

# Submitting NWRINAS via AODoc

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## Introduction

This document will provide instructions in how to submit a NWRINAS report for approval and submit to HRIS electronically via AODocs, and how to approve the NWRINAS report submitted via AODoc.

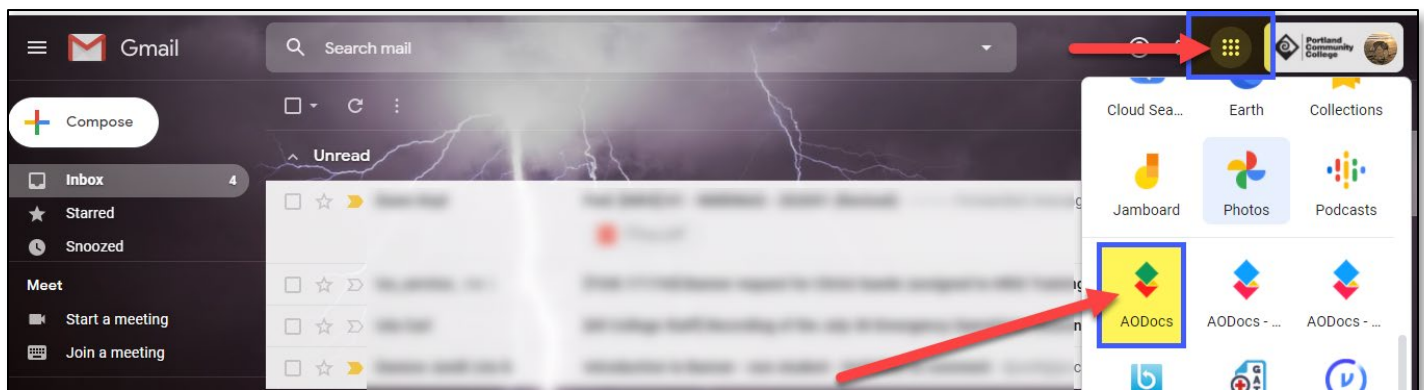
## Action Items

1. Submitting NWRINAS via AODoc
2. Approving NWRINAS via AODoc

## 1. Submitting NWRINAS Report via AODoc

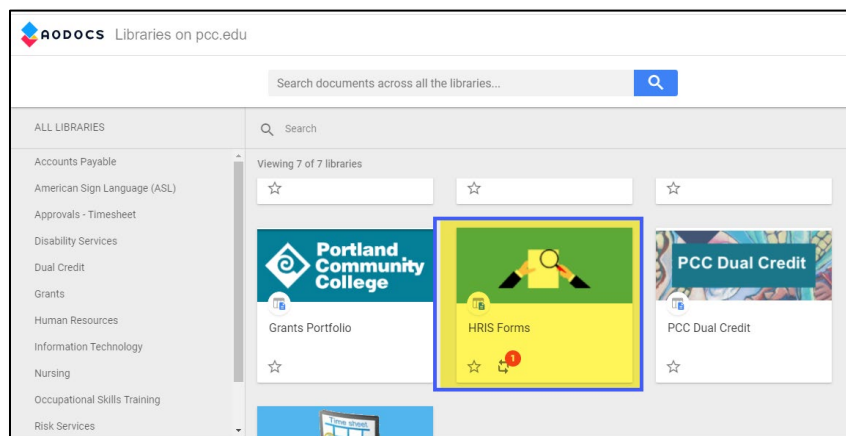
### Accessing the AODoc to which the NWRINAS Is Attached

