

WORKFLOW FUNCTIONAL/TECHNICAL SPECIFICATIONS

HR Employee WTE Nortification

This document is a moving living document while workflow is be designed. We will also document changes as they are made to each workflow. The requester starts out filling in the Business requirements and then as it moves to each stage of the project it gets populated by various people. For naming convention please refer to the *SBBOR WF Objects Naming Convention-Draft (3).doc*

Business Requirement: *General description of what is being requested and the benefit or value added explanation.*

We would like to have a workflow that goes out and checks if an employee's timesheet has been started or not and if it has not been it sends an email to the employee reminding them that they have not started their timesheet yet and they need too and gives them the time entry end date that it needs submitted by. If the employee has submitted the timesheet it will send an email to the supervisor letting them know there is a timesheet out there for this person that needs approved. If the manager returns the timesheet a notification needs sent to the employee stating so and gives them any comment that has been made by the manager. This process needs ran through a scheduled job on the 20th of each month so that if anyone has not start timesheets yet get notified.

We would also like to have a trigger fire a workflow whenever the perjobs_status_ind changes it fires workflow.

Benefit is so that someone no longer has to manually send out emails reminding people to do their timesheet, it is automatically done.

Approved to proceed to Business Analysis Phase: Janice Minder Date: 3/10/2010

Business Analysis: *Do the analysis of what is wanted and if it can truly be accomplish using workflow. Make sure to do the cost analysis to make sure the time and effort put into creating it is worth the outcome. Is it really more efficient and/or has a cost savings? In the analysis draw up an initial workflow on paper or whiteboard and define activities and roles and guard conditions so that you know if what the original thought is looks like it can be accomplished in workflow. You need to also note the incoming and outgoing parameters to the workflow at initiation and each activity. You may need to talk with RIS/IT staff to determine if the data you are after can be retrieved using the tools workflow has available.*

This workflow was created as part of our workflow training class so we just created it and it was decided it would be used.

Approved to proceed to Building Workflow Model: Janice Minder Date: 3/16/2010

Define Workflow Name and Organization(s)

Workflow Name	HR_Employee_WTE_Notification
Workflow Organization(s)	Root

This will be a global workflow so will be defined under the Root organization which is for Regental Systems.

Define Business Process:

Business Process Name	HR Web TimeEntry Notification
Business Process Description	Web Time Entry Notification

How will workflow be initiated: Scheduled Job, Trigger, manually, Banner Form etc.

This workflow will be fired in the following ways: By a trigger and using an oracle scheduled job.

If the workflow will be fired from an external event outside of workflow you have to define a Business Event within Workflow and on the external system:

Define Business Event (External Event)

Event type is SCT Banner, Miscellaneous Desktop Application, or any new type we setup.

Event Name	WTE_NOTIFICATION
Event Description	Notify people to do their time sheets
Event Product Type	SCT Banner

CONTEXT PARAMETERS:

What fields need passed into context parameters from the External Event? The fields here will be mapped to the banner field if banner is the external event source. Keep in mind we cannot pass null into workflow so if a field for example a comment field is empty then maybe workflow needs to be sent "no comment". This can be used for mapping later.

<i>WF Field Name</i>	<i>Description</i>	<i>Type</i>	<i>Default if NULL</i>	<i>Banner Field To be added when Banner side setup/ or other external system setup</i>
<i>COMMENT</i>	<i>Comment</i>	<i>Text</i>	<i>No Comments</i>	<i>COMMENT</i>
<i>COMMENT_PIDM</i>	<i>Pidm of comment</i>	<i>Numeric</i>	<i>0</i>	<i>COMMENT_PIDM</i>
<i>Full_name</i>	<i>Full Email</i>	<i>Text</i>		<i>Full_name</i>
<i>INST</i>	<i>Institution</i>	<i>Text</i>	<i>BOR</i>	<i>INST</i>
<i>JOB_TITLE</i>	<i>Job Title</i>	<i>Text</i>		<i>JOB_TITLE</i>
<i>ORGN_CODE</i>	<i>Orgn_home_code_ts</i>	<i>Text</i>		<i>ORGN_CODE</i>
<i>PAYNO</i>	<i>Pay Period</i>	<i>Numeric</i>		<i>PAYNO</i>
<i>PIDM</i>	<i>Pidm</i>	<i>Numeric</i>		<i>PIDM</i>
<i>POSITION</i>	<i>Position</i>	<i>Text</i>		<i>POSITION</i>

POSITION_SUFFIX	Position Suffix	Text		POSITION_SUFFIX
RECSTATUS	Event Recstatus	Text	N	RECSTATUS
YEAR	Pay Year	Numeric		YEAR

Workflow external event setup.

