

Staff Appointment Document Routing Now Automated

On September 16th 2013, requesting appointments for staff went electronic! Submitters can now use an online e-form which will route automatically through the authorization process. This means faster turnaround time for approvals, which in turn translates into more timely payroll transactions - no more walking appointment documents around campus for signatures!

This project was a year in the making, and involved dedicated and diligent participation from the Human Resource and ITS departments, as well as Payroll and the University Budget Office. Congratulations to the entire project team! Special recognition goes out to Denise Giltzow, who helped ensure all the necessary steps in the HR process were included...and tested.

Learn more about this project

at <http://www.humboldt.edu/its/projects/hr-appointment-document-workflow-automation> [1]

[Nolij](#) [2] now powers the staff appointment document workflow process, so there's no more walking documents all over campus to collect signatures! [Read more about appointment document workflow ...](#) [3]

Source URL: <http://www2.humboldt.edu/its/appointment-document-workflow-story>

Links:

[1] <http://www.humboldt.edu/its/projects/hr-appointment-document-workflow-automation>

[2] <http://www2.humboldt.edu/its/glossary/5#term234>

[3] <http://www.humboldt.edu/its/appointment-document-workflow-story>