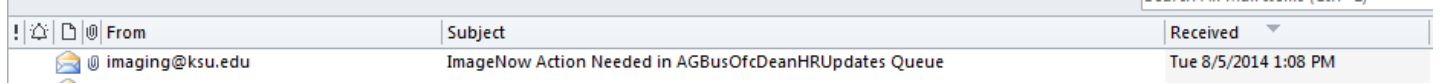


# ImageNow Personnel Document Processing Instructions: College of Agriculture Dean's Business Office

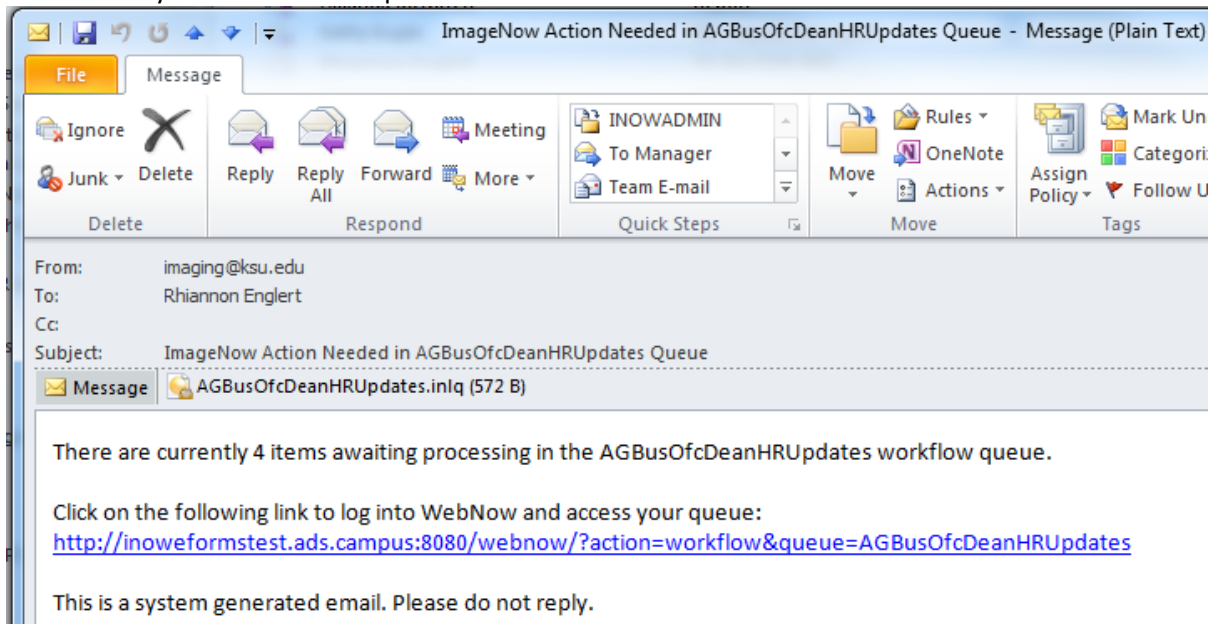
Last Updated: 8/18/2014

You will receive an email notification that something is waiting in one of your queues. You'll see the name of the queue in the subject line:



In the email, you should see the following information:

- The number of items in the queue at the time the email was generated
- The name of the workflow queue
- A link directly to this workflow queue in WebNow



