Steps to start a Faculty Activation (FAF) Workflow

1. Log into Piratenet Portal
2. Click on Workflow
3. Click on the “more options” icon (see below) under My Processes – this will open up the Workflow system
4. Click on My Processes under User Profile (on the left)
5. Click on HR Submit Faculty Activation
   [HR Submit Faculty Activation Form]
6. Click Start Workflow
7. Click on Worklist (on the left)

8. Within about a minute, a task will appear on your worklist titled “FAF- Faculty Activation” – Click on the task

**Workflow**

**FAF - Faculty Activation requested by**
9. Enter the Faculty Activation details:

- Last Name:
- First Name:
- MI:
- Email Address:
- Email Address 2:
- SSN:
- Date of Birth (MM/DD/YYYY):
- Gender:
  - Male
  - Female
- Street 1:
- Street 2:
- City:
- State:
  - NJ - New Jersey
- Zip Code (5 digits):
- Nation:
  - 157 - United States
- Phone Type:
- Phone Area Code:
- Phone Number:

**Term Related Information**

- Term Code:
- Hire Date (DD-MON-YYYY):
- Employed at SHU in the last 12 months:
  - No
  - Yes
- Employment Type:
  - Full Time
  - Adjunct
- Advisor:
  - No
  - Yes
- Faculty Category (Rank):
- School:
- Department:
- Index:
- Select a Dept Chair:
  - 12345678 Department Chair Name

10. Click Complete. This will route the Faculty Activation Form to the selected Department Chair for approval.
Steps for a Department Chair to Approve a Faculty Activation Form

1. Department Chairs will receive an email alerting them to approve a Faculty Activation Form
2. Click on the Workflow link in the email to launch Workflow
3. Review details
4. Select appropriate action
   a. Approve – moves the process forward for background check, HR new hire paperwork, and CWID creation
   b. Return for Correction – sends the steps back to the Initiator
   c. Cancel – Use this option if the faculty member is no longer being hired