**Step 1:** Pull up AODocs by clicking on the grid of Google apps, scrolling down, and selecting the first AODoc app.

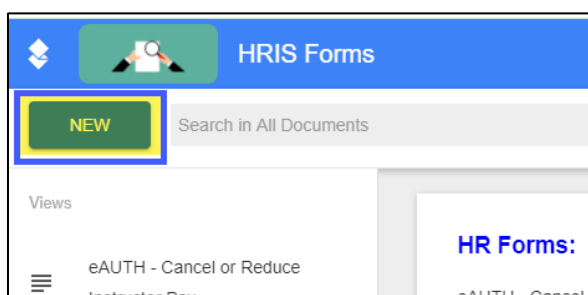


**Step 2:** In the AODocs library, select the **HRIS Forms** tile.

# Submitting NWRINAS via AODoc

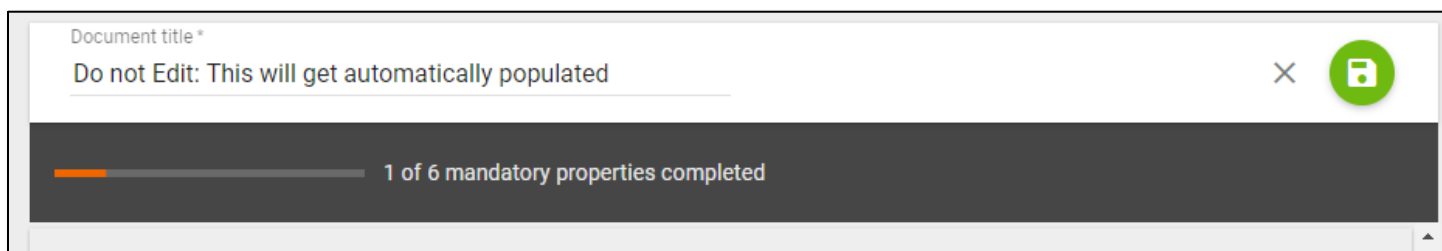


**Step 3:** Click **New** in the upper, left-hand corner.



## Entering NWRINAS Information

**Step 4:** Do not edit the Document Title. This will automatically populate based on the contents of the fields once populated. The form will also track how many of the required fields have been populated.



**Step 5:** Scroll down to the required fields and enter the following information:

**Attendance Method:** Enter the two digit Attendance Method (i.e. TA).

**Term Code:** Enter the six-digit Term Code (i.e. 202004 for Fall 2020).

**Is this a revised NWRINAS to a previously submitted NWRINAS?**

- Enter **Not Revised** if it's your first time submitting the NWRINAS for the term.
- Enter **Revised**, if NWRINAS is replacing previously submitted NWRINAS.

# Submitting NWRINAS via AODoc

Attendance Method \* ?  
TA 2 / 400

Term Code \* ?  
202004 6 / 400

Is this a revised NWRINAS to a previously submitted NWRINAS? \*  
Not Revised

## Instructor Information

**Step 6:** Enter the instructor information.

- If you select **Yes** in the **Is this NWRINAS for an Individual Instructor** field, enter the Instructor First Name and Last Name in the appropriate fields.

▼ Instructor Information

Is this NWRINAS for an Individual Instructor?  
No

Instructor First Name  
Please enter text here 0 / 400

Instructor Last Name  
Please enter text here 0 / 400

## Changes to NWRINAS

**Step 7:** If changes apply to your NWRINAS report:

- If any manual adjustments were made to the NWRINAS report, type in the **Comments** section, “**See NWRINAS for changes**”.
- If changes apply but were not manually included in the NWRINAS report, include all changes to be made in the **Comments** section.

▼ Changes to NWRINAS

Comments ?  
For instructor Tuyen Le, CRN 44444: Change Total Instructional Hours from 10 to 8

**Note:** If you are submitting a **revised** NWRINAS, any changes to your revised NWRINAS (either handwritten or typed into the Comments section) should only include **new** changes to the NWRINAS, and not the changes included in the original, prior submitted NWRINAS(s).

## Submitter/Approval Info

**Step 8:** Enter the information of the manager with signature authority in the following fields:

- **Contact Phone Number or Extension:** enter phone number or extension number of manager with signature authority.

# Submitting NWRINAS via AODoc

- **Manager:** Enter the name of the manager, then select the correct email from the email pop-up menu.

Submitter/Approver Info

Contact Phone Number or Extension \*  
x5870 5 / 400

Manager \*  
lisa.jonesdirector@pcc.edu

## Exceptional Pay Memo (non-bargaining unit only)

Exceptional Pay Memos should be completed and included for part-time instructors whose pay rate is not a board approved pay rate, typically utilized by non-credit programs.

**Step 9:** If no exceptional pay rate applies to your NWRINAS, select **No** in the required field.

**Step 10:** If you are including an Exceptional Pay Rate with your NWRINAS, select **Yes** in the required field and enter the executive officer approving the memo in the '**If exceptional pay memo, executive approver**' field.

Exceptional Pay Memo (non-bargaining unit only)

Does this submission include an exceptional pay memo? \*  
No

If exceptional pay memo, executive approver  
Please choose a person here

## Acknowledgement

**Step 11:** Move the toggle to the right to affirm the information you entered is correct.

Acknowledgement

Acknowledgement: I affirm that this information is correct to the best of my knowledge.

