CALS Online Approval System Instructions

Accessing the system

- Users may access the system by typing in the following web address:
  
  http://ceres.cals.ncsu.edu/approval

- From the login screen, type in your Unity ID and password and click the “Login” button

NC State Login Required
Please enter your Unity ID and password

UserID: dfbaker
Password: ********
Cookie Type: 10 hour, fixed address

Login
CALS Online Approval System Instructions

Main Menu Options

- Once logged into the system, the main menu will appear. The main menu provides users with the option to:
  1. Create a new EPA position or appointment request
  2. List all EPA position and appointment requests
  3. Update User Preferences
  4. Review or clear all Activity Alerts

### CALS Personnel - Online Approval Web Site

#### Main Menu

**Options:**
- Create a new EPA Position Request
- Create a new EPA Appointment Request
- List All EPA Position Requests
- List All EPA Appointment Requests
- Update User Preferences

#### Activity Alerts

<table>
<thead>
<tr>
<th>ID</th>
<th>Type</th>
<th>Department</th>
<th>Comment</th>
<th>Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1275</td>
<td>Position</td>
<td>Entomology</td>
<td>PRIVATE COMMENT: See version 2 for initial comment concerning salary.</td>
<td>13-Mar-05</td>
<td>review</td>
</tr>
<tr>
<td>1274</td>
<td>Position</td>
<td>Other</td>
<td>PROCESSED BY CALS PERSONNEL</td>
<td>13-Mar-05</td>
<td>review</td>
</tr>
<tr>
<td>1275</td>
<td>Position</td>
<td>Entomology</td>
<td>Approved by Department Head, waiting for Directors</td>
<td>13-Mar-05</td>
<td>review</td>
</tr>
</tbody>
</table>

Created by Diane Baker – March 2005 (revised May 2005)
Creating a new EPA position Request

- Select the “Create a new EPA position request” option from the main menu. The following screen will appear.

**CALS Personnel - Online Approval Web Site**

Create a new EPA Position Request

**EPA Position Request Information**

- * EPV #: 01 64 00 00
- * Department: Other
- Department/Unit Details:
- * Position Title:  
  Position Title:  
  (additional text)
- * Requesting Faculty Member:  
- * Requested Salary:  
- * Term Length:  
- * Requested Appointment Date:  
- * Contract Type:  
- * FTE: 0.00

- Field definitions are available by clicking on the question marks to the right of each field.
- Completion of fields marked with a red asterisk * is required.

1. **EPV Number** – The first four digits of the EPV number will default based upon the users Unity ID. Complete the last four digits of the EPV number.
2. **Department** – Select a Department from the drop-down list. If the desired department is not listed, select “Other”.
3. **Department/Unit Details** – Complete this field if “Other” was selected from the “Department” drop-down list or if more specific department information is necessary.
4. **Position Title** – Select the desired position title from the drop-down list. If necessary, additional position information may be provided in the field that follows; this may be
CALS Online Approval System Instructions

useful when recruitment for a tenure-track position will occur at both the Assistant and Associate Professor levels or if the title isn’t included in the drop-down list.

5. **Requesting Faculty Member** – Type in the name of the faculty member (or principal investigator) requesting creation of the new position.

6. **Requested Salary** – Type in the salary (or range) requested.

7. **Term Length** – Indicate the anticipated term length once the new position is filled.

8. **Requested Appointment Date** – Supply the desired position effective date keeping in mind processing time (generally five business days).

9. **Contract Type** – Select either “academic” or “fiscal” from the drop-down list.

10. **FTE** – Type in the FTE (full-time equivalency) for the new position (e.g. 1.0).
11. **Essential Responsibilities** – Provide a detailed description of the position’s primary responsibilities (e.g. independent research, publication in peer-reviewed journals, etc.)

12. **Marginal Responsibilities** – Supply a detailed description of the position’s more marginal duties (e.g. supervision, report writing, etc.)

13. **Qualifications/Education** – List all other required qualifications or experience for the position in addition to specific educational requirements (including the discipline).

14. **Funding Source** – Describe the means by which the position will be funded (e.g. the grant name, trust or appropriated funds).
   - In the “Distributions” fields, provide the percentage split for the position (e.g. 20% Academic, 80% Research). Be sure to provide accurate information as the values supplied will trigger a notification to be sent to the corresponding Director.

15. **Budget Lines** – Use this field to provide information regarding equipment, additional positions, office space, etc.
16. **Tenure-track position?** – Select either “yes” or “no” to indicate whether or not the requested position is tenure-track. Selecting “yes” will trigger an activity alert to be sent to the Dean.

17. **Waiver or time-limited report?** – Select “Neither” if a full search is to be conducted. If the position is to be filled by means other than a full search, select either “Time Limited” or “Waiver” from the drop-down list; you will be prompted to supply additional information about the appointment after submitting the position request.

18. **Public Comments** – Use this field to provide additional information about the position. **Note:** Public comments may be reviewed by anyone having access to view positions within your department (e.g. Dean, Directors, Personnel).

19. **Private Comments** – **Note:** Private comments can be entered by anyone, but users will only be able to view private comments they’ve entered themselves. The Dean and Directors can review **ALL** private comments.

