LOUIE 'Reports To' User's Guide for Approvers

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LOUIE ‘Reports To’ User’s Guide for Department Approvers

Introduction

Overview
'Reports To’ is a function in LOUIE that allows us to keep a record of the reporting structure of the university – who reports to whom. Getting this information into LOUIE prepares the university to use forms that will be created, routed, and ‘signed’ or approved electronically.

Objective
To make sure that every position listed in your area of responsibility shows a reporting relationship to another position **OR** is marked as a position to be inactivated.

Work Flow
Your department Initiator will initiate a form that records all the reporting relationships. As the Approver, you will receive an email indicating you have a form to review. After you have reviewed all reporting relationship data and approved the form, it will be electronically forwarded to either the next level Approver or to HR for review and approval. After HR approval, the information is loaded into LOUIE.

As the Approver, if you identify changes that need to be made, you **‘recycle’** the form - this returns the form to the Initiator. There is a place where you can make comments to tell the Initiator the changes to be made. Recycling the form (rather than making the changes yourself) ensures the appropriate approvals for the final document and helps everyone in the process be aware of the correct structure.

NOTE: While the form allows you to make changes, recycling the form provides a clearer audit trail and informs the initiator - and prior approvers if there is more than one approval level - of the correct information. Instructions on recycling the form to your Initiator are on page 11.

Viewing the Status of the Form
You will be able to view the progress of the form and know its status at any point in time during the process.

After reviewing this user guide, if you have any questions about this process, please visit the Reports To web page or contact Human Resources at HR.Contact@nau.edu or 928-523-2223.

If you would like more detailed knowledge about the Initiator actions, please review the *User’s Guide for Initiators* found on the Reports To web page.

Accessing the Form

You may access the forms that need your review and approval either through a link in the email notification sent to you when the Initiator submits the form, or by accessing your **Worklist** in LOUIE.

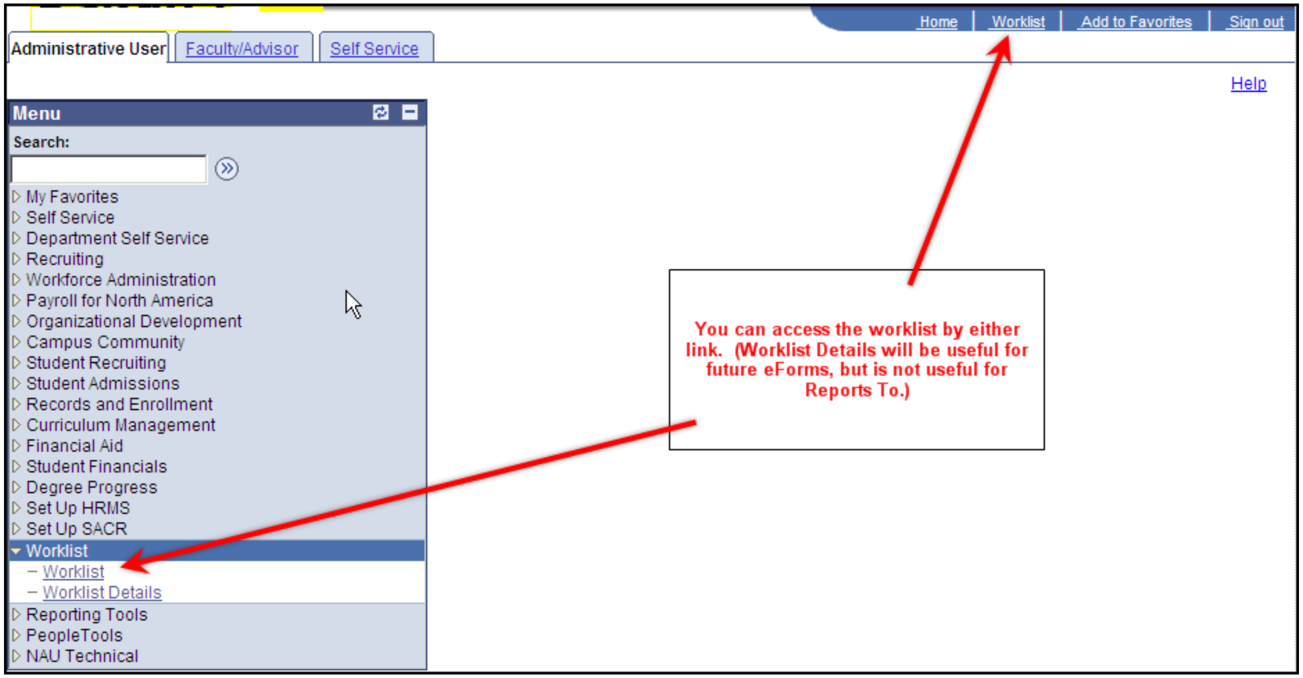
1. Accessing the Form from a Notification Email

You will receive a notification email that contains a link to the form that needs your review and approval. Click the link to open the form. You may be prompted to sign into LOUIE with your regular user ID and password.

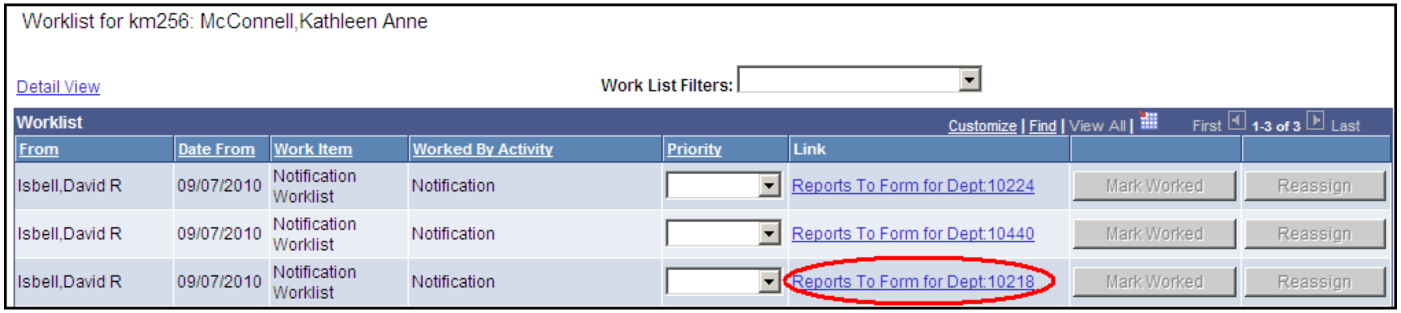
> You have a pending eForm worklist item to evaluate. Isbell,David R requested a Change Reports To Structure. Your may access this item at the following link:
>
> https://echo.ucc.nau.edu:8444/psp/8906nc/EMPLOYEE/HRMS/c/G_FORMS.G_FORM_REPT_E.GBL?
> Page=G_FORM_REPT_A&Action=U&&G_FORM_ID=488&G_FORM_TASK=EVL
>
> This form was PENDING ON Wed, Sep 8 10, 08:47:09 PM, by Isbell,David R. The last comments made about this action are:
>
> If you need assistance with processing this item, please visit the Reports To resources page at: http://hr.nau.edu/node/10083

2. Accessing the Form from Your Worklist

Log into LOUIE and navigate to your worklist.



Once your worklist opens you can select the form you need to work on.



Reviewing the Form

The form has two sections: Benefited Positions and Non-Benefit Eligible Positions. Using the logic below, review each section to make sure that the reporting relationships are correct and that any positions that have been inactivated are appropriate.

