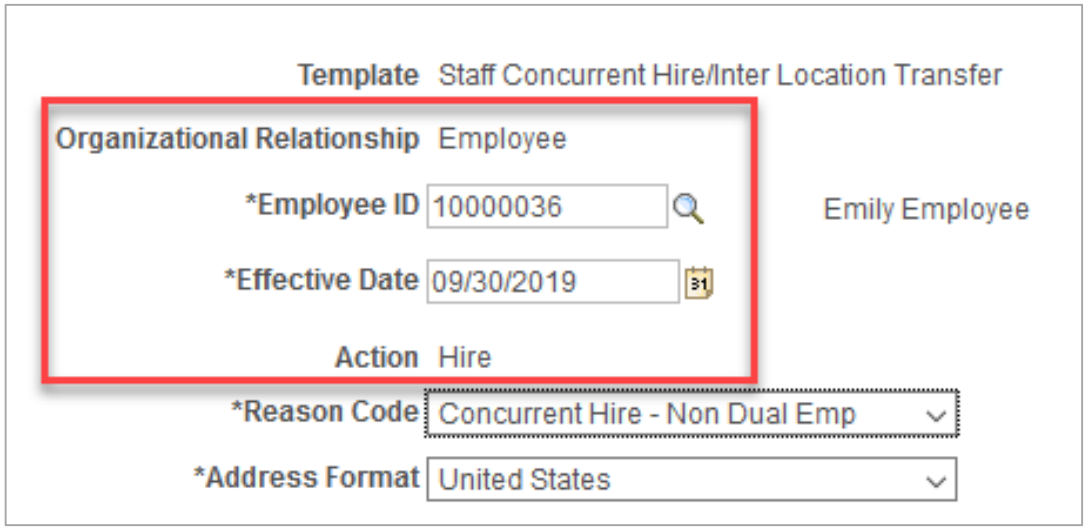
- Ensure the information entered on each tab is accurate to prevent delays in processing.



Approver Edits

There are key fields that <u>cannot and should not</u> be edited by the approver, such as:

- Organizational Relationship
- Employee ID
- Employee Record Number
- Action
- Effective Date



Approval workflow pages do not specifically reflect what was edited or by whom. This information would have to be accessed by an audit report available through the UCPath Support Team.

Additional Levels of Approval

- The transactions listed here require an additional level of approval. All other UCI transactions require only 1 approver.
- There is nothing you have to do, UCPath is configured with this additional level of approval.*

Transaction Type	Department Approval
Extended Leave of Absence	UCPath Center
Final Pay & Off-Cycle Pay Requests & Overpayment Recovery	UCI Payroll
High Risk Direct Retro	Contracts & Grants

*A questionnaire has to be completed while processing Direct Retro transactions to determine if the transaction meets criteria for high risk.

Exercise #1

View the Worklist

- This is your opportunity to practice this task on your own.
- Complete exercise 1 in your workbook.
- Ask your instructor for assistance, if needed.

Exercise #2

Review a worklist item and list the steps to add a reviewer and approver.

- This is your opportunity to practice this task on your own.
- Complete exercise 2 in your workbook.
- Ask your instructor for assistance, if needed.

Exercise #3

Review a worklist item and deny with comments.

- This is your opportunity to practice this task on your own.
- Complete exercise 2 in your workbook.
- Ask your instructor for assistance, if needed.

Objectives Review

Having completed this Lesson, you should now be able to:

- Explain approver responsibilities
- List approver options
- Show how to access transaction details
- List items to review

Knowledge Check

- You now have the opportunity to assess your knowledge of the information presented in this Lesson.
- The questions and answers presented in this review help you to determine whether you remember and understand the important points.

True or False

The Effective Date should be changed by the approver when reviewing the transaction, if needed.

False: Approvers cannot change the Effective Date.

Multiple Choice

Which of the following is required when denying a transaction?