- Upon completing all required fields, click the “Submit” button; you will be returned to the main menu.
- An activity alert will be forwarded to the Department Head (or to the appropriate Director(s) if the request is being submitted by the Department Head).
- If the position is to be filled through a time-limited request or waiver, the user will be prompted to complete information concerning the appointment.
Submitting a Time-Limited or Waiver Request with a Position Request

- When requesting approval of a new position that is to be filled by means of a time-limited report or a waiver request, you will be prompted to complete the following information. **Note:** The position information is automatically tied to the appointment request.
- Completion of fields marked with a red asterisk is required.

### CALS Personnel - Online Approval Web Site

Your position request has been submitted.
Since you marked 'Time Limited', please enter the accompanying appointment information below.

Create a new EPA Appointment Request

#### EPA Appointment Request Information

* Fields marked with an asterisk are required

1. **Candidate’s First Name**: Provide the candidate’s first name.
2. **Candidate’s Last Name**: Enter the candidate’s last name.
3. **Candidate’s Qualifications/Justification**: Describe, in detail, the qualifications possessed by the candidate. This information will serve as the justification in the case of a waiver or time-limited request.
4. **Candidate’s Education**: Enter the candidate’s degree information.

* Appointment Begin Date:  
* Appointment End Date:  
* Requested Salary:  

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CALS Online Approval System Instructions

5. **Appointment Begin Date** – Enter the requested effective date of the appointment keeping in mind processing time.

6. **Appointment End Date** – Supply the anticipated end date of the appointment.

7. **Requested Salary** – Enter the salary (or range) being requested.

8. **Expected Term Length** – Enter the expected duration of the appointment (e.g. three years).

9. **Waiver or Time Limited Request?** – Select “Time Limited” or “Waiver” from the dropdown list.

10. **Public Comments** – Input any desired public comments.

11. **Private Comments** – Private comments can be entered by anyone, but users will only be able to view private comments they’ve entered themselves. The Dean and Directors can review **ALL** private comments.

* Fields marked with an asterisk are required.
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- Upon completing all required fields, click the “Submit” button; you will be prompted to attach a draft letter of offer and curriculum vitae (if available).
- An activity alert will be triggered to the Department Head (or to the appropriate Director(s) if the request is being submitted by the Department Head).

Creating a new EPA Appointment Request

- Select the “Create a new EPA appointment request” option from the main menu. You will be taken to the appointment request menu.

CALS Personnel - Online Approval Web Site

Request a New EPA Appointment

What is the status of the position?

- If the position was previously approved through this system: Select the EPV number
- If the position was previously approved outside of this system: Enter the existing EPV data
- If the position has not yet been approved: Create a new EPA Position Request

- From the menu, select the appropriate response to the “What is the status of the position?” question.
  - Select the first option if the position information was previously entered and approved through the online system. You will be prompted to select the existing EPV number for the position followed by entry of the appointment information.
  - Select the second option if the position was previously approved on paper outside of the online approval system. You will be prompted to enter the position information in addition to the appointment information. **Note:** Please provide the EPV number under which the position was originally approved in the “Public” comments section.
  - Select the third option if you are requesting both a new position and a new appointment.

- To complete the appointment information, follow steps 1 through 11 of the previous section, with one exception.
  - **Exception:** If the candidate was identified by way of a full search, the entry for step 9 will be “Neither”.
- An activity alert will be triggered to the Department Head (or to the appropriate Director(s) if the request is being submitted by the Department Head).
CALS Online Approval System Instructions

List All EPA Position Requests

- Selecting this option from the main menu enables the user to review all position requests for their unit. The following screen will appear.

CALS Personnel - Online Approval Web Site

List All EPA Position Requests

Options:
- Create a new EPA Position Request
- Create a new EPA Appointment Request
- List All EPA Appointment Requests
- Return to Main Menu

EPA Position Requests (all)
Click colored circles for more status information

<table>
<thead>
<tr>
<th>ID</th>
<th>EPV Number</th>
<th>Position Title</th>
<th>Author</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>1356</td>
<td>01-64-0503</td>
<td>Environmental Meteorology</td>
<td>Diane</td>
<td>Other</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Baker</td>
<td></td>
</tr>
<tr>
<td>1355</td>
<td>01-02-0407</td>
<td>Research Professor</td>
<td>Diane</td>
<td>Biological and Agricultural</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Baker</td>
<td>Engineering</td>
</tr>
</tbody>
</table>

- Position requests may be sorted by ID, Request Status, EPV Number, Position Title, Author or Department by clicking on the column heading.
- The status of each request can be determined by click on the colored dot below the traffic light , or by allowing the mouse pointer to hover over the colored dot.
- Users may also access available options by clicking on the word “options” to the right of the request information.
  - EPA forms can be generated by clicking on the appropriate form number in the “EPA forms” section of the options menu. Note: This option is available once the request has been submitted to either the Department Head or Director(s).

  options:
  - Review this request
  - Resubmit a new version of this request

  EPA forms:
  - EPA 001 - Notice of EPA Vacancy
  - EPA 006 - Request to Classify a New EPA Position

- List All EPA Position Requests
- Main Menu

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- Users may choose to create a new version of a request by clicking on “Resubmit a new version of this request” on the “options” menu. Creating a new version of a request may be necessary if the first choice candidate declines the offer and approval of a second choice candidate is necessary or if the request has been denied with changes requested.
- If multiple versions of a request exist, each may be viewed by clicking on the “+” to the left of the request number.