The 'Reports To' Form Logic

The structure is based on positions reporting to positions (whether there are people in those positions right now or not) so you will be seeing position numbers – not employee ID numbers.

Benefit Eligible Positions

- A benefit eligible employee should be listed as reporting to the supervisor who completes the performance appraisal and signs ROA's.
- A position may only report to one position; employees with multiple supervisors must be assigned to just one.
- For special assignments that have changed the reporting relationships (ex. a groundskeeper specially assigned to grounds supervisor), please contact HR to temporarily change the position number of the employee. If no change occurs in who reports to a specially assigned employee, they can remain in their current position number.
- If an employee has a benefit eligible position and a non-benefit eligible position (ex. a regular faculty member who also teaches as part-time faculty in the summer), report the primary role's reporting relationship in the benefit eligible section. The part-time role will be reported in a different way in the non-benefit eligible area of the form.

Non-Benefit Eligible Positions

- Non-benefit eligible positions should report to the 'money manager' – the person who typically generates the forms for transactions in these positions. This is not necessarily the faculty or staff member who is responsible for the fund or is the employee's day to day supervisor (ex. show a part-time temporary as reporting to the person who generates their hiring/pay paperwork – not the person who will supervise and direct their work on a day to day basis). These types of positions include:
  - Pool positions occupied by more than one employee (student wage, part-time faculty, graduate assistants, etc.)
  - Positions used to manage funds (mobile phone allowance, salary set-asides, etc.)

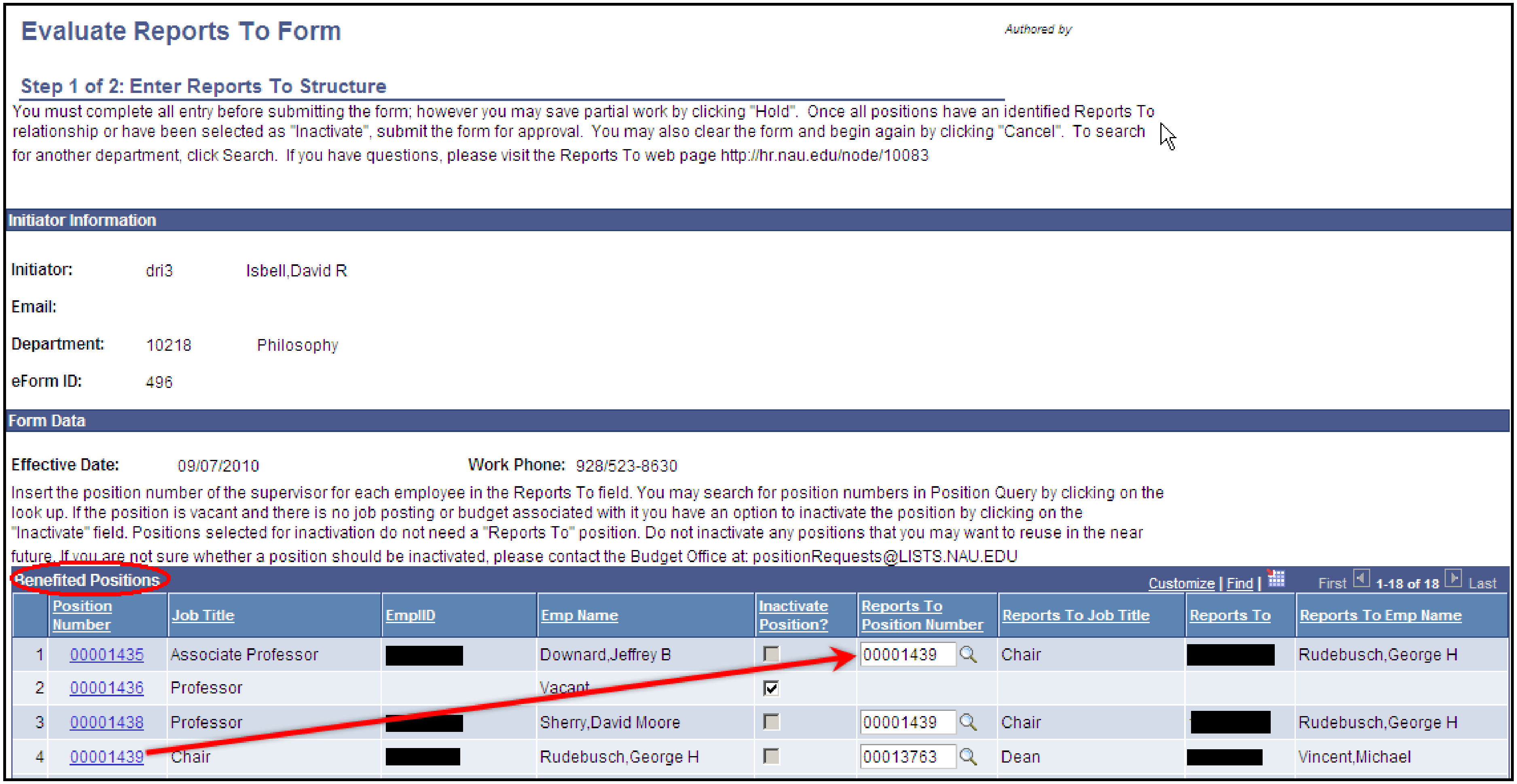
Inactivating Positions

- If a position is vacant, but will be used in the near future, do not inactivate it. Establish a 'Reports To' relationship that will be appropriate when the position is filled.
- You may inactivate a position if all the following apply:
  - it is vacant
  - has no identified funding, and
  - it is not currently posted.
- If a position is vacant, but does not have an 'inactivate' checkbox available, you may contact the budget office to inactivate it.

For more examples of common scenarios, visit the <u>'Reports To' web page</u>.

1. Review the Benefited Positions List

Each position listed in the Job Title column should have a position number populated in the 'Reports To Position Number' field. In the example below, the associate professor position reports to the chair – so the chair's position number is entered in the 'Reports To Position Number' field. Positions that have the 'Inactivate Position' box checked do not require a Reports to Position Number.



Evaluate Reports To Form

Authored by

Step 1 of 2: Enter Reports To Structure

You must complete all entry before submitting the form; however you may save partial work by clicking "Hold". Once all positions have an identified Reports To relationship or have been selected as "Inactivate", submit the form for approval. You may also clear the form and begin again by clicking "Cancel". To search for another department, click Search. If you have questions, please visit the Reports To web page http://hr.nau.edu/node/10083

Initiator Information

Initiator: dri3 Isbell,David R

Email:

Department: 10218 Philosophy

eForm ID: 496

Form Data

Effective Date: 09/07/2010 Work Phone: 928/523-8630

Insert the position number of the supervisor for each employee in the Reports To field. You may search for position numbers in Position Query by clicking on the look up. If the position is vacant and there is no job posting or budget associated with it you have an option to inactivate the position by clicking on the "Inactivate" field. Positions selected for inactivation do not need a "Reports To" position. Do not inactivate any positions that you may want to reuse in the near future. If you are not sure whether a position should be inactivated, please contact the Budget Office at: positionRequests@LISTS.NAU.EDU

