

Position Processing and Work List Approval

Last Updated: September 2015



When a position is established or changed by an Agency HR Position Specialist, a work list item is routed to the appropriate approving authority. Approvers at the State of Connecticut access their work list as seen below on a daily basis to determine whether a transaction exists that requires their approval.

The work list can be accessed through the following path:

Main Menu > Core-CT HRMS > Worklist > Worklist

Worklist
Worklist for ACC_DOBBSNG:

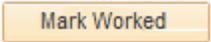
Detail View Worklist Filters [dropdown] Feed [dropdown]

Worklist Items Personalize | Find | View All | [print] | [refresh] First 1 of 1 Last

<u>From</u>	<u>Date From</u>	<u>Work Item</u>	<u>Worked By Activity</u>	<u>Department</u>	<u>Reason</u>	<u>Priority</u>	<u>Link</u>
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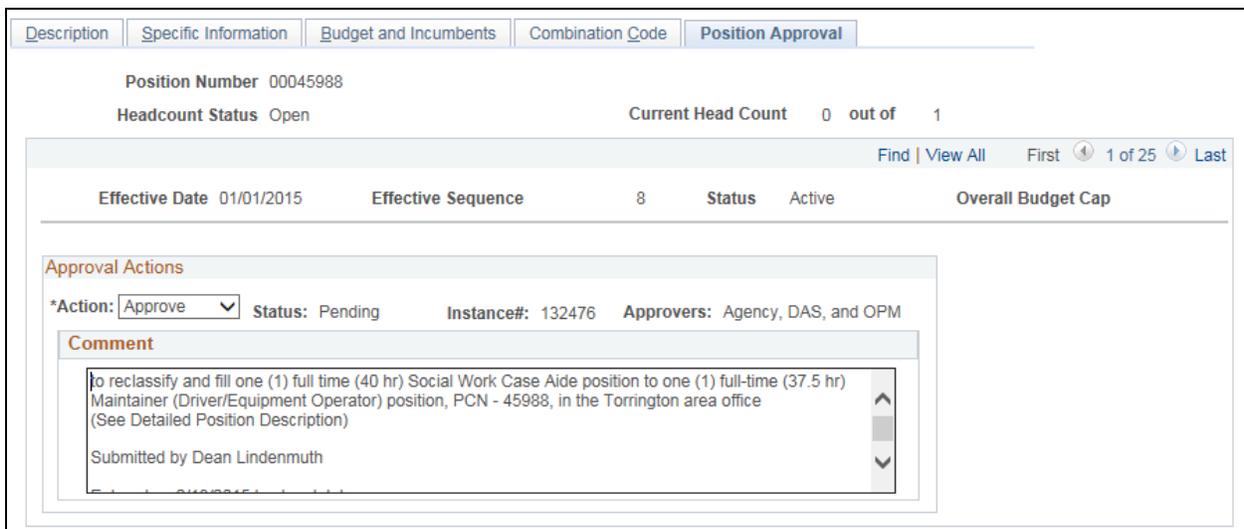
Refresh

Depending on which approval rule was triggered, workflow routes the position to the next highest approving authority or back to the originator. All column headings which are underlined can be used to sort the entire work list by that category. The Work list includes the following headings and buttons:

1. From: The name of originator or last approver of the transaction.
2. Date From: The date on which the position was routed to the approver.
3. Work Item: The name of the work list action used to route the position (work list can also be filtered by action to show only denials, recycles, approvals, etc. by using the Work list Filters.)
4. Worked By Activity: not useful for sorting.
5. Department: Especially helpful for DAS/OPM with multiple agencies /large numbers of similar actions by agencies such as refills.
6. The Reason of the position action. Helpful for processing large numbers of similar actions by agencies such as refills.
7. Priority: Can assign a high priority to sort these ahead of others on your own list. Need to click on the link twice after the update to sort for this category.
8. A Link listing the Position Number and title to access the position.
9. A  button, which is available when an originator is being notified that a position has been approved, recycled, or denied.

10. When a user pushes this button, it marks the position worked and removes it from the work list. Originators should use this button to clear approvals from their work list when they do not need to take further action.