Business Event

Name:

Description:

Product Type:

Parameters

Name	Description	Type	Guaranteed
<input type="checkbox"/> COMMENT	Comment	Text	Yes
<input type="checkbox"/> COMMNET_PIDM	Pidm of Comment	Numeric	No
<input type="checkbox"/> full_name	Full Email	Text	Yes
<input type="checkbox"/> INST	Institution	Text	Yes
<input type="checkbox"/> JOB_TITLE	NBRJOBS Title	Text	Yes
<input type="checkbox"/> ORGN_CODE	ORGN_HOME_CODE_TS	Text	Yes
<input type="checkbox"/> PAYNO	Pay Period	Numeric	Yes
<input type="checkbox"/> PIDM	pidm	Numeric	Yes
<input type="checkbox"/> POSITION	Position	Text	Yes
<input type="checkbox"/> POSITION_SUFFIX	Position Suffix	Text	Yes
<input type="checkbox"/> RECSTATUS	Event Recstatus	Text	Yes
<input type="checkbox"/> YEAR	Pay Year	Numeric	Yes

Associated Workflows

Workflow Definition

Root - HR_Employee_WTE_Notification1 - 4

Paste External Event setup screenshots into document when complete, for example Banner Setup:

Banner Setup:

Oracle Developer Forms Runtime - Web: Open > GTVEQPG

File Edit Options Block Item Record Query Tools Help

Parameter Group Code Validation GTVEQPG 8.0 (PROD)

Group Code	Description	User ID	Activity Date
WT_NOTIC	Web Time Notification	LOCAL	16-FEB-2010

Oracle Developer Forms Runtime - Web: Open > GTVEQNM

Event Queue Code Validation GTVEQNM 8.0 (PROD)

Event Code	Description	User ID	Activity Date
WTE_NOTIFICATION	Notify people to do their time	LOCAL	30-APR-2010

Oracle Developer Forms Runtime - Web: Open > GOREQPG

Parameter Group Definitions GOREQPG 8.0 (PROD)

Group Code: WT_NOTIC Web Time Notification

Sequence	Parameter	Default Value	Target Parameter Name
1	EVENTNAME	WTE_NOTIFICATION	
2	PRODUCTTYPE	SCT Banenr	
3	WORKFLOWSPECIFICNAME		
4	PIDM		
5	RECSTATUS		
6	PAYNO		
7	YEAR		
8	full_name		
9	POSITION		
10	POSITION_SUFFIX		
11	ORGN_CODE		
12	JOB_TITLE		
13	COMMENT_PIDM		
14	COMMENT		
15	INST		

Oracle Developer Forms Runtime - Web: Open > GOREQNM

Event Queue Name Definitions GOREQNM 8.0 (PROD)

Target System: WORKFLOW SCT Workflow

Event Code	Description	Group Code	Description	Active	User ID
DOCAPPROVE	Documents for Approval	DOCAPPROV	Documents for Approval	<input checked="" type="checkbox"/>	BASELINE
EDOCUMENT	Electronic Document	EDOCUMENT	Electronic Document	<input type="checkbox"/>	BASELINE
FAWITHDRAW	Financial Aid Withdraw Student	FAWITHDRAN	Financial Aid Withdraw Student	<input type="checkbox"/>	BASELINE
GRADECHG	A Students Grade Change	GRADECHG	Grade Change	<input type="checkbox"/>	BASELINE
NEWGIFT	A new Gift from a donor	NEWGIFT	A new Gift	<input type="checkbox"/>	BASELINE
PAFCHANGE	Changes to the PAF on NOAEPAF	PAFCHANGE	PAF Change on NOAEPAF	<input type="checkbox"/>	BASELINE
PSWDCHANGE	Password Change	PSWDCHANG	Password Change	<input type="checkbox"/>	BASELINE
WF_FIN_PUR_FABMATC	Receipting request reminder	PO	PO related information	<input checked="" type="checkbox"/>	LOCAL
WITHDRAWSTUDENT	Student Withdrawal	WDSTUDENT	Withdraw a Student	<input checked="" type="checkbox"/>	BASELINE
WTE_NOTIFICATION	Notify people to do their time	WT_NOTIC	Web Time Notification	<input checked="" type="checkbox"/>	LOCAL
				<input type="checkbox"/>	
				<input type="checkbox"/>	