Benefited Positions Customize | Find | First 1-18 of 18 Last

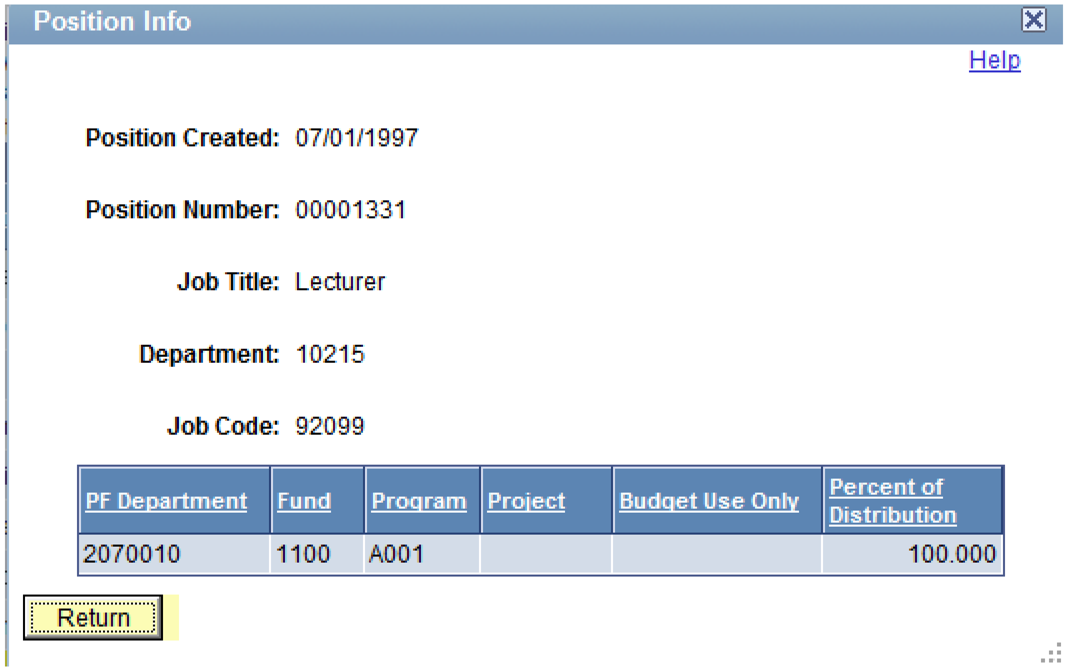
	Position Number	Job Title	EmplID	Emp Name	Inactivate Position?	Reports To Position Number	Reports To Job Title	Reports To	Reports To Emp Name
1	00001435	Associate Professor	[redacted]	Downard,Jeffrey B	☐	00001439	Chair	[redacted]	Rudebusch,George H
2	00001436	Professor		Vacant	☑				
3	00001438	Professor	[redacted]	Sherry,David Moore	☐	00001439	Chair	[redacted]	Rudebusch,George H
4	00001439	Chair	[redacted]	Rudebusch,George H	☐	00013763	Dean	[redacted]	Vincent,Michael

Position Information

Click on the position number in the 'Position Number' column to get more information about the:

- funding source(s),
- job code, and
- date the position was created.

This information might be helpful in determining whether a position has been inactivated appropriately.



Position Info

Help

Position Created: 07/01/1997

Position Number: 00001331

Job Title: Lecturer

Department: 10215

Job Code: 92099

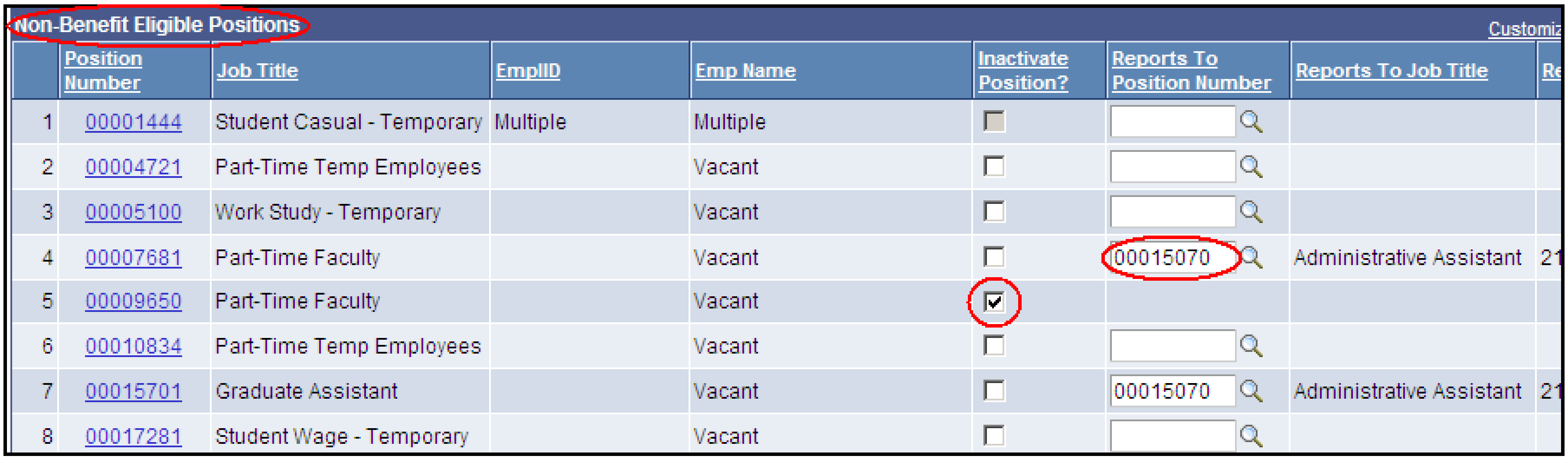
PF Department	Fund	Program	Project	Budget Use Only	Percent of Distribution
2070010	1100	A001			100.000

Return

2. Review the Non-Benefit Eligible Positions List

Each position in the 'Non-Benefit Eligible Positions' list should report to the money manager for that position. This will be the person who generates the transactions for hiring, pay, etc. – not necessarily the person who supervises their work on a day to day basis. Positions that have the 'inactivate position' box checked do not require a Reports To position number.

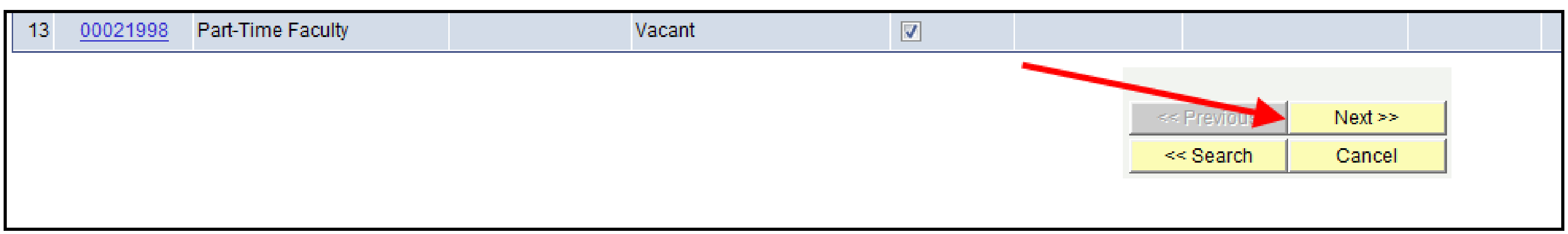
- Some of the non-benefit eligible positions will be pooled positions occupied by more than one employee (student wage, part-time faculty, graduate assistants, etc.).
- Some will be positions used to manage funds (mobile phone allowance, salary set-asides, etc.).



