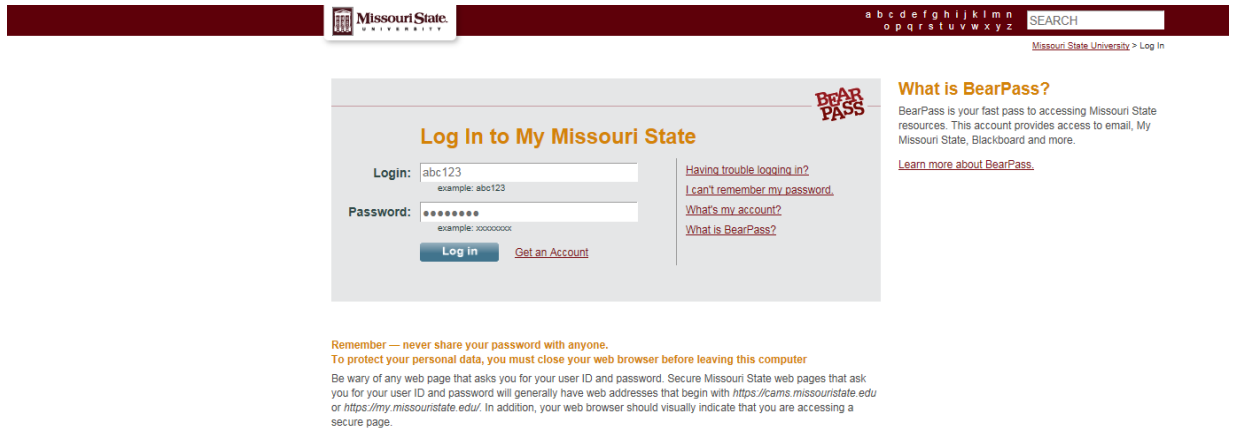


PER COURSE BearPAF GUIDE FOR APPROVERS

Logging In

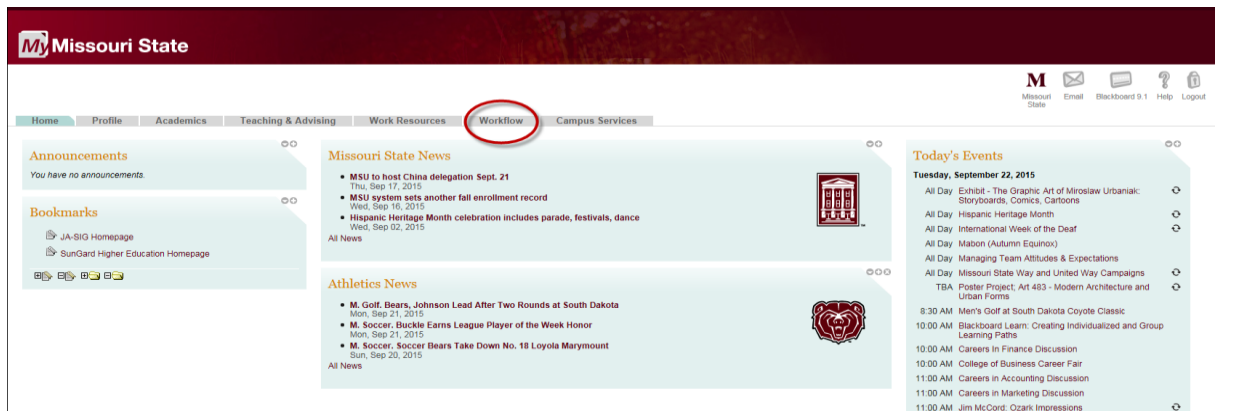
- 1) The Per Course BearPAF can be accessed by logging into the *MyMissouriState.edu* portal.



Remember — never share your password with anyone.
To protect your personal data, you must close your web browser before leaving this computer.

Be wary of any web page that asks you for your user ID and password. Secure Missouri State web pages that ask you for your user ID and password will generally have web addresses that begin with <https://cams.missouristate.edu> or <https://my.missouristate.edu/>. In addition, your web browser should visually indicate that you are accessing a secure page.

- 2) Enter your network user name & password.
- 3) Click on the *WorkFlow* tab.



Approving a Per Course BearPAF

- 1) The *WorkFlow* tab will show all actions awaiting your approval.

The screenshot shows the 'My Worklist' page in the Missouri State system. The page has a navigation bar with 'Home', 'Profile', 'Academics', 'Teaching & Advising', 'Work Resources', 'Workflow', and 'Campus Services'. The 'Workflow' tab is active. Below the navigation bar, there is a 'My Worklist' section with a table of pending actions. The table has columns for 'Workflow Name', 'Activity', and 'Created'. The actions listed are:

Workflow Name	Activity	Created
BearPAF Per Course Hire - M000 Timothy A Ready	Department Approval	29-Sep-2015 02:22:33 PM
BearPAF Per Course Hire - M000 Michael L Ready	Department Approval	29-Sep-2015 02:20:39 PM
BearPAF Per Course Hire - M000 Emily S Performing	Department Approval	29-Sep-2015 02:10:18 PM
BearPAF Per Course Hire - M000 Emily S Performing	Department Approval	29-Sep-2015 01:49:56 PM
BearPAF Per Course Hire - M000 Michael L Performing	HR Decision	23-Sep-2015 04:38:37 PM

At the bottom of the table, there are links for 'Refresh' and 'Show Entire Worklist'.

- 2) Click on the employee name of the BearPAF that you would like to Approve, Reject or Return. If the information on the BearPAF appears to be correct & can be approved, select approve & then click complete. If the decision is to reject or return for correction, then an explanation must be made in the comment field before the BearPAF is submitted back to the Initiator.

The screenshot shows the 'BearPAF - Per Course Approval' form. The form is titled 'BearPAF - Per Course Approval' and has a 'Workflow Help' link. The form contains several sections with red boxes highlighting specific information:

- Faculty Information:** A red box highlights the text: "The Faculty members primary position & highest degree information will show here." Below this, the following information is displayed:
 - Bearpass Number:** M0009
 - Name:** [Redacted]
 - Position/Dept:** [Redacted]
 - Highest Degree:** Master of Arts - Missouri State University
- Course Information:** A red box highlights the text: "The course information that the Faculty member is being hired for is listed here." Below this, the following information is displayed:
 - New Per Course Assignment:**

Term	CRN	Subject/Course	Sect	Session	Start Date	End Date
FA-2015	40278	ENG-312	001		08/17/2015	12/10/2015
 - Position Title:** A98118 ENG-312-001 FA-2015 Per Course
 - Home ORGN:** 020616 - POLITICAL SCIENCE
- Contact Hours:** A red box highlights the text: "Funding & salary information is listed here." Below this, the following information is displayed:

Credit Hours	Pay per Hour	Additional Amt	Total Salary
3	x 2000	= 6000 ± 0	= 6000
- Position Funding:**

EOAPAL	Percent
A02000-142020-61004-011-	100
----	0
----	0
----	0
- Document Initiated by:** Bogart, Michele M - Human Resource Records Technic - OFFICE OF HUMAN RESOURCES
- Approve Request?**
 - Approve
 - Reject
 - Return for Correction
- Comments:** [Text input field]

Assigning a Proxy

A form to assign a proxy is located on the HR website. The form can be completed & e-mailed to HRRecords@missouristate.edu for processing.

Act as a Proxy

You will not receive BearPAF notifications as a proxy. You will need to sign-in to Workflow on a regular basis in order to access forms you need to approve.