Trigger

TABLE NAME	perjobs
Trigger Name	WF_SDBOR_WTE_NOTIFICATION_TR
Package Procedure Name	WF_SDBOR_WTE_NOTIFICATION_PKG.p_launch_wte_notification_trg

What conditions need to apply to the Trigger? Only fire when? Always fire when table updated? Etc.

Trigger Firing Conditions

Always fire when perjobs_status_ind changes and Perjobs_Action_Ind = 'T' for timesheet record.

Paste Trigger code into this document when complete:

```
CREATE OR REPLACE TRIGGER WF_SDBOR_WTE_NOTIFICATION_TR
AFTER UPDATE ON PERJOBS
referencing NEW AS NEW
OLD AS OLD FOR EACH ROW
--
-- FILE NAME...: WF_SDBOR_WTE_NOTIFICATION_TR.sql
-- RELEASE....: 8.0
-- OBJECT NAME: WF_SDBOR_WTE_NOTIFICATION_TR
-- PRODUCT....: HR
-- DEVELOPER...: DEC
-- DATE.....: 02/18/2010
--
-- grant execute on WF_SDBOR_WTE_NOTIFICATION_TR to public

BEGIN
  IF :OLD.perjobs_status_ind <> :NEW.perjobs_status_ind
    and :NEW.Perjobs_Action_Ind = 'T' --Theresa Porter added so only timesheet records fire
    and :NEW.Perjobs_pidm in (4902,63755, 91583)THEN --For
Pilot(4506,5247,1861,2586,3868,79675,82839,91583,113982,57255)
--For Pilot in
JUNE(4506,5247,1861,2586,3868,79675,82839,91583,113982,57255,1652,1349,1837,2080,2121,2413,2603,
--
2758,2832,2870,4362,4411,4577,4147,5070,4716,5833,5895,5955,6396,6456,6859,3408,2877,6462,
--
6596,4009,40334,59788,74949,75110,84560,84627,88622,92605,98899,113260)
    WF_SDBOR_WTE_NOTIFICATION_PKG.p_launch_wte_notification_trg (:NEW.perjobs_pidm
                                                                , :NEW.perjobs_status_ind
                                                                , :NEW.perjobs_job_title
                                                                , :NEW.perjobs_orgn_code_ts
                                                                , :NEW.perjobs_comment_pidm
                                                                , :NEW.perjobs_comment
                                                                , :NEW.PERJOBS_SEQNO
                                                                , :NEW.PERJOBS_YEAR --Theresa
added
                                                                , :NEW.PERJOBS_PAYNO); --Theresa
added

    END IF;

EXCEPTION
  WHEN others THEN
    dbms_output.put_line('Error msg '||sqlerrm);

END;
```

The package code that this trigger calls is in the section for scheduled job below.

Banner Form:

Form Name

Screenshot of Form:

Scheduled Job (this requires a package be built):

Package and Procedure Name	WF_SDBOR_WTE_NOTIFICATION_PKG.p_launch_wte_notification
Schedule Frequency/Time	20TH of each month 6:30 AM

