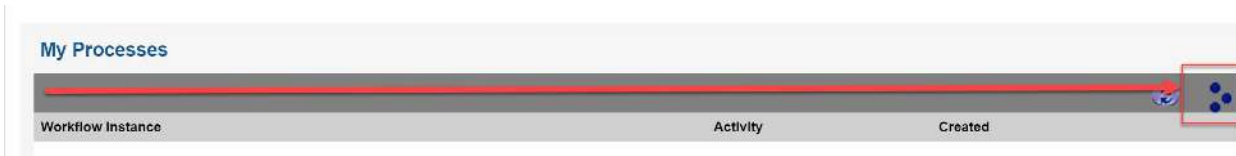


Steps to start a Faculty Activation (FAF) Workflow

1. Log into Piratenet Portal
2. Click on Workflow

[Main Deck](#) [Resources](#) [Profile](#) [Forms](#) **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

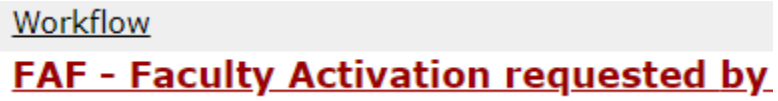
The screenshot shows the "HR Submit Faculty Activation Form" with the following fields and controls:

- Organization:** Root
- Workflow Name:** HR_FAF_Faculty_Activation:0
- Workflow Specifics Name:**
- Priority:** Normal ▾
- Workflow Note:**
- Required Parameters:**
 - * SURROGATE ID:
- Buttons:** Start Workflow (highlighted with a red box and a red arrow), Reset, Cancel

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



9. Enter the Faculty Activation details:

* Last Name:
* First Name:
MI:
* EMail Addr:
Email Addr 2:
* SSN:
* Date of Birth (MM/DD/YYYY):
* Gender:
 Male
 Female
* Street 1:
Street 2:
* City:
* State:
* Zip Code (5 digits):
Nation:
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
 FullTime Adjunct

* Advisor?
 No Yes

Faculty Category (Rank):
* School:
* Department:
* Index:
* Select a Dept Chair:

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