

## Human Resources Management System Online Assignment Quick Reference Guide for Supervisors

### Approving, Rejecting or Modifying an On-line Assignment

The supervisor will receive an e-mail with the subject "Contract Assignment awaiting your approval." Log in to HRMS to take action.

1. Start Internet Explorer.
2. In the Address field, enter <http://www.maricopa.edu/hrms> and press Enter.
3. Enter your Enterprise ID and password and press Enter.
4. From the Menu, select Worklist.
5. Click the Worklist link.
6. At the Worklist page, click on the appropriate Assignment link.
7. Review the Assignment. There are three options: Approve, Reject, or Modify.
  - Click the **Approve** button at the bottom of the page to Approve the Assignment.
  - Click the **Reject** button at the bottom of the page to Reject the Assignment to the Originator. Remember to click on the comment card icon and enter a comment in the Comments field.
  - Click the **Modify** button to make changes to the Assignment. Remember to click on the comment card icon and enter a comment in the Comments field. Click the **Approve** button, after modifications have been made.
8. Click the View Worklist button at the bottom to see that item has been removed.

### Temporarily Reassign Worklist

1. At the bottom of the HRMS Menu, select My System Profile.
2. At the Alternate User ID, click the lookup icon (magnifying glass).
3. In the Begins With field, enter the first three letters of the person's first name in all CAPITAL LETTERS in the blank field, and press Enter.
4. From the Search Results, click the User ID of the appropriate person.
5. In the From Date field, enter the date to start forwarding Worklist items.
  - Click the calendar icon to select a date.
6. In the To Date field, enter the date to stop forwarding Worklist items.
  - Click the calendar icon to select a date.
7. Click the Save button.
8. From the Tab Menu in the upper right corner of the screen, click the Home link tab.
9. To cancel forwarding of Worklist items, at the My System Profile page, clear all fields, then click Save.
10. To Sign out of HRMS, click on the sign out link in the upper right corner of the screen.

### Assignment Questions?

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