Paste package, procedure code into document:

```
create or replace package body WF_SDBOR_WTE_NOTIFICATION_PKG AS
-- grant execute on WF_SDBOR_WTE_NOTIFICATION_PKG to public
-- This package will be called from Oracle sheduler job/object called
zz_ris.ZZ_WF_WTE_Notification_Job
-- that will be ran on the 17th of every month at 5:30 PM.

PROCEDURE p_launch_wte_notification
IS

    v_seqno          perjobs.perjobs_seqno%type;
    v_ind            perjobs.perjobs_action_ind%type;
    v_orgn           perjobs.perjobs_orgn_code_ts%type;
    v_title          perjobs.perjobs_job_title%type;
    v_comment_pidm   perjobs.perjobs_comment_pidm%type;
    v_comment        perjobs.perjobs_comment%type;
    v_params         gokparm.t_parameterlist;
    event_code       gtveqnm.gtveqnm_code%type;

/*comments from perjobh is not needed for the cron job call because
it's sending emails to employees telling them to do there timesheet*/

CURSOR get_jobs IS
select nbrjobs_pidm
    , nbrjobs_posn
    , nbrjobs_suff
    , ptrcaln_year
    , ptrcaln_payno
    , spriden_id
    , spriden_last_name
    , spriden_first_name
    , nbrjobs_supervisor_pidm
    , nbrjobs_jbln_code
from nbrjobs njobs
    , nbrbjob
    , ptrcaln
    , spriden
where nbrjobs_status in ('A', 'P', 'F')
    and nbrjobs_pidm = nbrbjob_pidm
    and nbrjobs_posn = nbrbjob_posn
    and nbrjobs_suff = nbrbjob_suff
    and nbrjobs_time_entry_method = 'W' --Mike Armstrong added
    and nbrbjob_contract_type != 'O'
    and nbrjobs_pidm = spriden_pidm
    and spriden_change_ind is null
    and nbrjobs_ecls_code not in ('45', '25', '39', '01')
    and '15-JUN-2010' between ptrcaln_start_date and ptrcaln_end_date --
trunc(sysdate)
    and nbrjobs_pidm in (63755, 91583) --For Pilot
(4506,5247,1861,2586,3868,79675,82839,91583,113982,57255)
```

```

--For Pilot in
JUNE( 4506,5247,1861,2586,3868,79675,82839,91583,113982,57255,1652,1349,1837,2
080,2121,2413,2603,
--
2758,2832,2870,4362,4411,4577,4147,5070,4716,5833,5895,5955,6396,6456,6859,34
08,2877,6462,
--
6596,4009,40334,59788,74949,75110,84560,84627,88622,92605,98899,113260)
and nbrjobs_effective_date = (select max(nbrjobs_effective_date)
from nbrjobs
where nbrjobs_pidm =
nbrjobs.nbrjobs_pidm
and nbrjobs_posn =
nbrjobs.nbrjobs_posn
and nbrjobs_suff =
nbrjobs.nbrjobs_suff
and nbrjobs_effective_date <
ptrcaln_time_entry_end_date);
/*This could return mutliple records so select 'T' Timesheet that have not
been started or not been submitted*/
CURSOR get_time_sheet (p_pidm number, p_year number, p_payno number, p_posn
varchar2, p_suff varchar2) IS
select perjobs_seqno
, perjobs_status_ind
, perjobs_orgn_code_ts
, perjobs_job_title
, perjobs_comment_pidm
, perjobs_comment
from perjobs
, perrout
where perjobs_year = p_year
and perjobs_payno = p_payno
and perjobs_pidm = p_pidm
and perjobs_posn = p_posn
and perjobs_suff = p_suff
and perjobs_action_ind = 'T' --Theresa Porter added so we only pull
timesheet records
-- and perjobs_status_ind in ('N','I') --Theresa Porter added
and perjobs_seqno = perrout_jobs_seqno(+)
and perjobs_comment_pidm = perrout_appr_pidm(+);

BEGIN

IF goksyst.f_isSystemLinkEnabled('WORKFLOW') THEN
event_code := substr(gokevnt.f_CheckEvent('WORKFLOW',
'WTE_NOTIFICATION'), 1, 20);
-- WF_WELCOME is the event name and 20 characters
END IF;

FOR a_cur IN get_jobs LOOP
OPEN get_time_sheet (a_cur.nbrjobs_pidm, a_cur.ptrcaln_year,
a_cur.ptrcaln_payno, a_cur.nbrjobs_posn, a_cur.nbrjobs_suff);
FETCH get_time_sheet INTO v_seqno, v_ind, v_orgn, v_title,
v_comment_pidm, v_comment;
IF get_time_sheet%notfound THEN
v_seqno := 0;