Non-Benefit Eligible Positions   Customiz

	Position Number	Job Title	EmplID	Emp Name	Inactivate Position?	Reports To Position Number	Reports To Job Title	Re
1	00001444	Student Casual - Temporary	Multiple	Multiple	☐			
2	00004721	Part-Time Temp Employees		Vacant	☐			
3	00005100	Work Study - Temporary		Vacant	☐			
4	00007681	Part-Time Faculty		Vacant	☐	00015070	Administrative Assistant	21
5	00009650	Part-Time Faculty		Vacant	☑			
6	00010834	Part-Time Temp Employees		Vacant	☐			
7	00015701	Graduate Assistant		Vacant	☐	00015070	Administrative Assistant	21
8	00017281	Student Wage - Temporary		Vacant	☐			

After reviewing the form, scroll down to the bottom of the page and click 'Next' to move to the action page.



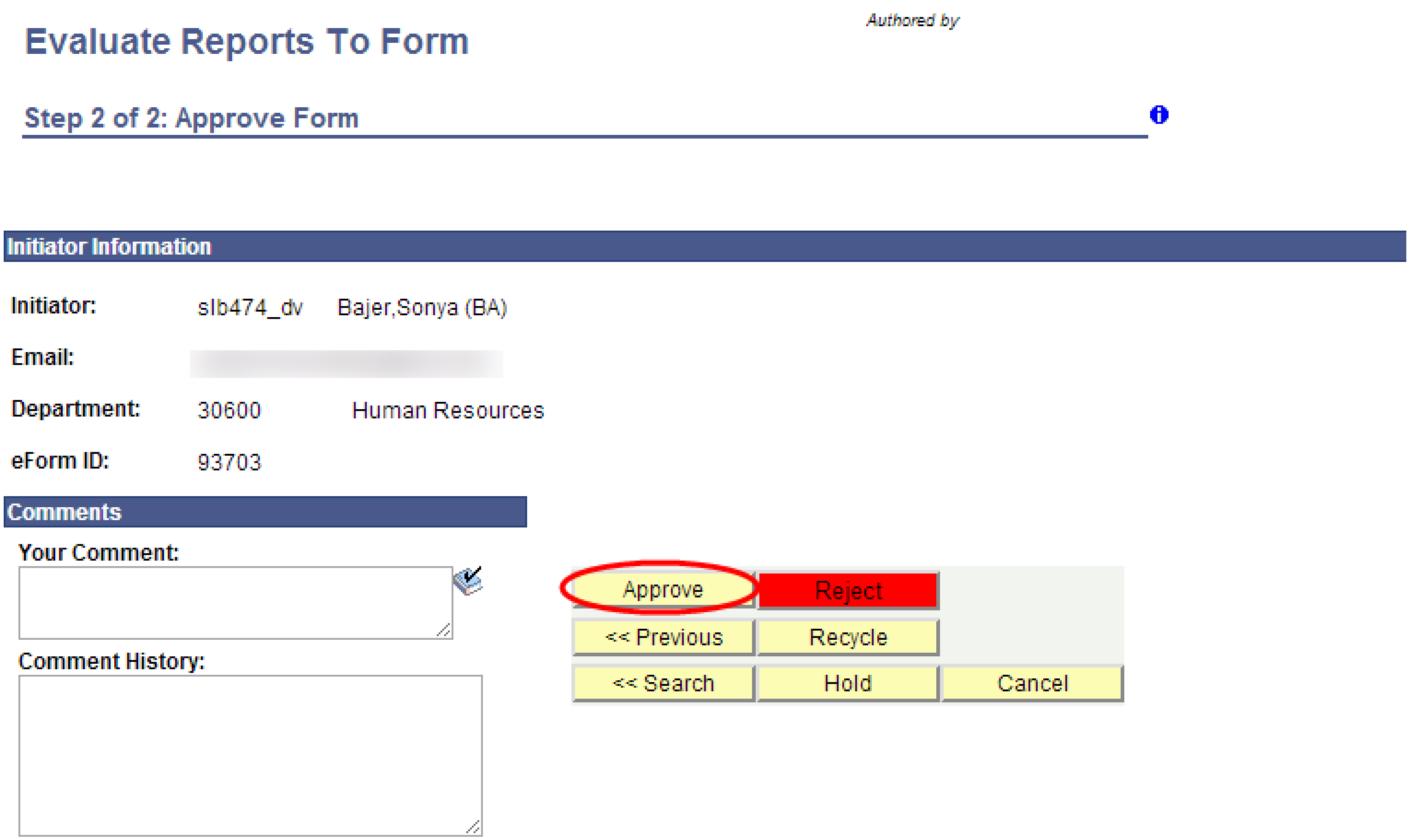
3. Select the next action

Once you have reviewed the form, you have several possible actions you can take (each process will be explained in upcoming pages):

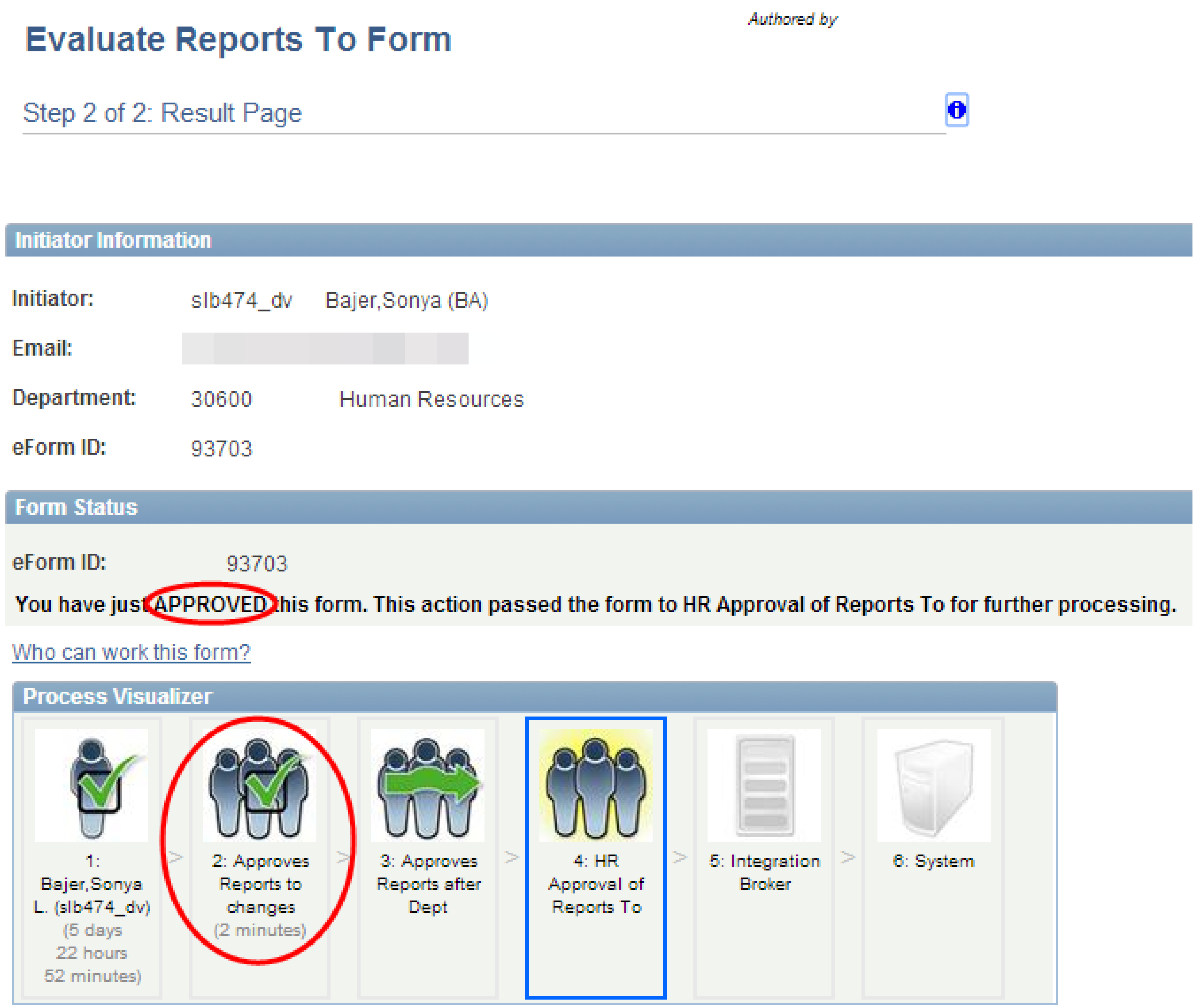
- **Approve the form** if all the information is correct.
- **Send the form back ('recycle' it) to the Initiator** if there is a change or correction you need them to make.
- **Hold the form** to come back to it and approve it later.
- **Cancel the form** to remove any changes you made in your current session.
- **Reject the form** to completely remove it. ***NOTE: Rejecting a form will require your Initiator to completely start over – please do not use this unless you are sure the form needs to be started from a blank slate! You may want to contact your Initiator first.***