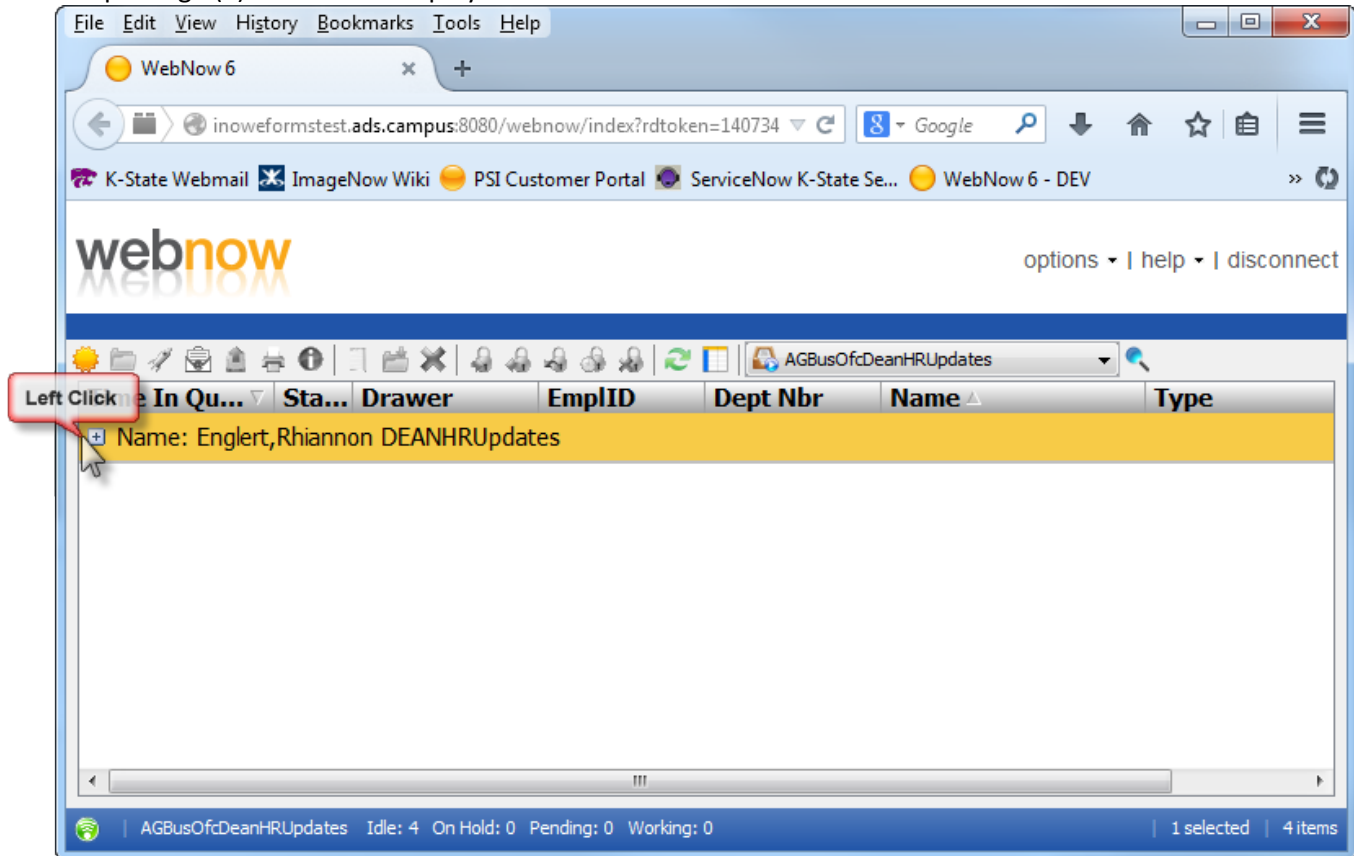
Click on the link in the email, and log into WebNow using your eID and eID password:



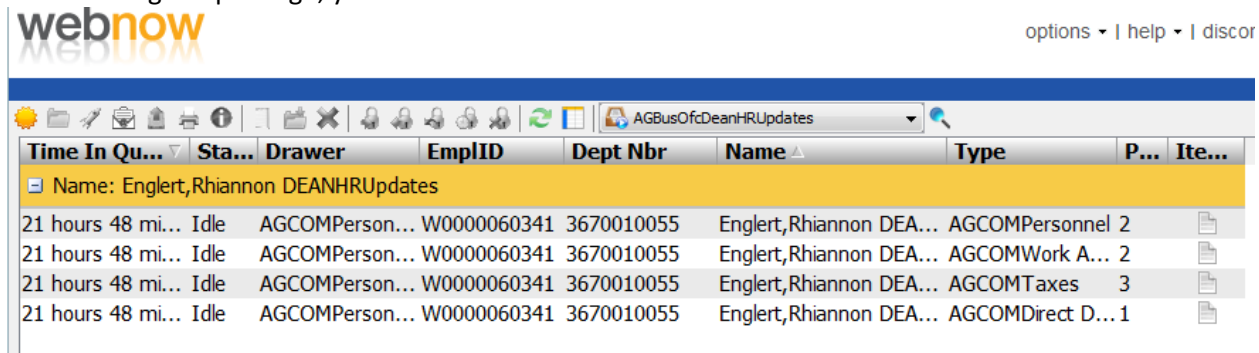
Once logged into WebNow, you will be taken directly to your workflow queue.

Because the paperwork for new hires and rehires will include multiple documents, your queue will have things 'grouped' by employee name. This way, if multiple employees' documents appear in your queue, it is easy to identify each group of documents at a glance.

Click the plus sign (+) next to the employee's name:



After clicking the plus sign, you'll see the list of documents as follows:



Referring to the **Type** column, double click on the row with the document type you need to review.