```

```

v_ind          := 'N';
v_orgn        := 'None';
v_title       := 'No Title';
v_comment_pidm := 0;
v_comment     := 'No Comments';
/*Theresa Porter added block of code for triggering workflow when
no record exists */
v_params(1).param_value := 'WTE_NOTIFICATION';
v_params(2).param_value := 'SCT Banner';
v_params(3).param_value := 'Time Sheet/Leave Report for
'||a_cur.spriden_first_name||' '||a_cur.spriden_last_name;
v_params(4).param_value := a_cur.nbrjobs_pidm;
v_params(5).param_value := nvl(v_ind, 'N');
v_params(6).param_value := a_cur.ptrcaln_payno;
v_params(7).param_value := a_cur.ptrcaln_year;
v_params(8).param_value := a_cur.spriden_first_name||'
'||a_cur.spriden_last_name;
v_params(9).param_value := a_cur.nbrjobs_posn;
v_params(10).param_value := a_cur.nbrjobs_suff;
v_params(11).param_value := v_orgn;
v_params(12).param_value := v_title;
v_params(13).param_value := nvl(v_comment_pidm, 0);
v_params(14).param_value := nvl(v_comment, 'No Comments');
v_params(15).param_value := nvl(a_cur.nbrjobs_jbln_code, 'BOR');
gokparm.Send_Param_List(event_code, v_params);
ELSE /*only create workflow if timesheet has not been started or not
submitted*/
IF v_ind = 'I' THEN --Theresa Porter Added
v_params(1).param_value := 'WTE_NOTIFICATION';
v_params(2).param_value := 'SCT Banner';
v_params(3).param_value := 'Time Sheet/Leave Report for
'||a_cur.spriden_first_name||' '||a_cur.spriden_last_name;
v_params(4).param_value := a_cur.nbrjobs_pidm;
v_params(5).param_value := nvl(v_ind, 'N');
v_params(6).param_value := a_cur.ptrcaln_payno;
v_params(7).param_value := a_cur.ptrcaln_year;
v_params(8).param_value := a_cur.spriden_first_name||'
'||a_cur.spriden_last_name;
v_params(9).param_value := a_cur.nbrjobs_posn;
v_params(10).param_value := a_cur.nbrjobs_suff;
v_params(11).param_value := v_orgn;
v_params(12).param_value := v_title;
v_params(13).param_value := nvl(v_comment_pidm, 0);
v_params(14).param_value := nvl(v_comment, 'No Comments');
v_params(15).param_value := nvl(a_cur.nbrjobs_jbln_code, 'BOR');
gokparm.Send_Param_List(event_code, v_params);
END IF; --Theresa Porter added
END IF;
CLOSE get_time_sheet;

END LOOP;
EXCEPTION
WHEN others THEN
dbms_output.put_line('Error '||sqlerrm);
END p_launch_wte_notification;

PROCEDURE p_launch_wte_notification_trg (p_pidm in number

```

```

, p_ind in varchar2
, p_title in varchar2
, p_orgn in varchar2
, p_comment_pidm in number
, p_comment in varchar2
, p_seqno in number
, p_year in number --Theresa
added
, p_payno in number) IS --Theresa
added

```

```

v_params      gokparm.t_parameterlist;
event_code    gtveqnm.gtveqnm_code%type;
v_comment_pidm perjobs.perjobs_comment_pidm%type;
v_comment     perjobs.perjobs_comment%type;

```

```

CURSOR get_jobs IS
select nbrjobs_pidm
, nbrjobs_posn
, nbrjobs_suff
, ptrcaln_year
, ptrcaln_payno
, spriden_id
, spriden_last_name
, spriden_first_name
, nbrjobs_supervisor_pidm
, nbrjobs_jbln_code
from nbrjobs njobs
, nbrbjob
, ptrcaln
, spriden
where nbrjobs_status in ('A', 'P', 'F')
and nbrjobs_pidm = nbrbjob_pidm
and nbrjobs_posn = nbrbjob_posn
and nbrjobs_suff = nbrbjob_suff
and nbrjobs_time_entry_method = 'W' --Mike Armstrong added
and nbrbjob_contract_type != 'O'
and nbrjobs_pidm = spriden_pidm
and spriden_change_ind is null
and nbrjobs_ecls_code not in ('45', '25', '39', '01')
and ptrcaln_year = p_year --Theresa added
and ptrcaln_payno = p_payno --Theresa added
/* and '04-JUN-2010' between ptrcaln_start_date and ptrcaln_end_date -
-trunc(sysdate)*/ --Theresa commented out
/*AND ((p_pidm = 1
AND nbrjobs_pidm in (63755, 91583))
OR nbrjobs_pidm = p_pidm)*/
and nbrjobs_pidm = p_pidm
and nbrjobs_effective_date = (select max(nbrjobs_effective_date)
from nbrjobs
where nbrjobs_pidm =
njobs.nbrjobs_pidm
and nbrjobs_posn =
njobs.nbrjobs_posn