4. Approve the form

If all the information is correct and you are ready to send the information to the next step in the process, select 'approve'.



Once you have approved the form, you have completed your portion of the process and the form moves on to the next level Approver to take action. An email will inform them that they have a form to approve. If there is no second level approver, the form is forwarded to HR for review and approval. The blue outline indicates the form is in that stage of the process.



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Evaluate Reports To Form

Step 2 of 2: Result Page

Initiator Information

Initiator: slb474_dv Bajer,Sonya (BA)

Email:

Department: 30600 Human Resources

eForm ID: 93703

Form Status

eForm ID: 93703

You have just APPROVED this form. This action passed the form to HR Approval of Reports To for further processing.

Who can work this form?

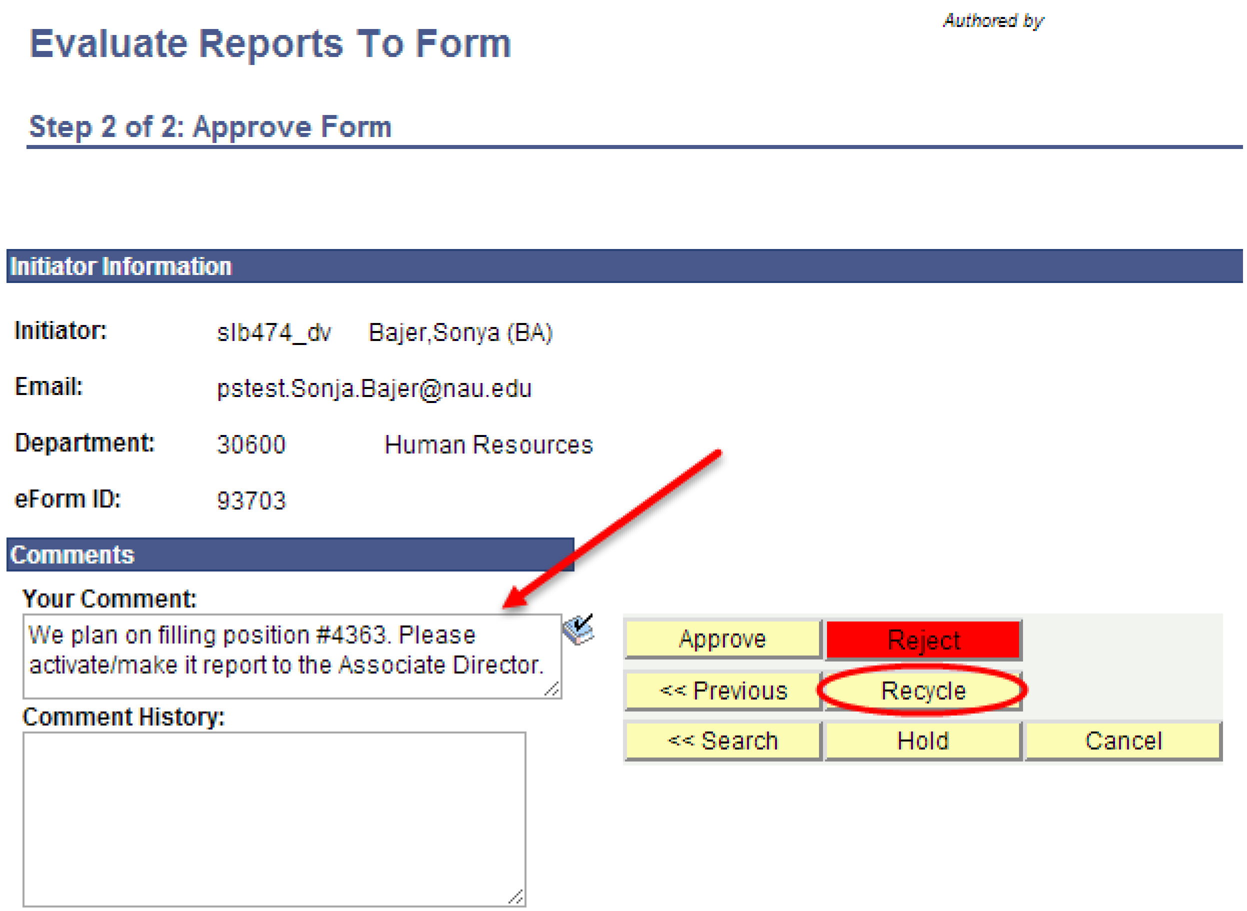
Process Visualizer

1: Bajer,Sonya L. (slb474_dv) (5 days 22 hours 52 minutes) > 2: Approves Reports to changes (2 minutes) > 3: Approves Reports after Dept > 4: HR Approval of Reports To > 5: Integration Broker > 6: System