- **Note:** Appointment forms and contracts for new hires/rehires will be under the **AGCOMPersnel** document type.
- **What do the columns in workflow mean?** For more details, please refer to the Explanation of columns in workflow on **PAGE 6** of this document.
- **What do the different document types mean?** For more details, please refer to document type guidelines listed on **PAGE 7** of this document.

## Adding Annotations

**STAMPS:** To apply an electronic stamp to the document, right click on the stamp icon, and select the stamp you would like to apply:

WebNow Viewer - Workflow

File View Annotation Workflow Folders Window Help

Right Click

- AGCOMSentToHR
- AGCOMSentToOIE
- AGCOMSignatureNameDate

Page 1 - G42 File

**KANSAS STATE UNIVERSITY**  
**APPOINTMENT FORM (Classified and Unclassified)**

CLASSIFIED REG REQUISITION # \_\_\_\_\_ (for hires)

**REQUIRED** **CLASS**

NAME (First, Middle, Last, Suffix)		DEPT NAME		PI
DEPT ID		RCD#	*SSN	
EMPLOYEE ID		EFFECTIVE DATE		END OF APPT DATE
GENDER	EDUCATION			MARRI

\*Employee Notification-Required SSN Disclosure, used for tax withholding, recordkeeping, and governme

HOME ADDRESS \_\_\_\_\_ Ethnic Groups (Mark

COUNTRY	Hispanic or Latino?
ADDRESS 1	ETHNIC GROUP: Azme

**TEXT:** To make notes on the document, you can right click on the text icon, and select the text template you would like to apply:

WebNow Viewer - Workflow

File View Annotation Workflow Folders Window Help

Right Click

- AGCOMPurpleText

Page 1 - G42 File

**KANSAS STATE UNIVERSITY**  
**APPOINTMENT FORM (Classified and Unclassified)**

CLASSIFIED REG REQUISITION # \_\_\_\_\_

SENT TO HR  
3180TEST  
08/18/2014

Example text annotation:

Window Help

Page 1 - G42 File

Please correct the funding project number to 12345. rre 8/17/14

**RESET**

PER 38 (07/2013)

**KANSAS STATE UNIVERSITY**  
**APPOINTMENT FORM (Classified and Unclassified)**

CLASSIFIED REG REQUISITION # \_\_\_\_\_ (for hires)

**REQUIRED** **CLASSIFIED** **UNCLASSIFIED**

# Workflow Routing

When you're finished reviewing the document, click one of the following "Route Forward" options:

The screenshot shows the WebNow Viewer interface. On the left, the 'Actions' menu is open, highlighting 'Route forward'. A yellow callout bubble points to this menu item with the text 'Option 1 to Route Forward in Workflow'. The main window displays a 'KANSAS STATE UNIVERSITY APPOINTMENT FORM' document. At the bottom of the document viewer, a yellow callout bubble points to the 'Route forward' button with the text 'Option 2 to Route Forward in Workflow'. The document content includes fields for employee information, address, and funding details.

Confirm that the correct destination queue is selected, and click "Route":

The 'Route Forward' dialog box is shown with a list of destination queues under the 'Manual' section. The 'HRUpdates' queue is selected. A yellow callout bubble contains the following text: 'The "destination queue" route will be defaulted to the appropriate HR queue, assuming that this document can be routed to HR without any corrections or further action needed by the department. If this is the case, just click "Route". If you need to route to the department's HRCorrections queue, simply click on that queue and click "Route".' The dialog also features 'Route' and 'Cancel' buttons at the bottom.

After clicking “Route”, the document will disappear from your workflow queue and enter the queue to which you sent it. The next document in your queue will appear in your WebNow Viewer window.

Repeat the “Route Forward” process.

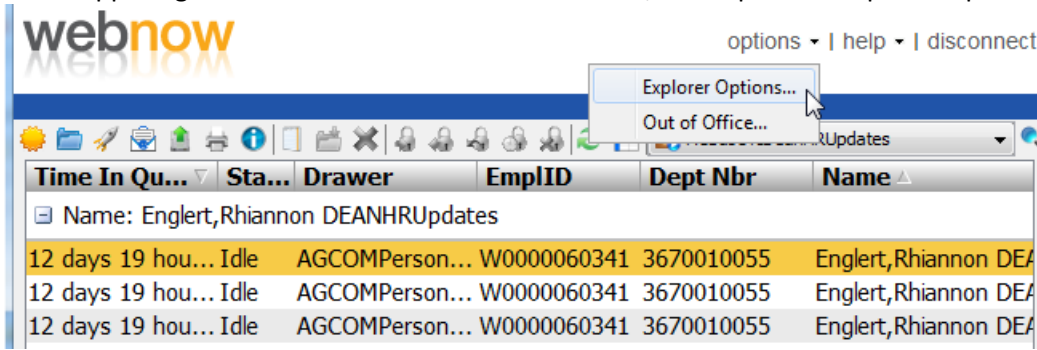
**PLEASE CONFIRM THAT ALL DOCUMENTS FOR THIS EMPLOYEE ARE ROUTED FORWARD.**

New Hire/Rehire ‘packets’ will most commonly have **4 documents** in them.