```

```

njobs.nbrjobs_suff
ptrcaln_time_entry_end_date);

and nbrjobs_suff =
and nbrjobs_effective_date <

/*Theresa Porter added this cursor to get supervisor comment if it is a
return for correction timesheet*/
CURSOR get_supervisor_comment (p_pidm number, p_year number, p_payno number,
p_posn varchar2, p_suff varchar2,p_seqno number) IS
select b.perjobh_comment_pidm
, b.perjobh_comment
from perjobh b
, perrouh
where b.perjobh_year = p_year
and b.perjobh_payno = p_payno
and b.perjobh_pidm = p_pidm
and b.perjobh_posn = p_posn
and b.perjobh_suff = p_suff
and b.perjobh_status_ind = 'R'
and b.perjobh_seqno = p_seqno
and b.perjobh_teth_seqno = (select max(perjobh_teth_seqno) from
perjobh
where perjobh_year = b.perjobh_year
and perjobh_payno = b.perjobh_payno
and perjobh_pidm = b.perjobh_pidm
and perjobh_posn = b.perjobh_posn
and perjobh_suff = b.perjobh_suff
and perjobh_status_ind =
b.perjobh_status_ind
and perjobh_seqno = b.perjobh_seqno)
and b.perjobh_seqno = perrouh_jobs_seqno(+)
and b.perjobh_teth_seqno = perrouh_teth_seqno(+)
and b.perjobh_comment_pidm = perrouh_appr_pidm(+);

BEGIN

IF goksyst.f_isSystemLinkEnabled('WORKFLOW') THEN
event_code := substr(gokevnt.f_CheckEvent('WORKFLOW',
'WTE_NOTIFICATION'), 1, 20);
-- WF_WELCOME is the event name and 20 characters
END IF;

FOR a_cur IN get_jobs LOOP
v_comment_pidm := p_comment_pidm;
v_comment := p_comment;
IF p_ind = 'R' THEN
OPEN get_supervisor_comment (a_cur.nbrjobs_pidm,
a_cur.ptrcaln_year, a_cur.ptrcaln_payno, a_cur.nbrjobs_posn,
a_cur.nbrjobs_suff,p_seqno);
FETCH get_supervisor_comment INTO v_comment_pidm, v_comment;
IF get_supervisor_comment%notfound THEN
v_comment_pidm := 0;
v_comment := 'No Comments';
END IF;
CLOSE get_supervisor_comment;
END IF;
END LOOP;

```

```

        v_params(1).param_value := 'WTE_NOTIFICATION';
        v_params(2).param_value := 'SCT Banner';
        v_params(3).param_value := 'Time Sheet/Leave Report for
' || a_cur.spriden_first_name || ' ' || a_cur.spriden_last_name;
        v_params(4).param_value := a_cur.nbrjobs_pidm;
        v_params(5).param_value := nvl(p_ind, 'N');
        v_params(6).param_value := a_cur.ptrcaln_payno;
        v_params(7).param_value := a_cur.ptrcaln_year;
        v_params(8).param_value := a_cur.spriden_first_name || '
' || a_cur.spriden_last_name;
        v_params(9).param_value := a_cur.nbrjobs_posn;
        v_params(10).param_value := a_cur.nbrjobs_suff;
        v_params(11).param_value := p_orgn;
        v_params(12).param_value := p_title;
        v_params(13).param_value := nvl(v_comment_pidm, 0);
        v_params(14).param_value := nvl(v_comment, 'No Comments');
        v_params(15).param_value := nvl(a_cur.nbrjobs_jbln_code, 'BOR');
        gokparm.Send_Param_List(event_code, v_params);

    END LOOP;
EXCEPTION
    WHEN others THEN
        dbms_output.put_line('Error ' || sqlerrm);
END p_launch_wte_notification_trg;

end WF_SDBOR_WTE_NOTIFICATION_PKG;

```

Manual:

If manual tell how it will be fired:

Other: *tell how it will be initiated if different than any of the items above.*

Workflow Model: *screenshot, viso or path to find .pdf generated from workflow modeler once actually created. This document along with the .pdf from the modeler needs to be sent to the person that post documents to the training website once it is complete.*

THIS NEEDS UPDATED TO WHERE THE DOCUMENT IS POSTED.