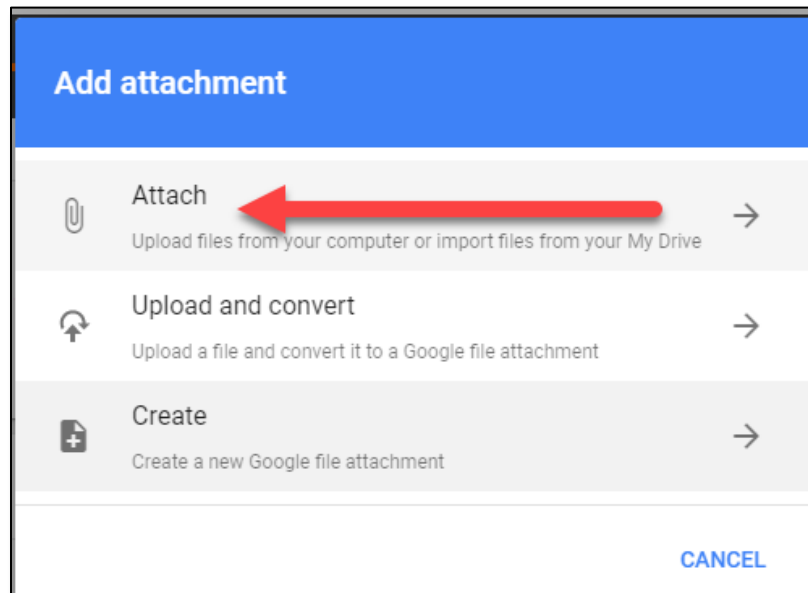
## Attachments

**Step 12:** Attach the NWRINAS report to the AODoc by clicking on the plus sign ( + ) to bring up the option to attach a document.

**Note:** The attached NWRINAS must be a pdf file in landscape mode (as opposed to portrait mode).

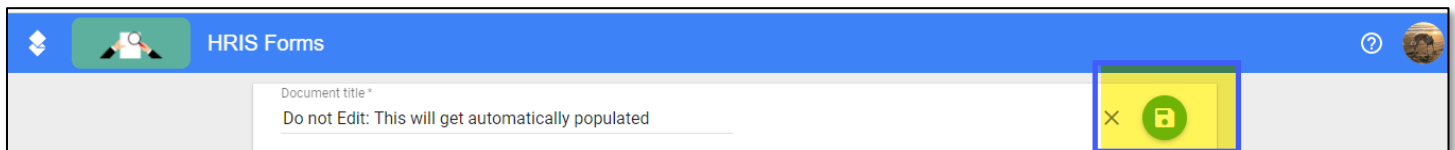
# Submitting NWRINAS via AODoc

**Note:** Do not attach more than **one NWRINAS report**. Each NWRINAS report must be submitted separately with its own AODoc.

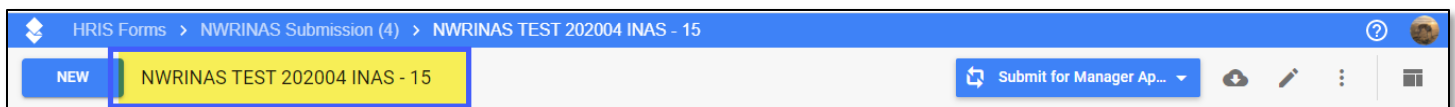


**Step 13:** If including an Exceptional Pay Memo, repeat **Step 12** to attach your memo to the AODoc.

**Step 14:** Save the entry by clicking the **green disc** in the upper, right-hand corner.



This will create a NWRINAS ID and automatically title the document.

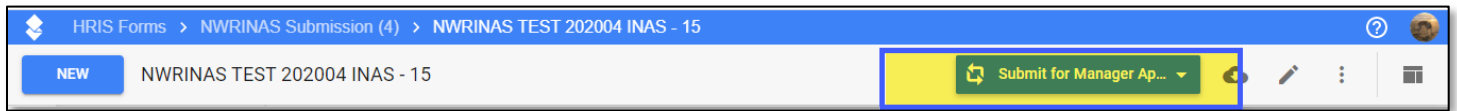


**Note:** Forgetting to attach the NWRINAS report to the AODoc will result in the creator not being able to submit the AODoc for approval. To edit the AODoc, click the pencil icon in the upper, right-hand corner.

## Submitting NWRINAS

**Step 15:** Click **Submit for Manager Approval**.

# Submitting NWRINAS via AODoc



A dialog box pops up where you can enter comments to be sent to the manager/acknowledger, if desired.

