Workflow Webform
Chair and Hiring Manager

Winston Salem State University

What is Workflow?

- Flexible Tool

- Unites Processes

- Gathers Information

- Promotes Accountability

- Replaces Paper

- Implements a Digital Process

Features & Benefits:

- **Accountability**

- **Timestamps (metrics)**

- **Tracking**

- **Banner Integration**

- **Consistent Procedures**

- **Improved Productivity**

- **Improved Customer Service**

- **Process Improvement**

WEBFORM WORKFLOW

How to Submit New Request?

Please note: The separation workflow is ONLY for Permanent employees and Temporary employees who will be ending their appointment earlier than the previously scheduled termination date indicated on their Temporary Action Form. Once the separation workflow has been approved all employee access to University resources will be disabled.
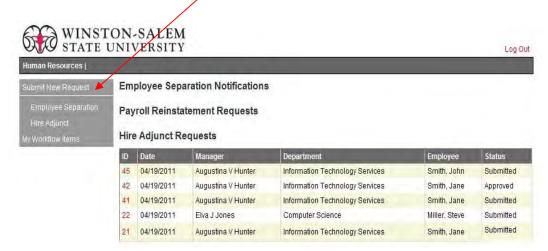
1) Click or paste the link onto the web browser

   Live Site: rampro.wssu.edu/apps/Workflow/HR/login.aspx

   Test Site: ramtest.wssu.edu/Workflow/HR/login.aspx
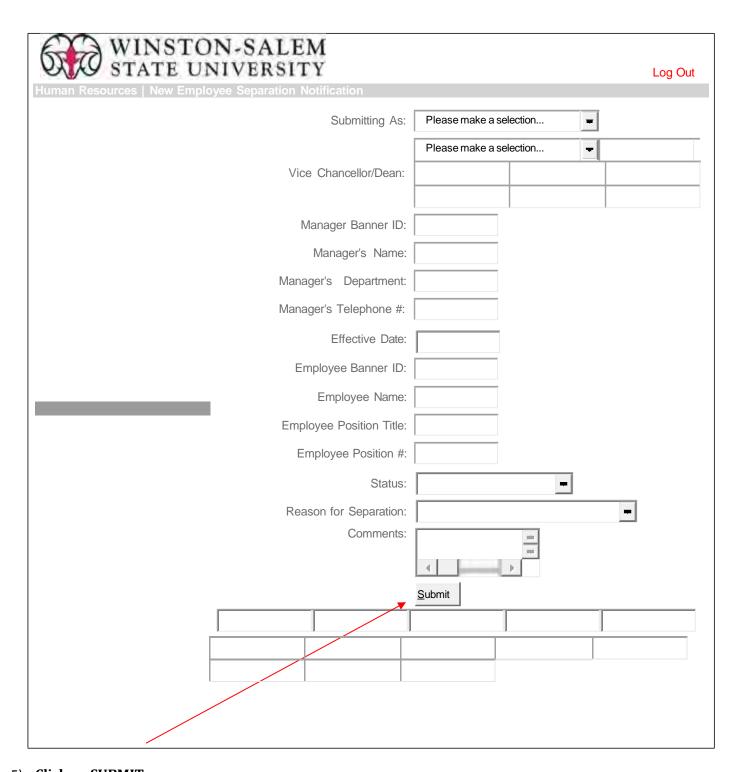
2) Type in your network logon ID and password (same as when you logon in the morning).

© 2010 Winston-Salem State University

3) From Left Menu click **Submit New Request** then select the appropriate process (e.g. Hire Adjunct).

4) This screen will open up. Fill out & complete the form.

WINSTON-SALEM STATE UNIVERSITY

Log Out

Human Resources | New Employee Separation Notification

Submitting As:	Please make a selection... ▼
	Please make a selection... ▼
Vice Chancellor/Dean:	
Manager Banner ID:	
Manager's Name:	
Manager's Department:	
Manager's Telephone #:	
Effective Date:	
Employee Banner ID:	
Employee Name:	
Employee Position Title:	
Employee Position #:	
Status:	▼
Reason for Separation:	▼
Comments:	

Submit

5) **Click on SUBMIT.**

6) ***NOTE *** You will receive email notification from hrdept@wssu.edu when your request has been submitted; routed to the appropriate groups; and/or when it's rejected back to your worklist.