A. Email to initiator

B. Comments explaining what is incorrect

C. A and B

D. B

D) B.

Break

LESSON 3

Roles by Module

Lesson Objectives

1: AWE Overview

2: Reviewing and Approving Transactions

3 **Roles by Module**

In this lesson, we will:

- Review the UCPath roles by functional area
- List transactions available by role

Human Capital Management (HCM) Roles

Responsible for employment, compensation, leave and separation transactions.

Initiator

Responsible for entering transactions into UCPath and submitting for approval

Approver

Responsible for reviewing and approving transactions

Inquiry

View-only access to specific pages in UCPath

Transaction Types

- Add or Renew Contingent Workers
- New Hire, Rehire, Concurrent Hire
- Position Management
- Data Changes
- Final Pay (requires approval by Central Payroll)
- Off-Cycle Checks (requires approval by Central Payroll)
- Extended Absence Leaves
- Additional Compensation
- Changes Impacting Academic Components of Pay
- Involuntary and Voluntary Termination
- Retirement
- Transfer (Intra and Interlocation)
- PayPath
- Overpayment (requires approval by Central Payroll)
- Submit- on – Behalf –Of
- Time & Attendance Processing

Pay Administrator (PA) Roles

Responsible for payroll transactions.

Initiator

Responsible for entering transactions into UCPath and submitting for approval

Approver

Responsible for reviewing and approving transactions

Inquiry

View-only access to specific pages in UCPath

Transaction Types

- WFA Inquiry
- Contract Pay Inquiry
- Additional Pay Initiator
- One Time Pay Initiator
- Pay Request Initiator- Off-cycle checks
- Payroll Inquiry
- Absence Management Inquiry
- Time & Attendance Processing

- Additional Pay Approver
- One time pay approver
- Payroll Request Approver

General Ledger (GL) Roles

Responsible for funding and direct retro (salary and benefit cost transfers).

Initiator

Responsible for entering transactions into UCPath and submitting for approval

Approver

Responsible for reviewing and approving transactions

Inquiry

View-only access to specific pages in UCPath

Transaction Types

Funding Initiator
- Funding Entry
- Funding Changes

Cost Transfers Initiator
- Salary Cost Transfers
- Benefit Cost Transfers

General Ledger Approver
- Funding Entry & Change Approvals
- Salary Cost & Benefit Cost Transfer Approvals

Putting It All Together

- Approvers are required to take action in order to move a transaction forward.
- Anyone in your department can be assigned as an Approver; it does not require a certain job title or level.
  - Departments are encouraged to designate at least 2 approvers that can approve a transaction, to reduce the possibility of having transactions get stuck.
  - Ad-hoc approver/reviewer can be added by one of the approvers (but not by the Initiator), if **individual** transactions require them.
  - Ad-hoc approvers will impacts the flow of the approvals.
- A transaction is removed from worklist of other approvers once action is taken.
- If someone is given a specific role, they will have that role for all departments for which they are granted access.
- Initiators that also have the approver role cannot approve their own transactions.

Course Resources

Parking Lot

- Review parking lot

UCPATH CENTER

Where to Get Help

1. Your training materials are available to use as reminders for navigation, codes, and page processing information.
   - UPKs
   - Job Aids
   - Presentation decks
2. Who do you ask for Help now?
   - Continue to do so. Specially trained users (Points of Contact, POCs) are ready to help you within your departments and divisions.
   - Many of the POCs are those you have already worked with.
3. You or the POC contacts the Employee Experience Center (EEC or Service Now) via phone or website to view knowledge base articles and/or open a ticket.
4. The **UCPath Help** site is your last level of support. Search for conceptual content, job aids or step-by-step instructions for UCPath tasks.
   - From the UCPath portal homepage, expand the **Help / FAQ** section on the left side of the page, click the appropriate link.
   - From any UCPath page or component, click the **Help** link in the upper right corner of the page to find help topics specific to the page/component.

Training End

Thank You!