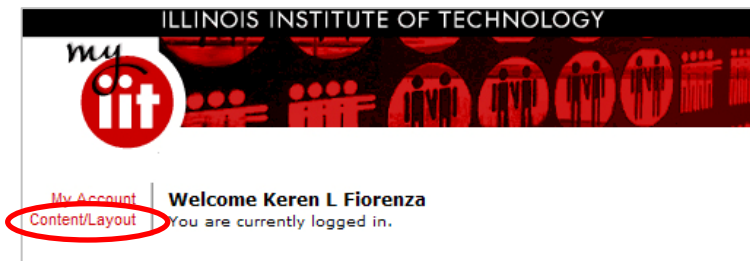
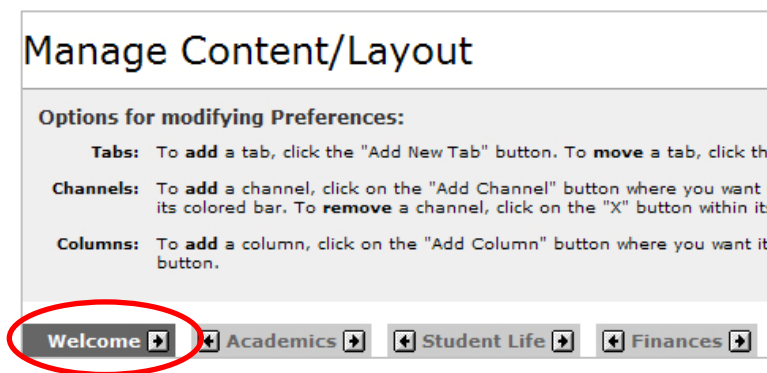


Adding the myIIT Electronic Payroll Authorization Channel

1. In the myIIT portal click on the Content/Layout link in the upper left corner of the screen



2. Select the **tab** you want the new channel to be. In the example below the channel will be placed on the **Welcome tab**.



3. Click **Add Channel**



4. Select **Administrative** and click **Go**
5. Select “**Electronic Payroll Authorization**” then click the “**Add Channel**” button
6. Click the **back to Welcome Tab** link on the upper left side of your screen

Creating and Submitting a New Personnel Action Form

1. To create a student PAF use the *Electronic Payroll Authorization* channel on the Work tab of the myIIT portal.

Student Employment for Payroll

NEW PAF

Student's BANNER CWID :

Academic year: Hiring ORG#:

REPORTING

Search PAF by student's Banner CWID

Filter by

Pending

PA#	Student name (ID)	Approvers (state)
-----	-------------------	-------------------

more

1. Enter the student's Banner CWID (AXXXXXXXXX). The Legacy CWID will not be accepted.
2. Select the academic year in which the PA will be active
3. Enter the Org code the Hiring Department's uses for time sheet approval
4. Click "Go" button

2. The Electronic PAF will open in a new browser window. The information that was entered in the *Electronic Payroll Authorization* channel will be automatically inserted into the form.

Personnel Action Form

(Only for Student Workers)

The PAF is automatically date-stamped on the day the PAF is created.

Date Prepared : 12/29/2008

Student Information

First Name : Last Name :

Banner CWID : SSN :

Student Documentation Status : I9 : W4 : Direct Deposit : Confidentiality Statement :

The student information section is automatically populated based on the Banner CWID entered in the *Electronic Payroll Authorization* channel. If the SEO has received the student documents and entered them into Banner there will be a check next to the document title.

Verify that the student information is correct before moving on the Supervisor section.

- Enter the Supervisor's Banner CWID or Email address. The rest of the supervisor information will be automatically filled in when the **Proceed to Confirmation Page** button at the bottom of the form is selected.

Supervisor Information

Banner CWID or Email :
 Last Name :
 First Name :

The Supervisor will be the primary time sheet approver.

For other time sheet approvers add the individual as a time sheet approval proxy

- Complete the Conditions of Employment section. The fields for Hiring Org and Federal Work Study (FWS) will be automatically filled in.

Conditions of Employment					
Reason :	<input type="text" value="New Hire"/>	Employee Type :	<input type="text" value="Federal Work Study"/>	Campus :	<input type="text" value="MC-Main"/>
Start Date :	<input type="text" value="02/10/2009"/>	End Date :	<input type="text" value="04/25/2009"/>	Hourly Wage :	<input type="text" value="\$ 8.00"/>
Position Control # :	<input type="text" value="W99953-FWS Student As"/>	Hiring Organization :	<input type="text" value="2061"/>	Hiring Department :	<input type="text" value="OTSV-Office of Technolog"/>
				FWS Present :	<input type="text" value="Y"/>
				FWS Accepted :	<input type="text" value="Y"/>
				FWS Amount :	<input type="text" value="\$ 4000"/>

- Enter the FOAP that this position will be charged to and the percentage of the total payment that will be charged to each FOAP entered.
 - The total percentage will be calculated at the bottom of the section. This number must equal 100.
 - If multiple FOAPs will be charged for this position, enter the percentage that will be charged to each.

Do not Leave FOAP information blank. Contact your budget administrator for FOAP information. Distribution must be in percentages only.