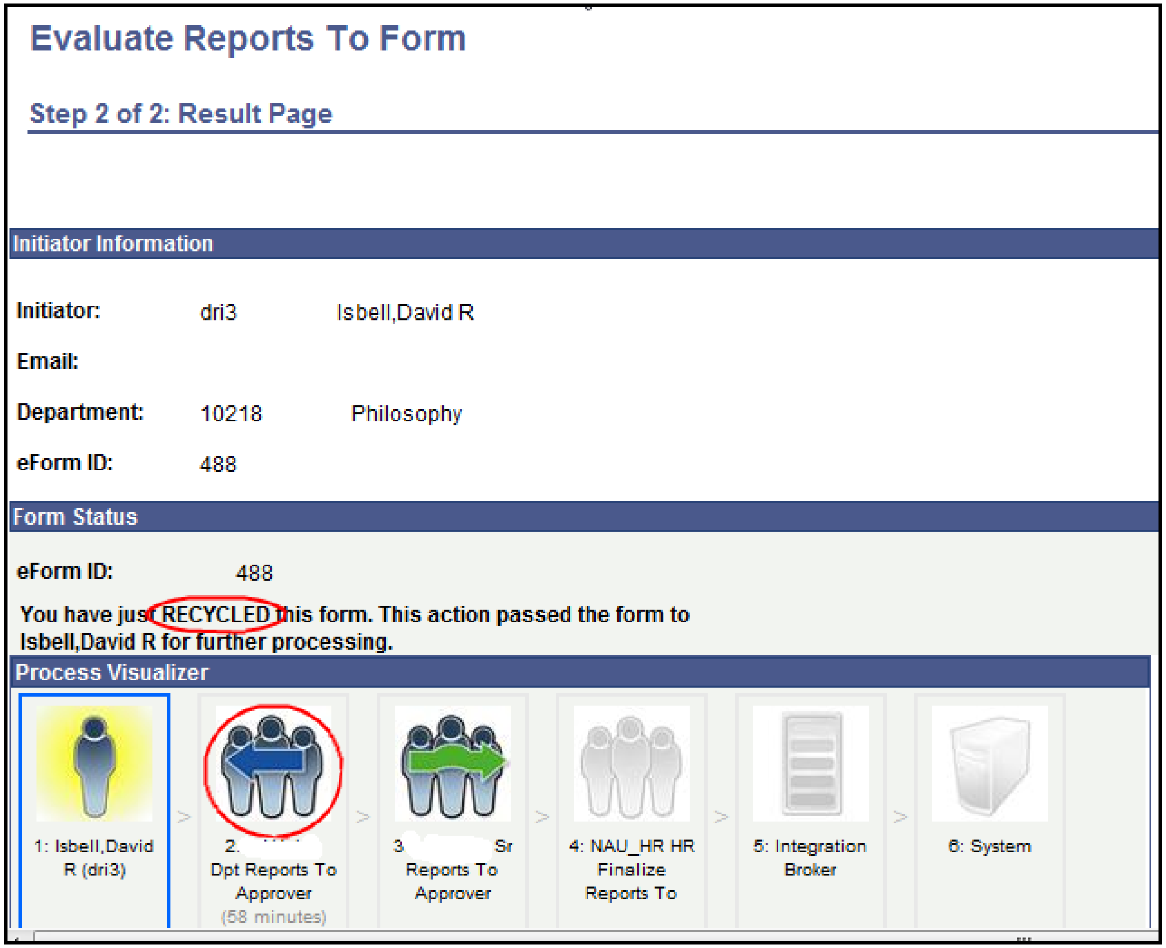
5. Recycle a Form/ Correct Errors

If you find something in the form that needs to be changed, you should 'recycle' the form. This returns the form to the initiator to make the change. (While the form allows you to make changes, recycling the form provides a clearer audit trail and informs the initiator - and prior approvers if there is more than one approval level - of the correct information.)

Inserting comments lets the Initiator clearly know what you need them to change.

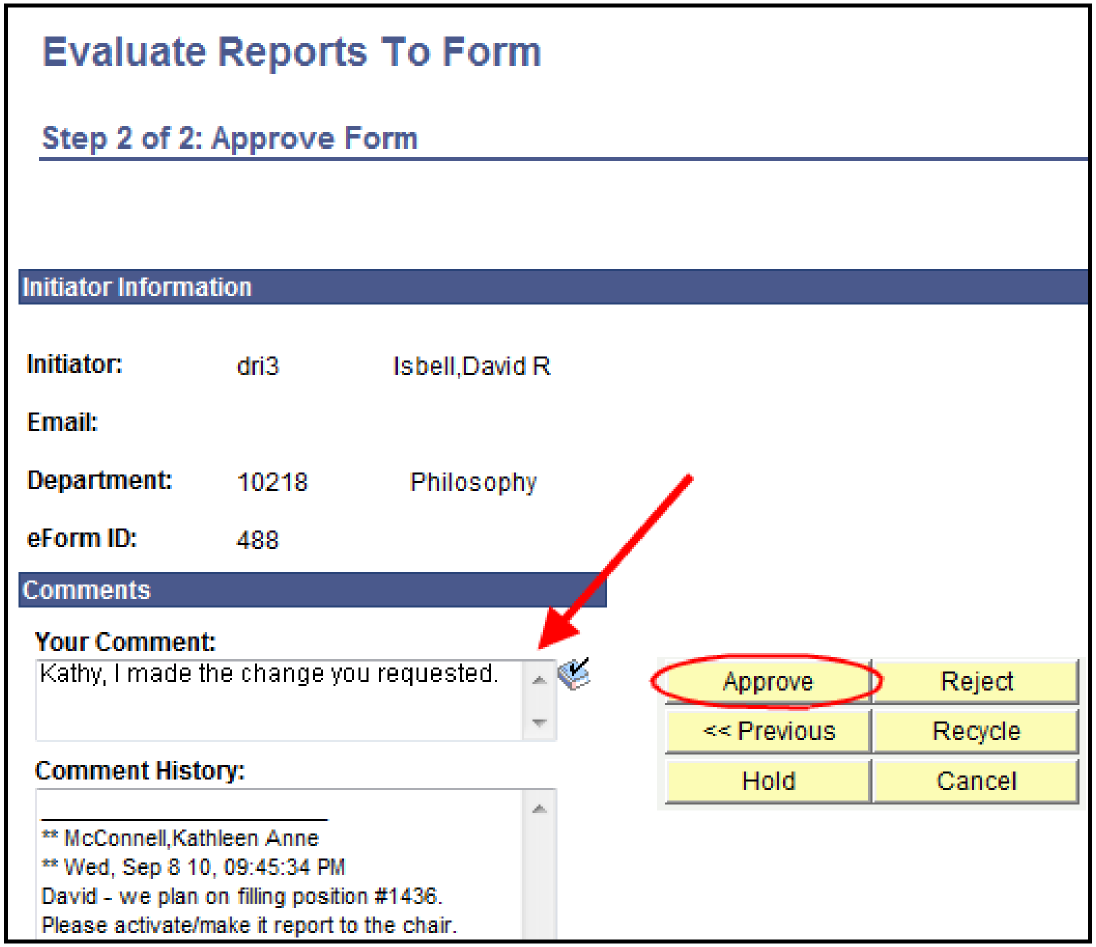


After you have recycled the form, the Result Page will show you the status of the form. The ‘Process Visualizer’ will show your task as recycled (the blue arrow) and that the form has been returned to the Initiator (the blue outline). The green, wavy arrow indicates that this step in the process is being skipped - there is no second level Approver for your department.



The Initiator receives an email that notifies them that the form has been recycled and needs their attention. After the Initiator makes the requested changes and resubmits the form, it is forwarded to you for review and approval again. You will get a new email letting you know you have a form to approve. Again, you’ll access the form either from the email or from your worklist.

Once you have checked that the change has been made, you can scroll down and click ‘Next’ to see your options and to review any comments the Initiator sent back to you about the changes. Select ‘Approve’ and the form is routed to the next level.



Once you have submitted the form, you have completed your portion of the process and the form moves on to the next level Approver to take action. An email will inform them that they have a form to approve. If there is no second level approver, the form is forwarded to HR for review and approval. The blue outline indicates the form is in that stage of the process.

Evaluate Reports To Form

Step 2 of 2: Result Page

Initiator Information

Initiator: dri3 Isbell,David R

Email:

Department: 10218 Philosophy

eForm ID: 488

Form Status

eForm ID: 488

You have just APPROVED this form. This action passed the form to NAU_HR HR Finalize Reports To for further processing.

