

Approve Staff Development/Community Service Request

Audience: Supervisors



Overview

As part of CMU's effort to support employee performance in these difficult times, staff members who are required to work remotely but are not able to fill their schedule with remote work, the university will recognize up to ten days of approved professional development or community service and volunteering. The purpose of this system guide is to detail the steps a supervisor takes to approve a request in Workday.

Eligibility:

- Exempt and non-exempt staff positions eligible for the university's paid time off and part-time employees will be eligible. Full-time staff members whose employment terms are for four months or less are not regular full-time staff members.
- Union staff should refer to their collective bargaining agreement and discuss with a local representative any applicable temporary COVID-19 policies.

Approving a Staff Development/Community Service Request

Step	Details
1	<p>When a Staff Development Request requires your approval in Workday, you will receive a system-generated email notification. Clicking on the link in the email routes you directly to the transaction details in Workday.</p> <div data-bbox="204 993 1097 1696" style="border: 1px solid black; padding: 10px;"><p>Subject: Request : Staff Development Request : Carnegie, Andrew</p><p>Business Process: Request Process : Staff Development Request : Carnegie, Andrew</p><p>Please login to Workday and review and complete this task at your earliest convenience. If you have questions or need assistance, contact your HR Business Partner. You may also contact HR Shared Services at 412-268-4600 or cmu-works@andrew.cmu.edu.</p><p>Click Here to view the notification details.</p><p>If you have any questions please contact the CMUWorks Service Center at:</p><p>Phone: 412-268-4600 Toll Free: 844-625-4600 Fax: 412-268-4444 Website: http://www.cmu.edu/cmworks/ E-Mail: cmu-works@andrew.cmu.edu</p><div data-bbox="240 1499 448 1696">The logo for Carnegie Mellon University, featuring a stylized 'W' with a blue and orange arc above it.</div><p data-bbox="483 1562 945 1646">Carnegie Mellon University CMUWorks Service Center</p></div> <p>You may also log in to Workday via the Workday Login icon found on the HR Service Center website at https://www.cmu.edu/hr/service-center/hr-systems.html.</p>

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2	<p>Whether you use the link in the email or go directly to Workday, you will be prompted to login.</p> <ol style="list-style-type: none"> The Web Login page displays. Enter your Andrew ID and password and select Login. <div data-bbox="256 390 581 537" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> Complete DUO authentication – choose an option: <ol style="list-style-type: none"> DUO Push (smart phone or tablet): click Send Me a Push Passcode (one-time code via DUO mobile app or DUO hardware token): click Enter a Passcode <div data-bbox="899 594 1495 795" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> Use your device or hardware token to complete the authentication: <div data-bbox="253 835 997 1100" style="display: flex; align-items: center; margin: 10px 0;"> <div style="border: 1px solid black; padding: 5px; margin-right: 20px;"> </div> <div style="font-size: 2em; color: red; margin-right: 20px;">→</div> <div style="border: 1px solid black; padding: 5px;"> </div> </div>
3	<p>The completed Staff Development Request displays.</p> <div data-bbox="203 1211 1338 1862" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> </div>

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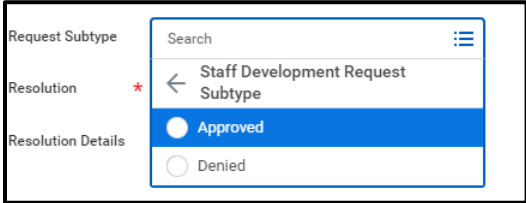
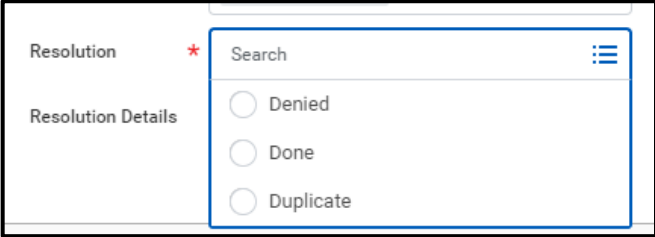
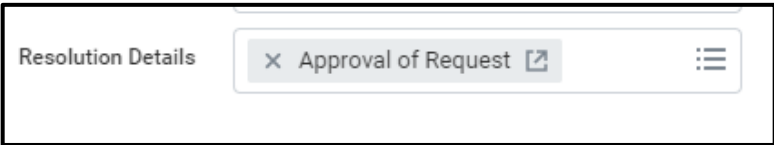
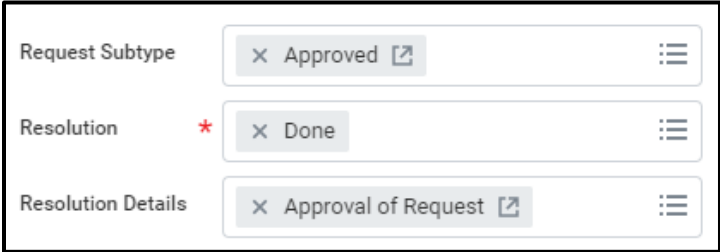



