

NWRINAS via AODocs

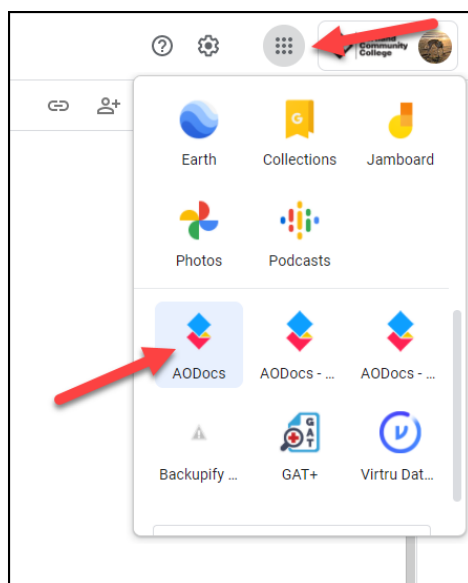
Presentation

Introduction

- Submitting NWRINAS forms has moved to AODocs to streamline approval and routing to HRIS.
- The HRIS Forms tile in AODocs has been built specifically for routing NWRINAS (currently, other HR forms must be submitted using the PASS AODoc).
- Access the [Process Guide](#) for instructions on the [HRIS website](#).

Accessing the NWRINAS AODoc and Filling Out the Fields

- Access AODocs by logging into MyPCC, opening a Google app (Gmail, Drive or Calendar), clicking the Google Apps menu and selecting AODocs



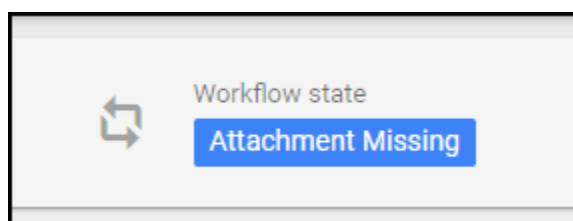
- In AODocs, click on the **HR Forms** tile to access the NWRINAS AODoc. Click **New** to start a new NWRINAS AODoc

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- Fill in the applicable fields.
 - Required fields are marked with a red asterisk.
 - In the '**Manager**' field, enter your manager's name and click on the suggested pop up contact for that person to populate the field.
- Don't forget to attach the NWRINAS report at the very bottom.
- Click '**Save**' (disc icon), and click '**Submit to Manager for Approval**'. This will open a pop-up box in which you can include a comment.
- Hit '**Submit**' to route the NWRINAS to your manager for approval.

Attaching the NWRINAS Report and Submitting AODoc

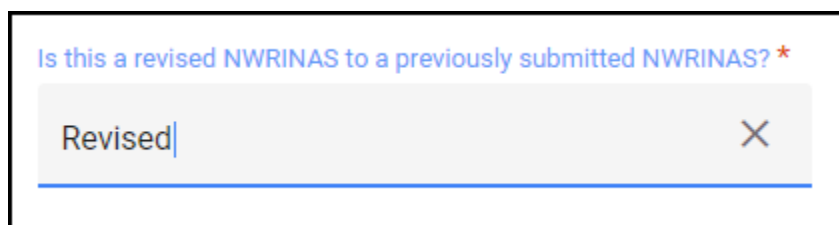
- If you forget to attach the NWRINAS report before hitting '**Save**' (disc icon), the Workflow state will change to '**Attachment Missing**' and you won't have the option to submit your AODoc for approval.



- Click the '**edit**' option (pencil icon) to make adjustments to your AODoc and attach the NWRINAS report. Then click the '**Save**' disc. You will now have the option to click '**Submit to Manager for Approval**'.

Revised NWRINAS Reports

- If submitting a NWRINAS in order to revise a previously submitted NWRINAS:
 - Select '**Revised**' in the 'Is this a revised NWRINAS' field.

A screenshot of a form field. The label is "Is this a revised NWRINAS to a previously submitted NWRINAS? *". The input field contains the text "Revised" and has a blue underline. A close button (X) is visible on the right side of the input field.

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- Type your revisions into the Comment box.

Changes to NWRINAS

Comments ?

Please enter text here

- On the NWRINAS report itself, remove any handmade adjustments from the originally submitted NWRINAS and ONLY include new adjustments.
 - If the sample adjustments below were included in the original NWRINAS, remove the adjustments and add only the new adjustments.

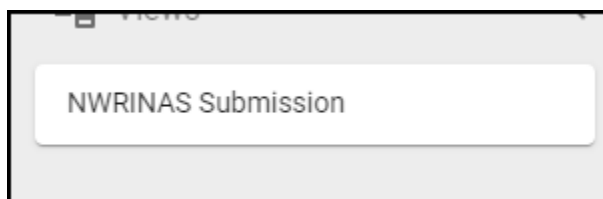
by Name									

	CR	HR	HRS/WK	CNT	HR	WKS	FTE	% SESS	% RESP
LEAR	3.00		3.00	36.00	12	.00	100.00	100.00	
PAY HRS:	36.00		33				TOTAL PAY:	2,149.20	
NO. PAYS:	6						RATE:	59.700	
INSTRUCTOR TOTAL PAY:								2,149.20	