I:\HRRIS\WorkFlow\WF for march 2010\TimeEntry Workflow WTE

Define Activity and Guard Conditions:

Activity	Guard Condition	Activity Type(see list below)
Get_Dates		Activity
Get_email		Activity
R_Send_Email_Notify_Returned	Timesheet Returned for	Email Activity

	Correction. Timesheet_status = 'R'	
Get_Supervisor_Info		Activity
Get_Super_email		Activity
P_Notify_Approver	Timesheet is Pending. Timesheet_status = 'P'	Email Activity
I_Send_Email_Complete_WTE	Timesheet is in process or not started. Timesheet_Status = "I" or Timesheet_Status = "N"	Email Activity
E_Notify_Employee_Errors	Timesheet has errors. Timesheet_Status = "E"	Email Activity
A_Notify_Employee_Approved	Timesheet is approved. Timesheet_Status = "A"	Email Activity
	Timesheet is Complete. Timesheet_Status = "C"	End workflow do nothing.

Activities Types:

- Activity
- Manual Activity
- Approval Activity
- Email Activity
- Custom Activity

Performer Rules:

Activity	Performer Rule

Screenshot(s) of required Workflow parameter mapping. This must be in this document so that when workflows are promoted RIS knows what should be mapped to what:

Roles/Users that are required : *roles for the workflow administrator and owner and each activity role, need to specify if using an existing role or a new role needs created. If new role needs created, you need to document the function of the role and description, who needs to be in the role and if any users need to proxy and to what user or role.*

ROLE/Generic User	Role /User Description if New	Users Assigned to Role	Do Users need to Proxy and to whom or what role
BOR Human Resources	Board of Regents Human Resources	Mike Armstrong, Janice Minder, Theresa Porter, Nicole Ogan,	No

		Kelli Parsons	

What Components are required? Define which activities need a Business Component created (this is how the activity gets it's information and what is expected out of the activity) and what type of business component it needs to be ex: is it a sqlQuery, oracle form, procedure etc. You need to define the component parameters. RIS/University IT will need to help you with the details of getting these built.

Define Component

Component Name/Activity Name	Description	Component /Activity Type	Product Type	Technology Type	Release ID	Source
Get_Dates	Get the payroll dates	Internal	SCT Banner	SQL Query	022010.16c	
Get_email	Gets the email address of a given pidm	Internal	SCT Banner	SQL Query	022010.16a	SDBOR
Get_supervisor/Get_Supervisor_Info	get supervisor name	Internal	SCT Banner	SQL Query	022010.16b	

Component Types:

- Internal
- Interactive
- Automated Non-Workflow Aware
- Automated Workflow Aware

Technology Types:

- Desktop Application
- SCT Banner Form
- SQL Query
- Stored Procedure
- Web Application
- Workflow – Aware Desktop Application

Define Component Parameters

Activity/Component Name	Field Name	Field Description	Field Type (Text, Numeric, etc.)	Required (incoming) (Y/N)	Guaranteed (outgoing) (Y/N)
Get_Dates	end_date	Pay Period Date	Text	N	Y
Get_Dates	entry_end_date	Last time entry date	Text	N	Y

Get_Dates	payno	Pay Period	Numeric	Y	N
Get_Dates	start_date	Pay Period Start Date	Text	N	Y
Get_Dates	year	Pay Period Year	Numeric	Y	N
Get_email	email_address	Email address	Text	N	Y
Get_email	pidm	pidm	Numeric	Y	N
Get_supervisor	Fullname	Full name	Text	N	Y
Get_supervisor	Payno	Pay period	Numeric	Y	N
Get_supervisor	Pidm	Pidm	Numeric	Y	N
Get_supervisor	Posn	Job Position	Text	Y	N
Get_supervisor	Suff	Position Suff	Text	Y	N
Get_supervisor	Super_pidm	Suprvisor Pidm	Numeric	N	Y
Get_supervisor	year	Year	Numeric	Y	N