Process Visualizer

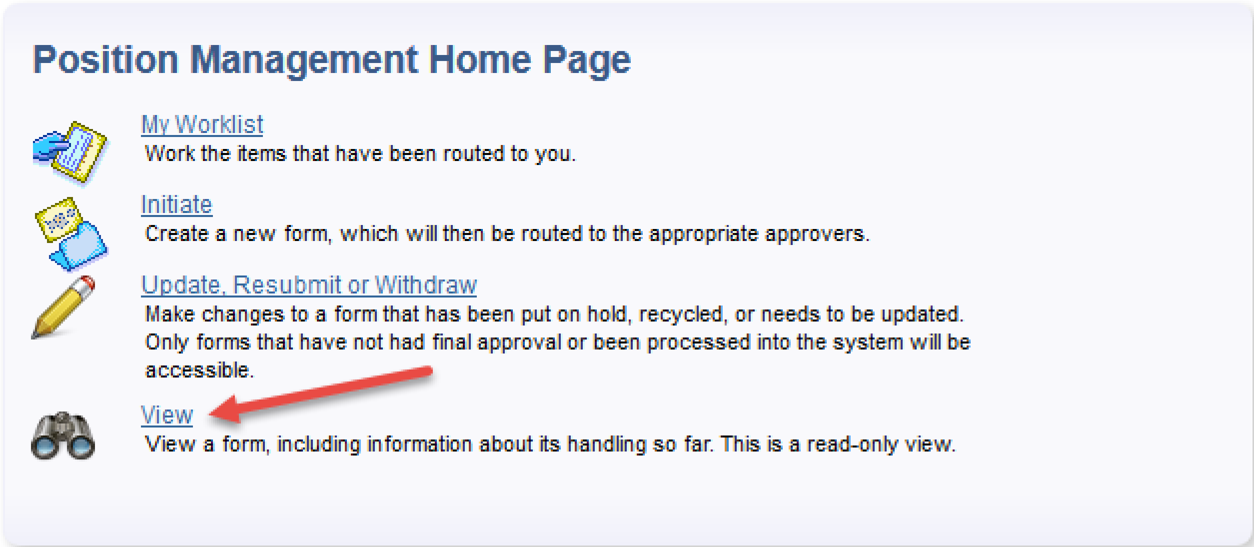
1: Isbell,David R (dri3) (12 minutes)
>
2 Dpt Reports To Approver (16 minutes)
>
3: Sr Reports To Approver
>
4: NAU_HR HR Finalize Reports To
>
5: Integration Broker
>
6: System

6. Review and Approve a Form That Was On Hold or Cancel

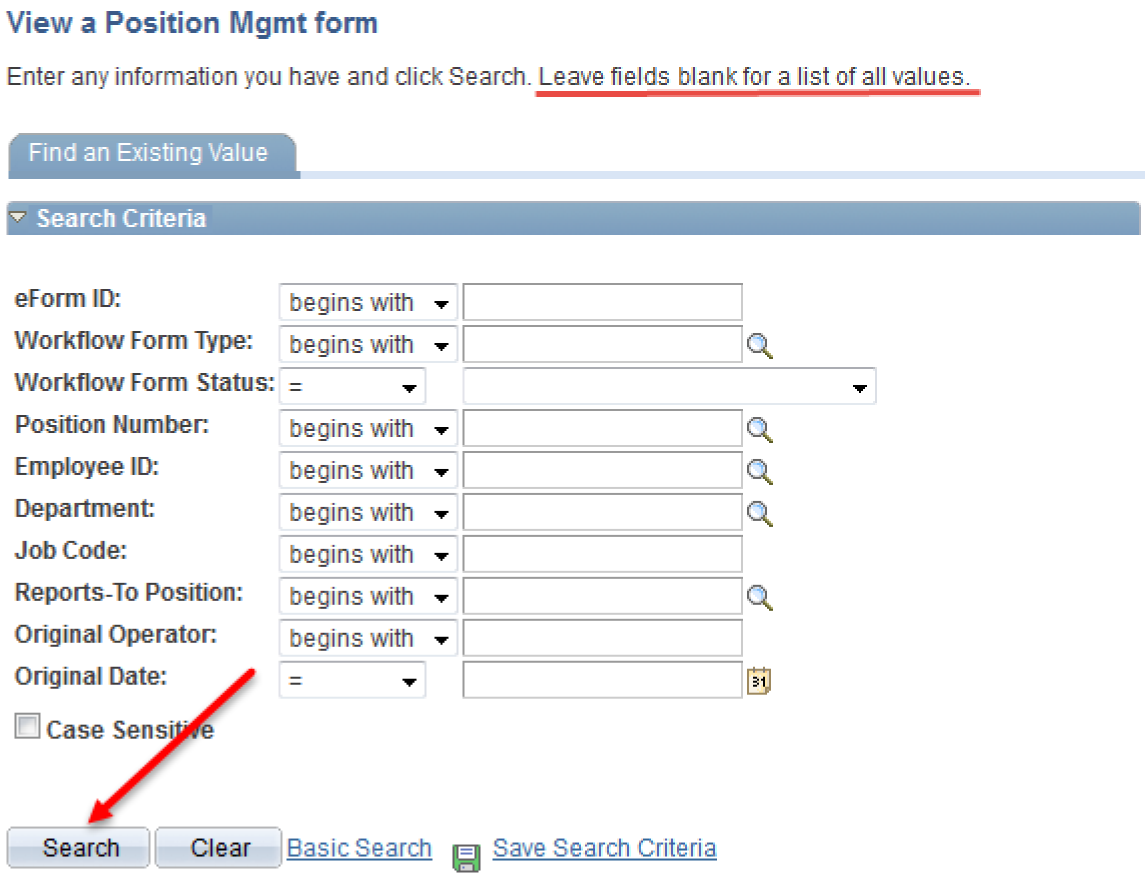
To go back to a form that you put on 'hold' or 'cancel' you can either use the link from your original email or access the form through your worklist. Once you've reviewed the form, you select 'Approve' to submit it to the next level.

7. View Forms

You can view forms that are in process or have been finalized by navigating in LOUIE to Department Self Service > Position Management > View. In this 'read only' mode, you will not be able to edit any forms.



A search menu will open to allow you to search for all forms you have security access to view. Since there are few forms right now, just leave all the fields blank and click 'Search'.



A list of all forms you have access to will be presented in the search results. Select the form you would like to view.