If an approver has a transaction in their work list, the approver clicks on the position number link which brings them to the Position Data/Description page. In order to move the position to the next approver, the user must add a new row, maintaining the same effective date or choosing a different effective date. The approver can then make any necessary updates by navigating to the various tabs. However, if changes are made by the approver the system will review whether the changes alter the established workflow path. If so, the changes will require that the position be recycled to the originator to have the path reset by resubmitting the action again. The Position Approval page is used to Approve, 'Recycle' or 'Deny' positions. In the example below the workflow path for approval is Agency, DAS and OPM.



The screenshot shows the 'Position Approval' tab in the Core-CT system. At the top, there are navigation tabs: Description, Specific Information, Budget and Incumbents, Combination Code, and Position Approval. Below the tabs, the following information is displayed: Position Number 00045988, Headcount Status Open, and Current Head Count 0 out of 1. A table below shows the position details: Effective Date 01/01/2015, Effective Sequence 8, Status Active, and Overall Budget Cap. The 'Approval Actions' section shows an 'Approve' button, Status Pending, Instance# 132476, and Approvers: Agency, DAS, and OPM. A 'Comment' box contains the text: 'to reclassify and fill one (1) full time (40 hr) Social Work Case Aide position to one (1) full-time (37.5 hr) Maintainer (Driver/Equipment Operator) position, PCN - 45988, in the Torrington area office (See Detailed Position Description) Submitted by Dean Lindenmuth'.

After the Agency HR user creates/modifies a position in Core-CT, it is electronically routed to the first authorized approver. The authorized approver accesses the position data through their work list. The following roles are defined in Core-CT as authorized approvers:

- Agency Personnel Administrator
- Agency Budget Specialist
- DAS Analyst
- OPM Analyst
- OPM Senior Analyst
- OPM Section Director
- OPM Budget Director

Agency User	Responsibilities
<p>Agency Personnel Administrators and Budget Specialist</p>	<ul style="list-style-type: none"> • Approvers are responsible for approving position transactions including the establishment, general change, and reclassification (job code change) of a position. • Approvers at the following agencies are responsible for approving transactions that inactivate a position. These agencies are: <ul style="list-style-type: none"> - Department of Public Safety - Department of Developmental Disabilities - Department of Mental Health and Addiction Services - Department of Social Services - Department of Correction - Connecticut Community Colleges • <u>Refill Indicator</u>: When establishing a position or requesting an Individual Position Refill to fill a vacant position, the Agency HR Position Specialist needs to change the refill indicator from its default value of 'Manual' to 'Six Months' to request a six month fill period or 'Automatic' (no approval needed). The system is designed to screen for the last time the refill indicator was changed from manual to six months and approved in the system. Based upon the <u>action date</u> the refill indicator is set back to manual on the last business day of the month in which the six month date occurs (i.e. approved on action date 1/5/06, six months = 7/5/06, set back done 7/31/06. Program will not use last day of month if it falls on Sunday or holiday).
<p>Department of Administrative Services (DAS)</p>	<ul style="list-style-type: none"> • DAS is responsible for approving position transactions for most executive branch agencies including establishments, general changes and reclassifications. These changes includes: job code changes, salary changes (hiring rates or Salary Plan, Grade or Step changes), refill indicator, union codes, position end dates, regular/temporary status, and Department ID changes (if outside of the department structure, i.e. DOC to DOC, no approval; DOC to DDS, needs approval).

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	<ul style="list-style-type: none"> *Many agencies are not subject to DAS review.
Office of Policy Management (OPM)	<ul style="list-style-type: none"> OPM is responsible for approving position transactions, including establishments, general changes and reclassifications (only job code changes at or above the Manager Level of supervisor), combination code (only Fund, Class (SID) changes or changes in the Fund/Class (SID) distribution percentage), refill indicator, position end dates, salary changes, standard hours, full/part time status, regular/temporary status, and Department ID changes (if outside of the department structure, i.e. DOC to DOC, no approval; DOC to DDS, needs approval). *Many agencies are not subject to OPM review.

Please Note: All new positions except for those in the exempt agencies require approval before an employee can be hired into the position. After all approving authorities have approved a position, the Position Status changes to ‘Approved’ allowing the Agency to hire an employee.

