

Authorized Signers – Navigating the Multi-Queue

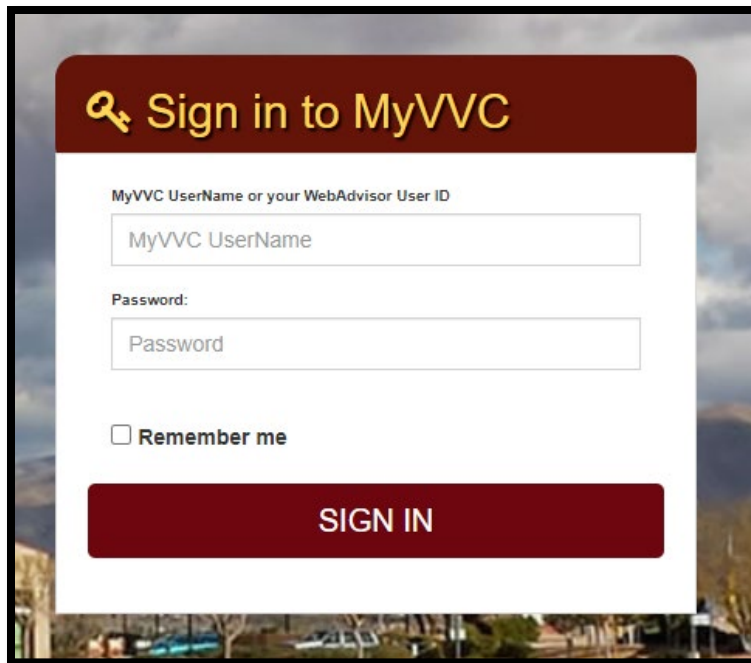
- The pending/drafts queue allows Authorized Signers to track co-signers as it passes through departments as well as inform signers of newly initiated forms.
- In order to track and review forms already initiated, visit the Human Resources Page on the VVC website.
 - Select Forms on the navigation panel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



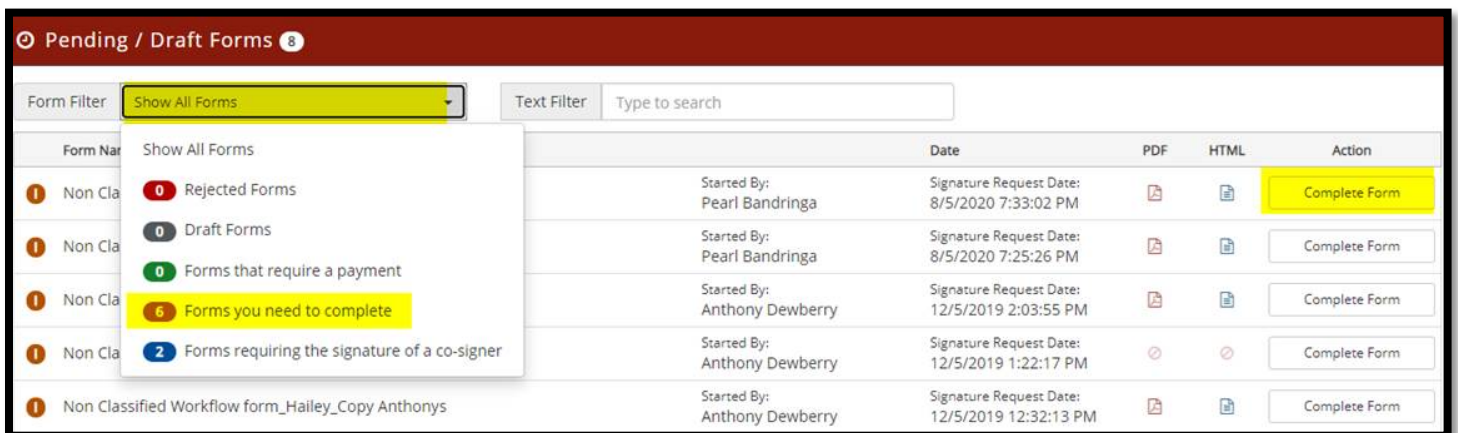
Non-Bargaining Form

- [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.



- 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:



- 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.




- 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@wvc.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@wvc.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