Authorized Signers – Navigating the Multi-Queue

- The pending/drafts queue allows Authorized Signers to track co-signers as it passes through departments as well as inform signers of newly initiated forms.
- In order to track and review forms already initiated, visit the Human Resources Page on the VVC website.
 - Select Forms on the navigation panel on the left
 - o Select To Track and Review Already Initiated Hiring Forms for Non-Bargaining Employees

Google Custom Search						
Search						
HUMAN RESOURCES						
« Home						
COVID-19						
Payroll Services						
Employee Benefits						
Public Service Loan Forgiveness (PSLF)						
Occupational Injury/Illness Reporting						
Discrimination/Equal Employment Opportunity						
Forms						
Associate Faculty Peer Observation (Pilot Program)						

Non-Bargaining Form

- To Initiate a Hiring Form for a Non-Bargaining Employee.
- To Complete, Track and Review Already Initiated Hiring Forms for Non-Bargaining Employees

 This Form Contains the Following Hire Types:
 - Short-Term Hiring Forms, including the Short-Term Personnel Action Form, and the Checklist for hiring and assigning workers OTHER than academic and classified workers.
 - Substitute Hiring Forms, including the Substitute Personnel Action Form, and the Checklist for hiring and assigning workers OTHER than academic and classified workers
 - Professional Expert Hiring Forms, including the Professional Expert Employment Agreement, and the checklist for hiring and assigning workers OTHER than academic and classified workers.
 - Student Hiring Forms, including the Student personnel Action Form, the checklist for Federal Work Study Student Checklist, and the checklist for Student Workers.
- Selecting the link will send you to the SSO Login:
- Enter your MyVVC Username and password, and select SIGN IN.

NyVVC UserName or your WebAdvisor User ID	
MyVVC UserName	
assword:	
Password	
Remember me	
SIGN IN	

- After logging in, the authorized signers will see their Dynamic Forms homepage.
- This homepage shows the Pending/Draft Forms table.
- Here, the user can complete forms and manage co-signers.
- The authorized signers can also filter by form types, see screenshot below:

O Pending / Draft Forms 🔞							
Form Filter	Show All Forms	Text Filter	Type to search				
Form Nar	Show All Forms			Date	PDF	HTML	Action
Non Cla	0 Rejected Forms		Started By: Pearl Bandringa	Signature Request Date: 8/5/2020 7:33:02 PM	ß		Complete Form
Non Cla	0 Draft Forms		Started By: Pearl Bandringa	Signature Request Date: 8/5/2020 7:25:26 PM	D		Complete Form
0 Non Cla	 Forms that require a payment Forms you need to complete 		Started By: Anthony Dewberry	Signature Request Date: 12/5/2019 2:03:55 PM	Ø		Complete Form
0 Non Cla	2 Forms requiring the signature of a co-signer		Started By: Anthony Dewberry	Signature Request Date: 12/5/2019 1:22:17 PM	0	0	Complete Form
Non Class	sified Workflow form_Hailey_Copy Anthonys		Started By: Anthony Dewberry	Signature Request Date: 12/5/2019 12:32:13 PM	ß	ß	Complete Form

- This filter allows the signer to filter only forms that they need to complete, or to see the forms they submitted that require action by other co-signers.
- Rejected, draft and forms requiring a payment will not be used so please disregard them
- To verify who hasn't signed yet, the user will click on the Manager Co-signer option.

Non Classified Workflow form_with Conditional Routing	Started By: Pearl Bandringa	Signature Request Date: 8/5/2020 7:37:35 PM	Ø	۵	Manage Co-Signers
Non Classified Workflow form_with Conditional Routing	Started By: Hailey Teeter	Signature Request Date: 8/4/2020 5:53:48 PM	ß	Ð	Manage Co-Signers

• In order to determine who hasn't signed, the signer will need to look at the Last Email sent column and verify the latest Date and Time.

Co-Signer Information

* Click the pencil icon on the left to edit/change your co-signer(s) information

* Click the Re-send E-mail link to re-send an e-mail to your designated co-signer(s)

Edit	First Name	Last Name	Relationship	Email	Last Email Sent	
/	test fiveone	bandringa	Prospective Worker	pearlysjoy@yahoo.com	8/5/2020 7:37:36 PM	Re- send Email
/	Art	Lopez	Dean Art Lopez	arthur.lopez@vvc.edu	8/5/2020 7:40:20 PM	Re- send Email
/			V.P. of Student Services		8/6/2020 12:55:12 AM	Re- send Email
/	Shawntee	Milton	Director of Fiscal Shawntee Milton	shawntee.milton@vvc.edu	8/6/2020 11:22:10 AM	Re- send Email
/			Human Resources Group		8/9/2020 3:05:49 PM	Re- send Email
/			Payroll Group		8/6/2020 12:44:35 PM	Re- send Email