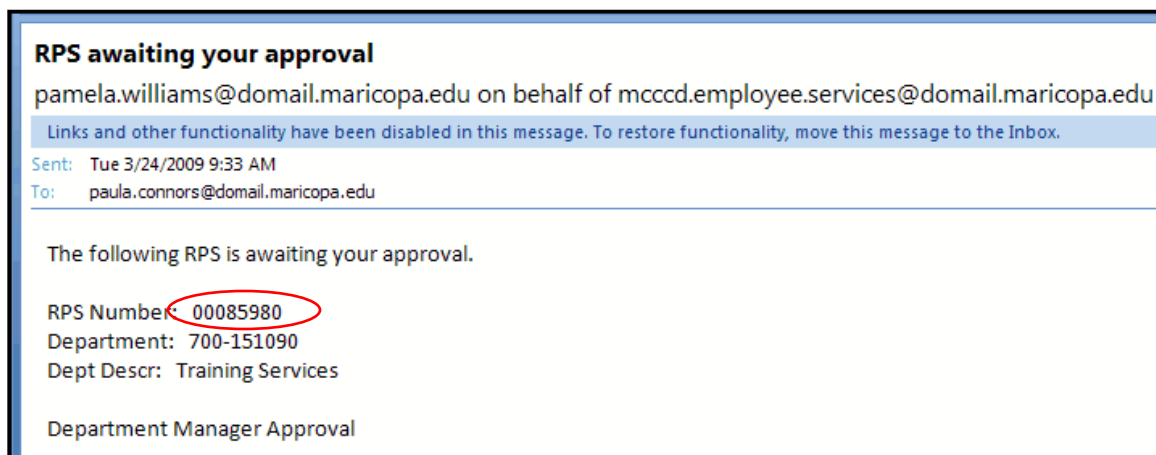


Approving Hiring Documents in HRMS

Please follow these instructions to approve a hiring document in our Human Resource Management System. Hiring documents may include an RPS (Request for Personnel Services), an Assignment, or a Work Study Contract.

Please note that the HRMS system can only be accessed from an MCCCCD site. It cannot be accessed from home. If you have any questions, please call your College Human Resources Office.

When a hiring document is ready for your approval, you will receive an email. The email contains the document number. You may need this number IF your document is not in your HRMS Worklist.



RPS awaiting your approval
pamela.williams@domail.maricopa.edu on behalf of mccccd.employee.services@domail.maricopa.edu
Links and other functionality have been disabled in this message. To restore functionality, move this message to the Inbox.
Sent: Tue 3/24/2009 9:33 AM
To: paula.connors@domail.maricopa.edu

The following RPS is awaiting your approval.

RPS Number: 00085980
Department: 700-151090
Dept Descr: Training Services
Department Manager Approval

To approve your hiring document, log into HRMS:

1. Using Internet Explorer, go to www.my.maricopa.edu.
2. Click the Employees tab.
3. Click the HRMS login link.



my.maricopa.edu

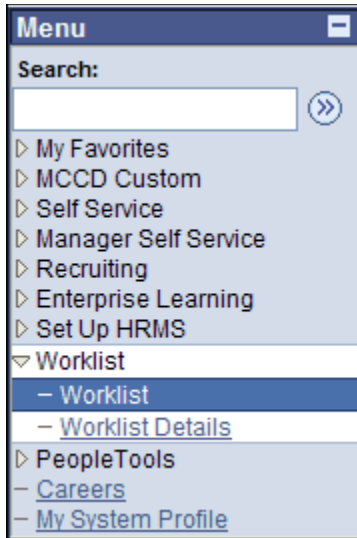
student center employees CFS login CFS WebFin SIS login SIS hel HRMS login BOEXI login search catalog

Watch an overview of the Online Faculty Center
Print Faculty Center Quick Reference Guide

Announcements:
Welcome to the new Student Information System and Faculty Center! Click the Help link for help on accessing and using the application. Help is also available within the application. The Student Information System is available 6:00 am (MST) to 3:00 am (MST) Monday through Sunday

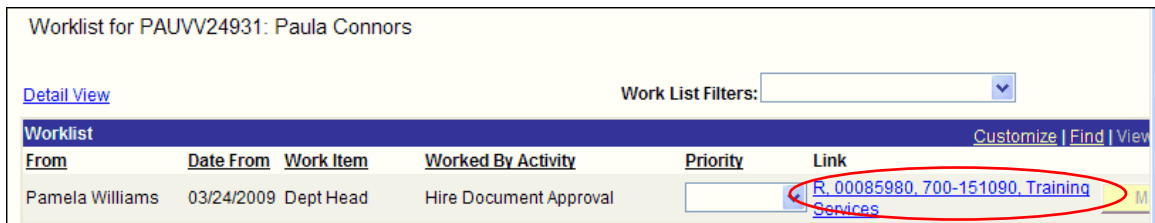


4. Enter your Maricopa Enterprise ID (MEID) and Password, press Enter.
 - ❖ If you need to find your MEID, please [click here](#).
5. On the HRMS menu, click Worklist, then click Worklist again:



- The hiring documents needing your approval are listed in your Worklist.

6. Click on the hiring document link (over to the right) to review it.



- ❖ If the document is not in your Worklist, please go to the next page to search for it.



- ❖ If the document is not listed in your Worklist:
 - On the HRMS menu, follow this path:
MCCD Custom > MCCD Payroll > Use > Job Hire Documents.



- ❖ This path takes you to the screen where you can search for documents.
 - On the Find an Existing Value tab, click in the Document Nbr Field, (leave it begins with) and enter the document number listed in the email, click Search.

A screenshot of the "Job Hire Documents" search interface. At the top, it says "Enter any information you have and click Search. Leave fields blank for a list of all values." There are two tabs: "Find an Existing Value" (selected) and "Add a New Value". Below the tabs are several search criteria fields, each with a dropdown menu for the operator and a text input field for the value. The fields are: Document Type, Document Nbr (with "begins with" selected and "00066743" entered), Fiscal Year, Location Code, Department ID, EmplID, Name, Originator ID, Originator Name, and Document Status. At the bottom, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

Job Hire Documents

Document Type: RPS Document Nbr: 00085980 [Frequently Asked Questions](#)

Job Information [Find](#) | [View All](#) First | 1 of 1 | Last

Effective Date: 03/24/2009 Last Updated By: Williams,Pamela R.
Fiscal Year: 2009 07/01/2008 – 06/30/2009 Action Date: 03/24/2009

Location Code: 700 District Support Services Cntr
Dept ID: 700-151090 Training Services
Job Type: M Miscellaneous Jobs
Job Code: 4074 Temporary Level 1 [WEB CLOCK TIME REPORTING](#)
Requested Rate: \$8.00 Min/Max Rates: \$7.500000 / \$9.000000

Job Responsibilities: (-51310) Duties are comparable to job descriptions for Grades 1-4 for PS & M&O.

Account #	Percent	Description	Est Budget Impact
110-700-151090-51310	100.00	DIST-TRAINING SERVICE-PART-TIM	\$2,948.57 + -

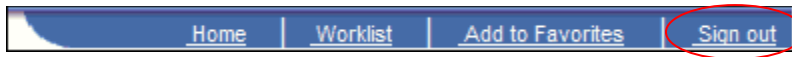
- Carefully review the information.
- When reviewing an Assignment, be sure to click the "Additional Info" tab at the top of the Assignment to review page two.



- After reviewing the entire document, click the Approve button at the bottom.



- Repeat the steps for any additional documents.
- To log out of HRMS, click the Sign Out link in the upper-right corner of the page.



❖ Please contact your College HR Department if you have any questions.