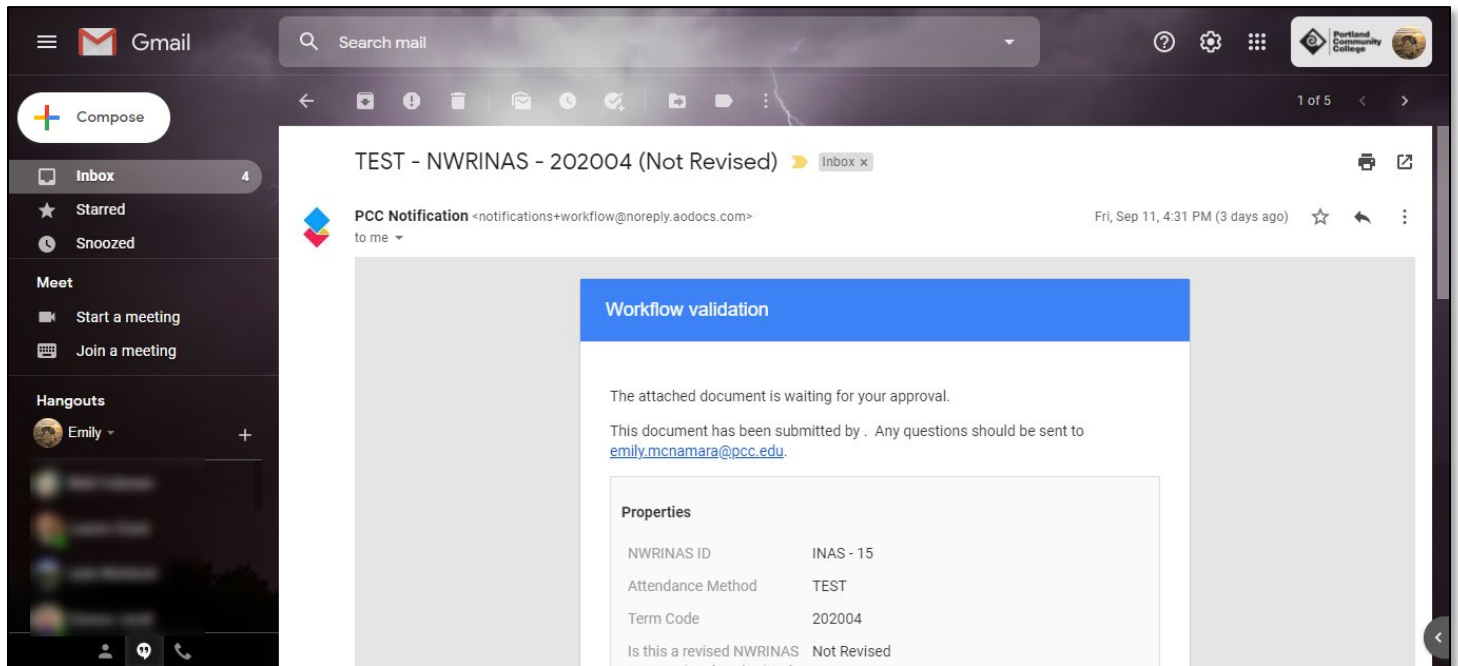
**Step 16:** Click **Submit** to finish.

A screenshot of a 'Perform workflow action' dialog box. The title bar is blue with the text 'Perform workflow action'. Below the title bar, there is a grey area with the text: 'You have chosen the following workflow action. Add a comment if required and submit.' Below this, there is a table with two columns: 'Pending workflow action' and 'For document'. The first row contains 'Submit for Approval' and 'JAF-M for Karim Khan'. To the right of the second cell is a blue square icon with a white document symbol. Below the table is a text input field with the placeholder text 'Leave a comment' and the instruction 'Enter any comments to be included in the approval email.' To the right of the input field is a character count '0 / 400'. At the bottom of the dialog, there are three buttons: 'SEE VALIDATORS', 'CANCEL', and 'SUBMIT'. The 'SUBMIT' button is highlighted with a yellow box.