List All EPA Appointment Requests

- Selecting this option from the main menu enables the user to review all appointment requests for their unit. The following screen will appear.

CALS Personnel - Online Approval Web Site

List All EPA Appointment Requests

Options:
- Create a new EPA Position Request
- Create a new EPA Appointment Request
- List All EPA Position Requests
- Return to Main Menu

EPA Appointment Requests (all)
Click colored circles for more status information

<table>
<thead>
<tr>
<th>ID</th>
<th>EPV Number</th>
<th>Candidate Name</th>
<th>Author</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>65</td>
<td>01-64-0403</td>
<td>Diane Baker</td>
<td>Diane Baker</td>
<td>Other</td>
</tr>
<tr>
<td>40 (v2)</td>
<td>07-64-0402</td>
<td>Peter Childs</td>
<td>Diane Baker</td>
<td>Other</td>
</tr>
<tr>
<td>43 (v2)</td>
<td>07-64-0402</td>
<td>Jan Smothers</td>
<td>Diane Baker</td>
<td>Other</td>
</tr>
<tr>
<td>41</td>
<td>01-07-0402</td>
<td>Norman Barr</td>
<td>Diane Baker</td>
<td>Entomology</td>
</tr>
</tbody>
</table>

- Appointment requests may be viewed and sorted as described in the previous section.
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- Available **options** can be accessed by clicking on the word “options” to the right of the request information.
  - EPA appointment forms can be generated by clicking on the appropriate form number in the “EPA forms” section of the options menu. **Note:** This option is available once the request has been submitted to either the Department Head or Director(s).
  - Documents such as the candidate’s curriculum vitae, additional memoranda or the draft letter of offer can be reviewed or attached by clicking “View or attach documents” on the options menu.

EPA Appointment Request “Diane Baker”

**options:**
- Review this request
- View or attach documents

**EPA forms:**
- EPA 003 - Final EPA Recruitment Report
- EPA 004 - Time-Limited EPA Appointment Report
- EPA 005 - Request for EPA Waiver of Recruitment

- List All EPA Candidate Requests
- Main Menu

**User Preferences**

- Users may choose to temporarily disable receipt of activity alerts via e-mail during periods of extended absence through “User Preferences”.

**Edit User Preferences**

UnityID: dfbaker
Receive Notifications by Email?
- [ ] Yes
- [ ] No

Submit Cancel

- Clicking on the “No” radio button will disable e-mail notifications. Users will need to update their preferences and select “Yes” to begin receiving e-mail notifications again.
Activity Alerts

- An Activity Alert is generated each time a request is submitted, approved, denied, denied for revision or when subsequent comments are added to a request. Users will receive an e-mail notification similar to the one below.
- Activity Alert e-mails are currently distributed every four hours.

Activity Alerts can be reviewed (or cleared) from the main menu.
To review an Activity Alert, click on the word “review” to the right of the alert (this may be done either from the main menu or by using the “list all” position or appointment request option). The request will appear with a gray background indicating that it is in need of approval.
Both public and private comments may be provided prior to submitting a response to the request.

**Note:** Private comments can be entered by anyone, but users will only be able to view private comments they’ve entered themselves. The Dean and Directors can review **ALL** private comments.

### Public Position Comments:
(can be read by anyone)

### Private Position Comments:
(only visible to Directors and Dean)

### Approving a Request

- Users with system approval access should complete the following steps to indicate their approval of a request.
- After reviewing the request (and providing comments, if applicable), select one of the three options from the dropdown list next to the Response field (Approved, Denied, Deny and request resubmission with changes).
  - If the approver chooses the “Deny and request resubmission with changes” option, they will be prompted to provide a comment explaining what changes are required before the request will be approved.
Once a Response has been selected:
1. Type in your name exactly as it appears to the right of the Signature field.
2. Click the “Submit” button. The system will then return to the main menu.

Note: Requests requiring the approval of more than one Director, or at least one Director and the Dean, will not generate an activity alert showing either of the following statuses until all required individuals have approved the request.
   o “Approved by Directors and Dean, waiting for Personnel (see options for EPA forms)”
   o “Approved by Directors, waiting for Personnel (see options for EPA forms)”

Activity Alerts

<table>
<thead>
<tr>
<th>ID</th>
<th>Type</th>
<th>Department</th>
<th>Date</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>142</td>
<td>Appointment</td>
<td>Crop Science</td>
<td>24-May-05</td>
<td>review</td>
</tr>
<tr>
<td>1474</td>
<td>Position</td>
<td>Agricultural and Resource Economics</td>
<td>23-May-05</td>
<td>review</td>
</tr>
</tbody>
</table>

Questions?
Contact the EPA Coordinator at 515-2641