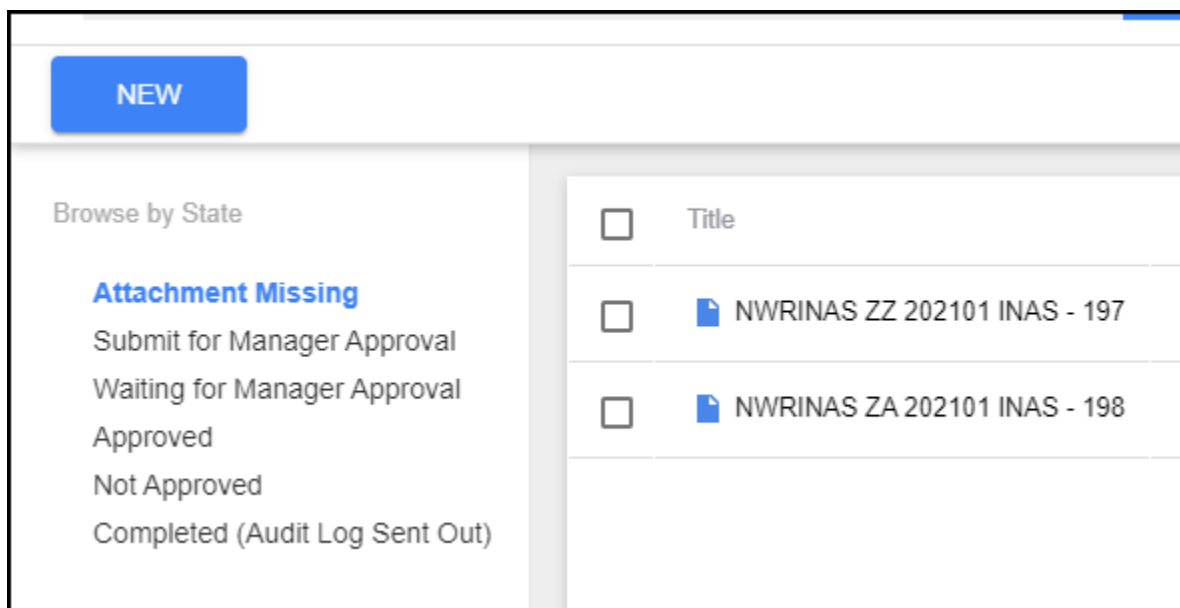
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Reviewing NWRINAS Submissions

- In the HRIS Forms tile, click **NWRINAS Submission**



- Click through the various options to Browse by State. Defaults to AODocs missing attachments.



Q & A Session

The following questions are grouped into categories based on what the questions relate to.

Revised NWRINAS Reports

Q: How do you modify a NWRINAS report? Previously we would write on them and scan to email.

A: If you open your NWRINAS report directly in Adobe, you can type in and edit the report.

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Q: What if you have a 30 page NWRINAS report and a revision is only needed for one page? Should the entire 30 pages be re-submitted, or only the pages with revisions?

A: Only the pages with the revisions are needed.

Acknowledgers for NWRINAS

Q: Can we add an Acknowledger to the NWRINAS AODoc so that people can submit their NWRINAS to an Acknowledger for review prior to submitting for approval?

A: Unfortunately, the HRIS Forms AODoc does not allow for Acknowledgers. The AODoc is a hard coded process and we cannot make changes without a lot of programming. IT has relayed that additional acknowledgers cannot be set up. We will reach out to IT again regarding acknowledgers on AODocs. As a current work around, acknowledgers can ask submitters to email their NWRINAS reports to them to review, and they can simply reply back and ask submitters to submit them in the AODoc if they're ready to be sent.

Adding Notes to AODoc

Q: Is it possible to add a note section to the form?

A: After clicking '**Submit to Manager for Approval**', there is a pop-up box with a **Comment** field in which you can add notes.


2. Attach the NWRINAS pdf using the + sign in the Attachments section below.

Perform workflow action

You have chosen the following workflow action. Add a comment if required and submit.

Pending workflow action	For document
Submit for Manager Approval	NWRINAS BB 202101 INAS - 199

[Leave a comment](#)

Insert a comment here 

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SEE VALIDATORS CANCEL SUBMIT

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Exceptional Pay Memos

Q: How would you submit an Exceptional Pay Memo, which requires multiple levels of approval with the NWRINAS in the NWRINAS AODoc?

A: We are working on a remedy for this. We're hoping to include a checkbox in the NWRINAS AODoc asking, 'Does this NWRINAS require an EPM' and if you check the box, it will add additional routing from the submitter, to their manager, to the executive and finally to HR. This requires additional programming. If these programming changes are not in place, the process will be to submit the EPM with the NWRINAS using the PASS AODoc. We are hoping this will be resolved by the time NWRINAS reports for this term are due.

Submitting Other HR Forms

Q: When submitting other HR forms, such as the MAP, do you need to type in HRIS as the destination each time?

A: Currently, the HRIS Forms AODoc is only built for submitting NWRINAS which automatically get routed to HRIS. Any other HR form must be submitted using the PASS AODoc, which is currently a general, college-wide use way of submitting any document for approval to anywhere within the college. The final destination must be entered each time in the PASS AODoc.

Q: What is the difference between the HRIS Forms AODoc and the PASS AODoc?

A: The HRIS Forms AODoc is for submitting NWRINAS reports only. These are automatically routed to HRIS as the final destination. The PASS AODoc is a college-wide way of routing documents electronically for approval within the college. Currently HR is asking that MAPs, JAF-Ms, PR/Cs, EPMs, Leave Requests and Termination forms be submitted using the PASS AODoc and routed to HRIS.

I-9 forms and other government forms are not to be submitted using AODocs.

What's Next

HRIS will be sending out a survey soon asking for feedback on what day of the week and time of the day work best for hosting future Coffee Talks with HRIS, and a poll on which topics to address.



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The next Coffee Talk with HRIS will be scheduled based on the results of the survey. Future Coffee Talks may be hosted on a monthly basis or more or less frequently, depending on feedback.