Actions	Next Processing Step
Approve	<ul style="list-style-type: none"> The position proceeds to the next authorized reviewer. The next authorizing approver opens the position in their work list, enters in a new row, maintaining the effective date if appropriate and incrementing the effective sequence number and continues to review and save the request. The position is routed to all the authorized reviewers through the work list. Once the position status field has been set to ‘Approved’, the Agency HR Specialist is then able to hire, transfer or reclassify an employee into the approved position.
Recycle	<ul style="list-style-type: none"> The position proceeds to the next authorized reviewer. The next authorizing approver opens the position in their work list, enters in a new row, maintaining the effective date and incrementing the effective sequence number and changes the approval action to ‘Recycle’ on the Position Approval tab enters comments to describe why the position needs to be returned (usually for additional necessary information) and saves the request. The position returns to the Agency HR Position Specialist

	<p>that originated the request, with a position status of ‘Proposed’.</p> <ul style="list-style-type: none"> • The Agency HR Specialist receives the position, reevaluates, investigates and updates any applicable fields for the position before it gets resubmitted through the approval workflow. • When making changes the user adds a new row and makes necessary changes including changing the approval action to approve before routing it once again for the approvers’ review. Certain changes will require Core-CT intervention (e.g. a change to an earlier effective date). If the agency no longer wishes to pursue the proposed action, proposed rows can be deleted by Core-CT. • All recycled actions require a resubmission with new information, a change back to the last approved status of the position <u>or</u> a deletion of the proposed rows to return to prior status and no longer have the position status of <u>Proposed</u>. • These positions ARE NOT processed during Fiscal Year End transition and must be updated as indicated to establish proper payroll funding.
Deny	<ul style="list-style-type: none"> • The position proceeds to the next authorized reviewer. • The next authorizing approver opens the position in their work list, enters in a new row, maintaining the effective date and incrementing the effective sequence number and changes the approval action to ‘Deny’ on the Position Approval tab and saves the request. • The position returns to the Agency HR Position Specialist that originated the request, with a position status of ‘Rejected’. • The Agency HR Specialist receives the position, reevaluates, investigates and determines if further action is needed. • If a position cannot be resubmitted, the Agency HR Position Specialist can create a new position to submit a new modified request. • If a position exists and a change has been denied and <u>will not</u> be resubmitted, clear the proposed status by adding a new effective dated row with a reason of ‘PGC – Position General Change’. Core-CT can also delete the proposed rejected rows to return the position to prior status. • These positions ARE NOT processed during Fiscal Year

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	<p>End transition and must be updated as indicated to establish proper payroll funding.</p>
<p>RETRO EFFECTIVE DATING (stipulated agreements, etc.)</p>	<ul style="list-style-type: none">• Add new effective dated row, with a current effective date. Process the requested action as per normal procedures, but include the requested <u>actual retro date</u> which needs to be approved in the ‘Detailed Job Description’ and the ‘Approval Comments’ for ease of reference. Approvers will require persuasive justification to move beyond the normal 30 day retro limit. Once the action is approved by all levels, the user may submit a request for <u>correct history</u> action to correct the effective date through the Core-CT help desk.• For agencies whose actions do not require approval, once the row is added and saved the request for correct history can be made.• Agencies also may create new positions to allow a retroactive appointment, but such actions may require additional actions to allow appointment to a vacancy.• When requesting a correct history action, care should be taken to <u>not</u> change the combination code of the position to reflect the funding which was appropriate at the time the position will be retro actively effective dated for. This can result in the default funding in payroll being changed inadvertently. Combination code changes in position data are loaded to the payroll default table every night in the BATCH processes. If this occurs before the correct history action is done, the change will be made for the <u>current</u> payroll period and all periods after that until another change is made. If a correction needs to be made to the combination code in conjunction with the correction of the effective date, please ask that this be changed at the same time the help desk request is logged for the correct history.

- Users needing to determine “where” (in whose work list) a particular position or all pending agency positions are located may run the Position Approval History report. See separate job aid for detailed instructions located at: http://www.core-ct.state.ct.us/hr/human_resources/doc/pstn_aprvl_hstry_rpt.doc
- In some instances positions leave a user’s work list to route to the next approver, but still show as though they need approval. In these cases the approver will receive a message indicating that they cannot approve the action because they have already approved it. When this occurs, contact the Core-CT help desk at 622-2300 or submit a help desk request at: <http://coreworkorder.ct.gov/CORECTProblemReport.aspx> to determine whether an update needs to be made to the user’s work list.