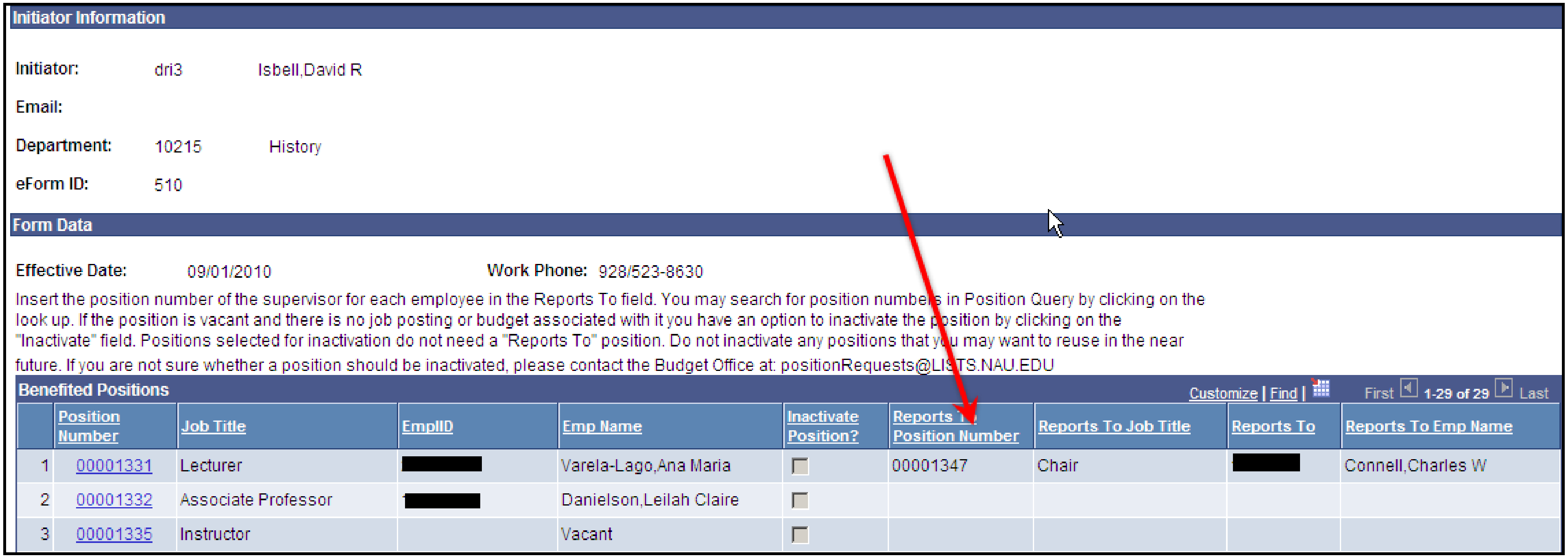
Search Results

Only the first 300 results can be displayed.

View All | First 1-100 of 300 Last

eForm ID	Form Task	Workflow Form Type	Workflow Form Status	Position Number	Description	Employee ID	Department	Job Code	Reports-To Position	Original Operator	Original Date	Last Operator	Last Date
11798	VWS	REPT	Executed	00021911	Department Salary Set-Aside	(blank)	40400	10005	00004481	rq22	06/27/2011	dsl37	06/28/2011
11798	VWS	REPT	Executed	00022571	Mobile Phone Allowance	(blank)	40400	12297	00004404	rq22	06/27/2011	dsl37	06/28/2011
11798	VWS	REPT	Executed	00009348	Assistant Manager	1082142	40400	87000	00004404	rq22	06/27/2011	dsl37	06/28/2011
11798	VWS	REPT	Executed	00003762	Athletic Facilities Attendant	2787977	40400	40550	00009348	rq22	06/27/2011	dsl37	06/28/2011
11796	VWS	REPT	Withdrawn	00022327	Work Study - Temporary	(blank)	13100	08999	00003492	lms83	06/27/2011	lms83	06/27/2011
11796	VWS	REPT	Withdrawn	00010650	Administrative Specialist, Sr.	(blank)	13100	70005	00014474	lms83	06/27/2011	lms83	06/27/2011
11796	VWS	REPT	Withdrawn	00022326	Student Wage - Temporary	Multiple	13100	09999	00003492	lms83	06/27/2011	lms83	06/27/2011

The form will open, but you will not be able to make changes as there will not be blank fields.



Initiator Information

Initiator: dri3 Isbell,David R

Email:

Department: 10215 History

eForm ID: 510

Form Data

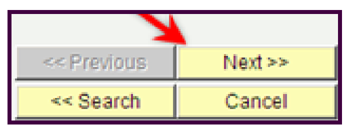
Effective Date: 09/01/2010 Work Phone: 928/523-8630

Insert the position number of the supervisor for each employee in the Reports To field. You may search for position numbers in Position Query by clicking on the look up. If the position is vacant and there is no job posting or budget associated with it you have an option to inactivate the position by clicking on the "Inactivate" field. Positions selected for inactivation do not need a "Reports To" position. Do not inactivate any positions that you may want to reuse in the near future. If you are not sure whether a position should be inactivated, please contact the Budget Office at: positionRequests@LISTS.NAU.EDU

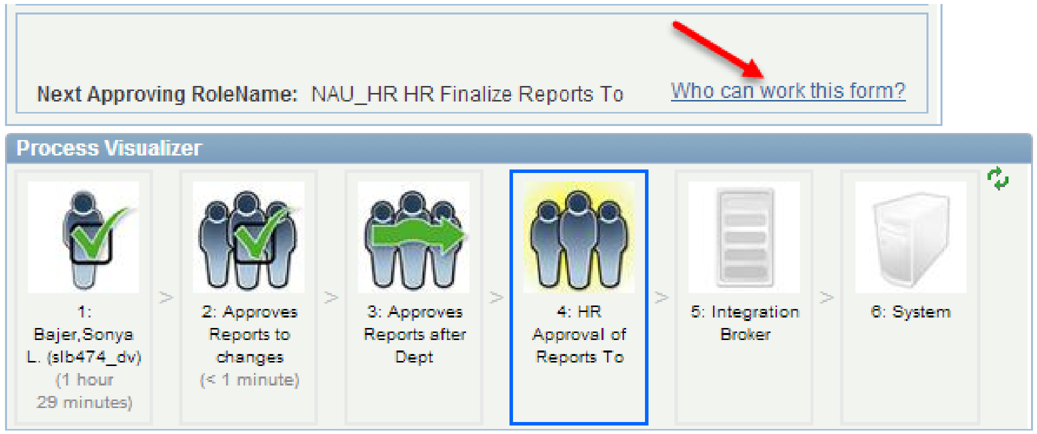
Benefited Positions Customize | Find | First 1-29 of 29 Last

	Position Number	Job Title	EmplID	Emp Name	Inactivate Position?	Reports To Position Number	Reports To Job Title	Reports To	Reports To Emp Name
1	00001331	Lecturer	[redacted]	Varela-Lago,Ana Maria		00001347	Chair	[redacted]	Connell,Charles W
2	00001332	Associate Professor	[redacted]	Danielson,Leilah Claire					
3	00001335	Instructor		Vacant					

Scroll to the bottom of the form and click ‘Next’ to see the Form History screen.



In the **Form History** screen, the ‘Process Visualizer’ will show where the form currently is in the approval process. The ‘transaction log’ will provide details of who has taken different actions on the form throughout the process.



Transaction Log

	Current DateTime	Role Name	User ID	User Description	Form Action	Workflow Form Status
1	05/16/2014 2:49:34PM	NAU_HR Reports To Initiator	slb474_dv	Bajer,Sonya (BA)	Submit	Pending
2	05/16/2014 4:18:40PM	NAU_HR Reports To Initiator	slb474_dv	Bajer,Sonya (BA)	Resubmit	Pending
3	05/16/2014 4:19:11PM	NAU_HR Dpt Reports To Approver	jdm8	Verkest,J Diane	Approve	Part Apprv

By clicking on ‘Who can work this form?’ you’ll be able to see a list of those who are authorized to take the next action (if any) on the form. It will also provide an active link to their email address.

Current Form Worklist Items

cs22	Snow,Mary C	Cathy.Snow@nau.edu
dsl37	LaPier,Diana Sue Anderson	Diana.LaPier@nau.edu
jem254	MacKenzie,Jo Elizabeth	Jo.MacKenzie@nau.edu
mad227	Fousek,Melissa Ann	Melissa.Dwyer@nau.edu
mrw1	Wallace,Michele Rene	Michele.Wallace@nau.edu