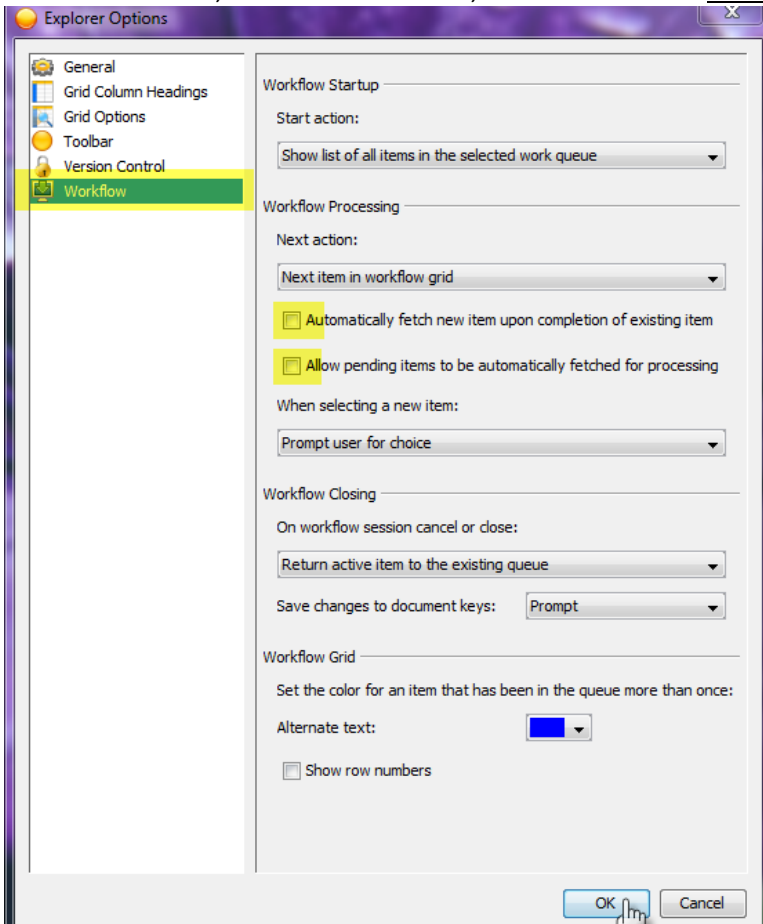
**Helpful Hint:**

If you would rather NOT automatically see the next document in your queue, but instead, be taken back to the LIST of documents in your queue, you can change this setting by doing the following:

In the upper right corner of the main WebNow screen, click Options > Explorer Options:



In the left column, click on “Workflow”, and **UNCHECK** the two boxes under Workflow Processing, and click OK:





## Explanation of columns in workflow

Time In Qu...	Sta...	Drawer	EmplID	Dept Nbr	Name	Type	P...	Ite...
Name: Englert,Rhiannon DEANHRUpdates								
12 days 20 hou...	Idle	AGCOMPers...	W0000060341	3670010055	Englert,Rhiannon DEA...	AGCOMWork A...	2	

### Time in Queue

- Denotes the length of time that these documents have been waiting in your queue

### Status:

- **Idle:** Waiting to be processed
- **On Hold:** You've marked this document as "On Hold"
- **Pending:** You've marked this document as "Pending"
- **Working:** This document is open by you or another user in this workflow queue

### Drawer:

- Denotes the ImageNow drawer this document is stored in. In this case, it is the AGCOMPersnel drawer (AGCOM is the prefix used in ImageNow to represent Communications and Ag Education).

### Empl ID:

- Denotes the employee ID in HRIS.
- This column will be empty in the following workflow queues which are dedicated to new hires (employees who do not already exist in HRIS):
  - **AGBusOfcDeanHRGradTBH** – Workflow queue for New Hires which are Grad Students (TBH stands for "Template-Based Hire", an HRIS processing term)
  - **AGBusOfcDeanHRSupportStaff** – Workflow queue for New Hires which are University Support Staff (formerly Classified employees)
  - **AGBusOfcDeanHRUnclass** – Workflow queue for New Hires which are Unclassified Staff
- This column SHOULD contain an Empl ID from HRIS in the following workflow queues which work with rehires or current employees (employees who DO exist in HRIS):
  - **AGBusOfcDeanHRUpdates** – Workflow queue for Rehires of any employee classification; ALSO a workflow queue for any personnel transaction, such as additional pay, bonus, or other personnel update
  - **AGBusOfcDeanHRContracts** – Workflow queue used for annual contract renewals for current employees – Routing forward from this queue will automatically send a copy of the contract to Academic Personnel.