The FOAP for FWS is 341017-207A-6309-2451

FUND	ORG	ACCT	PROG	PERCENTAGE [Must add up to 100]
<input type="text" value="100000"/>	<input type="text" value="2069"/>	<input type="text" value="6307"/>	<input type="text" value="3100"/>	<input type="text" value="100"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- The information for the person that prepared the PAF will be automatically added based on the myIIT account that was used to open the form.

- Enter the Banner CWID or @iit.edu email address for Approvers 1 and 2.
(NOTE: the Preparer can NOT be one of the Approvers)
- When all required information has been entered click the **“Proceed to Confirmation Page”** button at the bottom of the form.

Approvals:

This Payroll/Personnel Authorization form must be approved by all of the following
(Enter Banner CWID or email address)

Approver 1: <input style="width: 100%;" type="text" value="caruson@iit.edu"/>	Caruso, Nancy	Approver 2: <input style="width: 100%;" type="text" value="scharko@iit.edu"/>	Scharko, Katherine
<input style="width: 100%; border: 2px solid red;" type="button" value="Proceed to Confirmation Page"/>			

- The completed PA will be available for final review before submission. To make changes select **“Edit Data”** if the information is correct select **“Submit PA”** button.

Approvals:

This Payroll/Personnel Authorization form must be approved by all of the following

Approver 1: <input style="width: 100%;" type="text" value="ornt@iit.edu"/>	Ornt, William	Approver 2: <input style="width: 100%;" type="text" value="fiorenza@iit.edu"/>	Fiorenza, Keren
<input style="width: 100%; border: 2px solid red;" type="button" value="Edit Data"/> <input style="width: 100%; border: 2px solid red;" type="button" value="Submit PA"/>			

- When the PA has been successfully submitted a confirmation webpage will appear.



- If there is an error in the PA the system will not allow the PA to be submitted. All errors will be listed at the top of the PAF screen. Once the errors have been corrected the PA may be submitted.

Approving a Personnel Action Form

1. Approvers 1 and 2 listed in the PA will receive an email notification from donotreply@iit.edu with instructions to approve or deny the request.
 - a. To approve the PA the approver clicks the link next to **“Approve”** or the link next to **“Deny”** to reject the PA.

DIRECT DEPOSIT FLAG Y
DEPARTMENT OTSV-Office of Technology Services
CAMPUS MC-Main
ORGANIZATION 2068
REASON DESC New Hire
EMPLOYEE CLASS ST
SUPERVISOR CWID A20005689
SUPERVISOR EMAIL hugh.musick@iit.edu
TIMESHEET APPROVER CWID
APPROVER 1 CWID A20008431
APPROVER 1 EMAIL fiorenza@iit.edu
APPROVER 2 CWID A20006537
APPROVER 2 EMAIL scharko@iit.edu
COMMENTS TO DATE REGARDING THIS PA:

BEGIN APPROVAL=====

Please click on the appropriate URL to approve or deny this item.

Approve:
<https://myiitest.iit.edu:8095/Approval/conf.jsp?y=887B8C8007F9FB57A8272689EF7CD833>

Deny:
<https://myiitest.iit.edu:8095/Approval/conf.jsp?n=887B8C8007F9FB57A8272689EF7CD833>

END APPROVAL=====

1. The PAF details will be displayed at top of email for approver's review.

2. Scroll to bottom of email to approve or deny PAF.

2. When the PA has been approved a confirmation webpage will appear.

Thank you. You have approved this item.

Your confirmation code is FD7387F9EE38277A23467A9B2E8A20EA

3. When both Approvers have approved the PA, it is submitted to the SEO for final approval.

4. When a PA is denied the approver will be prompted to comment why the PA was denied and submit their decision.

Please enter comments associated with this decision below and click the submit button to record your decision.

Charge to different FOAP.

Submit

5. When comments have been submitted, a confirmation webpage will appear.

Thank you. You have denied this item and your comments have been recorded.

Your confirmation code is 6E79244FE4E44FF8CF361E731FD6BAB3

6. The preparer will receive an email notification that the PA has been denied.

Checking the Status of a Personnel Action Form

1. In the *Electronic Payroll Authorization* channel search for an individual student's PA by entering their Banner CWID and clicking "Go."

Electronic Payroll Authorization [Students Only]

NEW PAF

Student's BANNER CWID :

Academic year: Hiring ORG#:

REPORTING

Search PAF by student's Banner CWID

2. To search PAFs by status use the dropdown boxes to select the status and academic year.

REPORTING

Search PAF by student's Banner CWID

Filter by

Submitte

- Submitted to SEO
- Pending
- Rejected
- Timed-out
- Submitted to SEO

PA# **Approvers (state)** **SEO status**

REPORTING

Search PAF by student's Banner CWID

Filter by

Submitted to SEO

PA#	Student name (ID)	Approvers (state)	SEO status
330	Yamanda, Erica (A20015892)	fiorenza@iit.edu(A) - ornt@iit.edu(A)	Pending
more			

PAF's in the status selected will be listed at the bottom of the channel.