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	<p>The request details displayed in the left-hand corner of the request form provide the name of the requester and the date and time the request was submitted for approval.</p> <div data-bbox="203 380 1104 703" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table> <tr> <td>Request</td> <td>Request : Staff Development Request : Carnegie, Andrew</td> </tr> <tr> <td>Request Type</td> <td>Staff Development Request</td> </tr> <tr> <td>Request Date</td> <td>04/02/2020 01:50:46.859 PM</td> </tr> <tr> <td>Requester</td> <td>Carnegie, Andrew</td> </tr> </table> </div>	Request	Request : Staff Development Request : Carnegie, Andrew	Request Type	Staff Development Request	Request Date	04/02/2020 01:50:46.859 PM	Requester	Carnegie, Andrew												
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4	<p>The required information prompts appear in the Questions column. The information supplied by the employee displays in the Answers column.</p> <div data-bbox="203 856 1446 1465" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <table border="1"> <thead> <tr> <th>Question</th> <th>Answers</th> </tr> </thead> <tbody> <tr> <td>Name</td> <td>Andrew Carnegie</td> </tr> <tr> <td>Andrew ID</td> <td>acarnegie</td> </tr> <tr> <td>Source of Training/URL or name of volunteer organization</td> <td>www.cmu/training.com</td> </tr> <tr> <td>Start Time/Date</td> <td>April 1 2020 from 9am to 5pm</td> </tr> <tr> <td>Finish Time/Date</td> <td>April 2 2020 5pm</td> </tr> <tr> <td>Total amount of time needed to complete training/volunteer activity</td> <td>16 hours</td> </tr> <tr> <td>Theme/subject of training/volunteer activity</td> <td>Leadership Training</td> </tr> <tr> <td>Please describe the benefit of the training in relation to your development or provide a description of the volunteer work</td> <td>It will help me to better manage and lead my team.</td> </tr> <tr> <td>Please provide detail regarding how the risk to any current work responsibilities or deadlines will be mitigated</td> <td>Sally will cover support tickets and calls.</td> </tr> </tbody> </table> </div> <p>Questions to consider when review the request:</p> <ul style="list-style-type: none"> • Does the amount of time requested seem reasonable given the proposed development plan? • Are there other employees requesting or taking time on the date/time requested or would the collective time away impact operational needs? • Will this work reasonably contribute to the development of the employee? • Has the employee been thoughtful about how their work responsibilities and/or associated deadlines will be addressed during their absence? 	Question	Answers	Name	Andrew Carnegie	Andrew ID	acarnegie	Source of Training/URL or name of volunteer organization	www.cmu/training.com	Start Time/Date	April 1 2020 from 9am to 5pm	Finish Time/Date	April 2 2020 5pm	Total amount of time needed to complete training/volunteer activity	16 hours	Theme/subject of training/volunteer activity	Leadership Training	Please describe the benefit of the training in relation to your development or provide a description of the volunteer work	It will help me to better manage and lead my team.	Please provide detail regarding how the risk to any current work responsibilities or deadlines will be mitigated	Sally will cover support tickets and calls.
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5	<p>To complete the approval process (i.e., close the development request), complete the request fields located in the right-hand corner of the request form as follows:</p> <ol style="list-style-type: none"> Request Subtype <ol style="list-style-type: none"> If you are approving the request, select the Approved radio button. If you are denying the request, select the Denied radio button.  <ol style="list-style-type: none"> Resolution <ol style="list-style-type: none"> If you are approving the request, select the Done radio button. If you are denying the request, select the Denied radio button.  <ol style="list-style-type: none"> Resolution Details <ol style="list-style-type: none"> If you are approving the request, select Approval of Request. If you are denying the request, ignore this step.  <p>Field completion for an approved development request.</p> 
6	<p>Use the Comments section to enter additional information/comments regarding your employee's development request.</p> 

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7	<p>Upload and attach supporting documentation in the attachment section. Drag and drop files or use the Select Files button to attach/upload document(s).</p> <div data-bbox="204 348 1005 758" style="border: 1px solid black; padding: 10px;"> <p>Attachments</p> <div style="border: 1px dashed gray; padding: 20px; text-align: center;"> <p>Drop files here</p> <p>or</p> <p>Select files</p> </div> </div>
8	<p>To complete the approval task (i.e., close the request), select Submit.</p> <div data-bbox="204 831 1052 947" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;"> Submit Save for Later Cancel </p> </div> <p>Other Options:</p> <ul style="list-style-type: none"> • Click Save for Later to save your work. The transaction will be available in your in-box. • Click Cancel to discard the approval task.
9	<p>A confirmation screen displays indicating that the request process has been completed.</p> <div data-bbox="204 1178 1214 1497" style="border: 1px solid black; padding: 10px;"> <div style="background-color: #0070c0; color: white; padding: 5px;"> <p>Success! Event submitted</p> <p>Request Process : Staff Development Request : Carnegie, Andrew Actions</p> </div> <div style="text-align: center; padding: 10px;">  <p>Process Successfully Completed</p> </div> </div>
10	<p>The employee is notified via email when the development request has been approved or denied.</p>