

Human Resources Management System Online Job Hire Document Quick Reference Guide

Approve an RPS

1. From the Universal Navigation Header, select the Worklist.
2. At the Worklist page, select the appropriate job hire document link.
3. Click the Approve button.
4. Click the View Worklist button to see that item has been removed.

Reject an RPS

1. From the Universal Navigation Header, select the Worklist.
2. At the Worklist page, select the appropriate job document link.
3. Click the Comment Card icon.
4. Place your cursor in the Comments section and enter the appropriate justification.
5. Click the Reject button.
6. Click the View Worklist button to see that item has been removed.

Modify an RPS

1. From the Universal Navigation Header, select the Worklist.
2. At the Worklist page, select the appropriate job hire document link.
3. Click the Modify button.
4. Make the appropriate changes to any one or combination of the following fields:

• Job Type	• Percentage
• Job Code	• Employee ID
• Requested Rate	• Begin Date
• Job Responsibilities	• End Date
• Account #	• Hours/Week

5. Select the Comment Card icon.
6. Place your cursor in the Comments section and enter the appropriate justification.
7. Click the Approve (approver) or Resubmit (originator) button.

Add a Favorite

1. From the Navigation menu, select the appropriate path.
2. At the appropriate page, select the Add to Favorites link.
3. At the Add to Favorites page, click OK.
 - If you want to change the name of the Favorite, enter the new name in the Description field., then click OK.

Terminate an RPS (Originator Only)

1. From the Menu, select the path MCCD Custom>> MCCD Payroll>>Use>>Job Hire Documents.
2. At the Job Hire Documents page, click the Find an Existing Value link.
3. At the Find an Existing Value tab, select the appropriate field, enter the appropriate search criteria, then click the Search button
4. Scroll down to the Employees Section of the document.
5. In the Revised End Date field, enter the appropriate date.
6. Click the Submit Revised button.

Cancel an RPS (Originator Only)

1. From the Universal Navigation Header, select Worklist.
2. At the Worklist page, select the appropriate job hire document link.
3. Select the Comment Card icon.
4. Place your cursor in the Comments section and enter the appropriate justification.
5. Click the Cancel button.
6. Click the View Worklist button to see that item has been removed.

Reassign Your Worklist

1. From the Menu, select My System Profile.
2. At the Alternate User ID, click the lookup (magnifying glass) icon to locate the User ID of the appropriate person.
3. At the Look Up Alternate User ID page, enter the first three letters of the person's first name in all capital letters in the blank field.
4. From the Search Results, click the User ID of the appropriate person.
5. In the From Date field, enter the date that you want to start forwarding Worklist items t
6. In the To Date field, enter the date that you want to stop forwarding Worklist items
7. Click the Save button.
8. From the Universal Navigation Header, click the Home link.
9. At the System Profile page, clear all fields, then click Save to cancel forwarding of Worklist items.