Paste the code into this document once they are created on the database:

Get_dates:

```
select to_char(ptrcaln_start_date, 'MM/DD/YYYY'), to_char(ptrcaln_end_date, 'MM/DD/YYYY'),
to_char(ptrcaln_time_entry_end_date, 'MM/DD/YYYY') into @start_date, @end_date,
@entry_end_date from ptrcaln where ptrcaln_payno = @payno and ptrcaln_year = @year
```

get_email:

```
select goremal_email_address into @email_address from goremal where goremal_pidm = @pidm and
goremal_status_ind = 'A' and goremal_emal_code = 'PRI'
```

get_supervisor:

```
select spriden_first_name||' '||spriden_last_name, spriden_pidm into @fullname, @super_pidm from
spriden, perrout, perjobs where perrout_jobs_seqno = perjobs_seqno and perrout_appr_pidm =
spriden_pidm and spriden_change_ind is null and perjobs_year = @year and perjobs_payno = @payno
and perjobs_pidm = @pidm and perjobs_posn = @posn and perjobs_suff = @suff and
perjobs_action_ind = 'T'
```

Sample emails that come from this workflow:

Below is the email to the employee when timesheet has not been started:

-----Original Message-----

From: BOR-HR@sdbor.edu [mailto:BOR-HR@sdbor.edu]

Sent: Wednesday, April 14, 2010 11:46 AM
To: Corwin, Douglas
Subject: Reminder: Please Complete your Time (Leave) Report

This is a reminder to complete your time (leave) report. Time (leave) Reports are due on 06/22/2010 by 10am for the pay period beginning 05/22/2010 and ending 06/21/2010. If you have questions about the number of hours in the payroll, the payroll calendar on SNAP (<http://snap.sdbor.edu>) can be found under the HR Forms/Policies Tab under Employee Business and Personnel Forms. Hours for each payroll can be found on the notes section for each month.

Thank you for completing your time (leave) report by the deadline. Should you miss the deadline, payroll will not be completed.

Thank you,
System Administration

Do not reply to this email. This email address is not managed and a response will not be provided.

Below is the email to employee when timesheet has been approved:

-----Original Message-----

From: BOR-HR
Sent: Friday, May 21, 2010 9:37 AM
To: Minder, Janice K.
Subject: Notification: Time (Leave) Report has been Approved

This email is a notification that your timesheet or leave report has been approved by your supervisor. This is for the pay period beginning 04/22/2010 and ending 05/21/2010. We thank you for completing your timesheet or leave report.

Thank you,
System Administration

Do not reply to this email. This email address is not managed and a response will not be provided.

Below is the email to employee when timesheet has been returned for correction:

-----Original Message-----

From: BOR-HR
Sent: Thursday, May 20, 2010 11:44 AM
To: Garrett, Mary Ellen
Subject: Notification: Time (Leave) Report has Been Returned for Correction

Your timesheet has been returned for correction. The timesheet in question is for the payroll period starting 04/22/2010 and ending 05/21/2010.

Comments from your supervisor are: No Comments

Please go out to SNAP (<http://snap.sdbor.edu>) to access your timesheet and correct. You will need to resubmit for approval.

Thank you,
System Administration

Do not reply to this email. This email address is not managed and a response will not be provided.

Below is the email to supervisor when timesheet has been submitted for approval:

-----Original Message-----

From: BOR-HR

Sent: Friday, May 21, 2010 8:27 AM

To: Minder, Janice K.

Subject: Employee Submitted Time (Leave) Report for Approval

This is a notification for you as a supervisor. Nicole Ogan has submitted a timesheet to you for approval, due by 05/21/2010 for the pay period beginning 04/22/2010 and ending 05/21/2010. Please go into Employee Self Service through SNAP (<http://snap.sdbor.edu>) and review, approve, or submit back for correction. If you have questions about the number of hours in the payroll, the payroll calendar on SNAP can be found under the HR Forms/Policies Tab under Employee Business and Personnel Forms. Hours for each payroll can be found on the notes section for each month.

Employee Information:

Title: Curriculum and Development Mng

Position:RE9922 Suffix:00

Email: nicole.ogan@sdbor.edu

Payroll Organization: 1DOHR1

Thank you,
System Administration

Do not reply to this email. This email address is not managed and a response will not be provided.