### Dept Nbr:

- Denotes the department number of this employee

### Name:

- Employee's name (Last,First Middle)

### Type:

- Denotes the ImageNow document type (refer to document type guidelines listed later in this document)

### Pages:

- Number of pages in this document

## ImageNow Personnel Document Type Guidelines:

### AGCOM (Communications and Ag Education)

Last Updated: 8/18/2014

Yellow highlight indicates that HR accepts via workflow

## Personnel Drawer:

### Doc Type: **AGCOMAdditionalPay**

Additional Pay Form  
Additional Pay Checklist #1  
Additional Pay Checklist #2

### Doc Type: **AGCOMApplications**

Applications/Associated Docs (NOT recruitment for all candidates)

### Doc Type: **AGCOMHRArchive**

An entire personnel file for former employees - (i.e. backscanning)

### Doc Type: **AGCOMBonus**

Memos about bonuses  
Memos about awards (meritorious service, award of excellence)  
Monetary award payment form

### Doc Type: **AGCOMConfidential**

Disciplinary/Dismissal Letters and any other confidential correspondence  
Performance Management Process Form  
Performance Review forms of any version

### Doc Type: **AGCOMContracts**

Employee contracts

### Doc Type: **AGCOMDirect Deposit**

Authorization for Direct Deposit of Employee Pay PER-58  
Voided check, deposit slip or copies of account cards  
Local Agency direct deposit advice repression form

### Doc Type: **AGCOMEducation**

KSU App. for President's Scholarship for Classif. Employees PER-32A  
KSU Application for Tuition Assistance PER-32  
KSU Educational Authorization Form PER-25

### Doc Type: **AGCOMFacPerfApp**

Faculty Performance Appraisals

### Doc Type: **AGCOMLeaveRequests**

Leave Request forms & supporting docs

### Doc Type: **AGCOMPersPD**

Position Description for employee's personnel file

### Doc Type: **AGCOMPromotionTenure**

Promotion & Tenure documents

### Doc Type: **AGCOMRetirement**

Documents or letters about retirement  
Phased retirement agreement

### Doc Type: **AGCOMSabbatical**

Sabbatical documents

### Doc Type: **AGCOMSupplemental**

Supplemental pay forms & time sheets

### Doc Type: **AGCOMPersonnel**

Leave Balance Correction Sheet  
Notification of Retirement  
Tenured Faculty Agreements  
Tenured Faculty Agreements  
Regular Appointment Contract  
Term Appointment Contract  
Sabbatical Leave Agreement  
Exit Interview  
9 month Unclassified Summer Transactions  
Position Data Sheet (PER-36)  
Graduate Student Appointment Form (PER-41)  
Hourly Student Data Sheet (PER-40)  
Appointment Form (PER-38)  
Appointment Form (PER-38)  
Substance Abuse Affirmation  
Intellectual Property Agreement  
Spoken English Competency PER-20  
Background check e-mail approval to hire

### Doc Type: **AGCOMTaxes**

Form W-4  
Form W-5  
K-4 State of Kansas Tax Withholding form  
Tax Clearance Form  
W-9

### Doc Type: **AGCOMTimeDocuments**

Time Sheets

### Doc Type: **AGCOMTrainingOrientation**

Certificate of Attendance  
New Employee Forms Orientation  
Orientation Checklist  
Other Training Documents

### Doc Type: **AGCOMUnclassProPerfApp**

Unclassified Professional Performance Appraisal

### Doc Type: **AGCOMWork Authorization**

Visa copy, I-94, I-20 or DS 2019  
Passport copy  
Work permit e-mail  
Social Security Card copy  
Driver's License copy  
8233 copy, appendix A or B copies  
Foreign National Tax Info Form (PER-15)

## Medical Drawer:

### Doc Type: **AGCOMDisability**

Any letter or form about disability

### Doc Type: **AGCOMFMLA**

Any letters or forms related to the Family Medical Leave Act

### Doc Type: **AGCOMHealthIns**

Local agency or other enrollment or change forms

### Doc Type: **AGCOMSharedLeave**

Any docs or forms related to shared leave

### Doc Type: **AGCOMWorkersComp**

Any docs or forms related to an accident