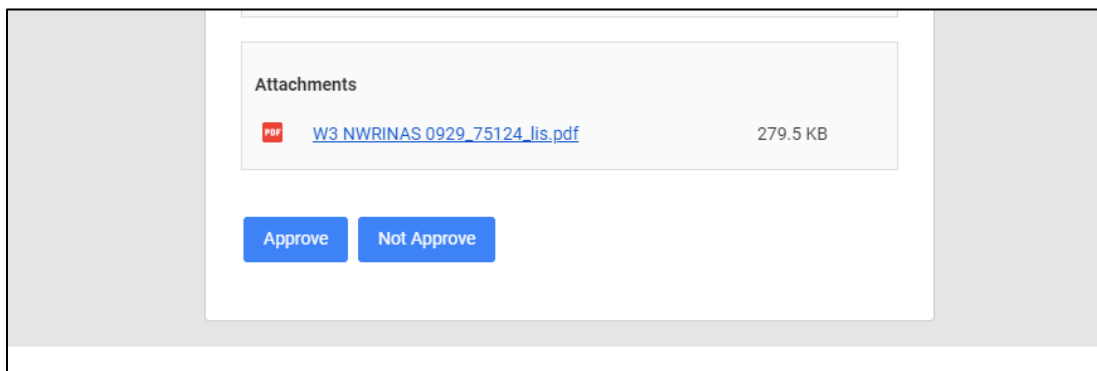
# Submitting NWRINAS via AODoc

## 2. Approving NWRINAS Submitted via AODoc

Once the NWRINAS is submitted, an email is sent to the manager with signature authority whose email was entered in the AODoc for approval. The manager receives the attached NWRINAS and an “approval” button via email, and can complete the approval via email.



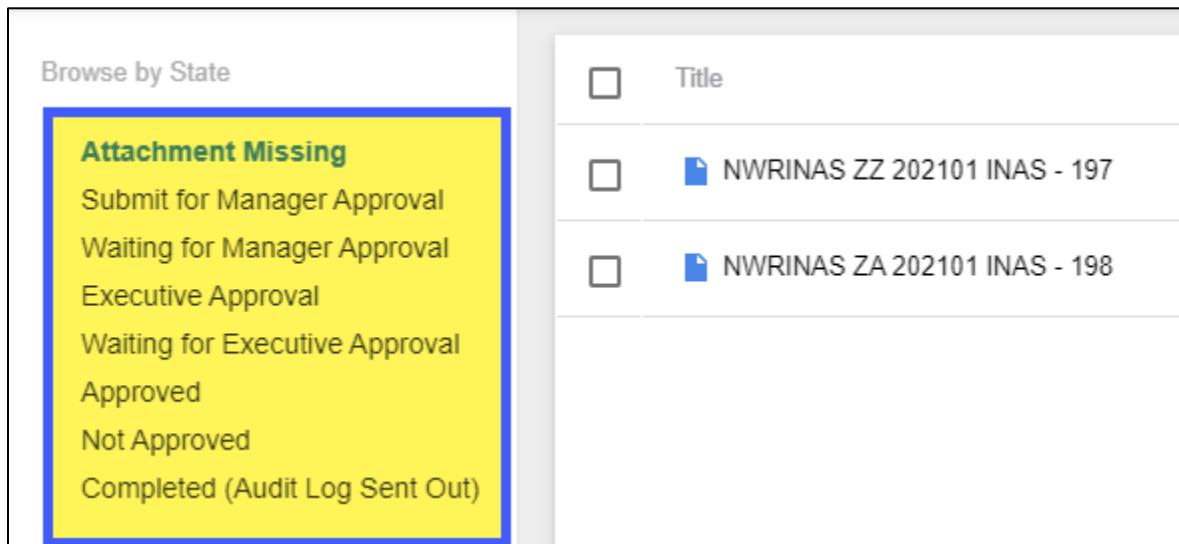
- Step 1:** Open the email.
- Step 2:** Be sure to read through the email, paying special attention to the Change to NWRINAS comments.
- Step 3:** Open the attached NWRINAS file (and if applicable, Exceptional Pay Memo) and review, paying special attention to any manual adjustments.
- Step 4:** Scroll to the bottom of the email and click **Approve** to approve the NWRINAS or **Not Approve** to not approve the NWRINAS. If **Not Approve** is selected, an email will be sent to the submitter.



# Submitting NWRINAS via AODoc

## Viewing NWRINAS AODocs

You can browse your NWRINAS AODocs by state, such as those waiting for approval, those approved etc. by going into the AODoc HRIS Forms tile, selecting NWRINAS Submission in the left-hand menu, and selecting one of the view links on the right hand side.



## Additional Resources

Who do I contact if I'm having trouble with the AODOc or have questions about the AODOc?

- [the IT Support Team](#)

Who do I ask questions regarding my NWRINAS?

- the HRIS team ([HRIS-Group@pcc.edu](mailto:HRIS-Group@pcc.edu))

Who do I ask questions regarding training for this process?

- [Emily McNamara, HR Business Process Specialist](#)

[AODocs Paper Timesheet Approval Process](#)

[NWRINAS Process Guide](#)

[NWRINAS Quick Sheet](#)