TAS Workflow Application Guidelines

ABOUT THE APPLICATION

In an effort to streamline business processes and reduce paper, the 'TAS Workflow Designation Form' and the 'TAS Subsidiary Workflow Designation Form' have been replaced with an online application.

REGISTRATION

To use the new TAS Workflow Application, users must first register. Department Heads have automatically been granted access. All other users must register and have their access approved by their Department Head. Access to the application is valid for one year and will require re-registration upon expiration.

- **Registration Request**
  - Click on the 'TAS Workflow Application' link and sign in with NetID and password.
  - Once signed in, click on the link to register through the self-registration tool.
  - User will receive a confirmation email that their request has been submitted to their Department Head.
  - After Department Head reviews request, user will receive an email approving or denying their request.

- **Department Head Approval**
  - Department Head will receive an email requesting access for a user.
  - Click on the TAS Workflow Application link to sign in with NetID and password.
  - Approve or deny user access requests and click 'Submit'.

FUNCTIONALITY

There are two categories of requests that can be completed through this application: TAS Workflow and Subsidiary Workflow requests.

- **TAS Workflow**
  - *Add workflow for a new employee:*
    - Click on the 'TAS Workflow Designation Form' link.
    - Complete the form with all the required fields and click 'Submit Form'.
    - User will receive a confirmation email detailing their request.
  - *Change existing workflow:*
    - To change an existing employee's workflow, choose employee from the workflow dropdown and enter their employee number.
    - Workflow can then be modified by updating the employee number for any of the workflow roles and clicking the 'Complete Submit' button.

        - To change the workflow assigned to an approver or reviewer, choose their role from the workflow dropdown and enter their employee number.
        - Workflow can then be modified by updating the employee number for any of the workflow roles and clicking the ‘Complete Submit’ button.

- **Subsidiary Workflow**
    - *Verify the workflow currently assigned to a Workflow U-Box:*
        - Enter either the KFS or Workflow U-Box for the subsidiary authorization to retrieve the current workflow.
        - If no changes to the workflow are needed, no further action needs to be taken.
    - *Override the Workflow U-Box for an individual subsidiary:*
        - Click on the ‘TAS Subsidiary Workflow U-Box Override Form’ link.
        - Complete the form with all required fields and click ‘Submit Form’.
        - User will receive a confirmation email detailing the request.
    - *Change the workflow assigned to a Workflow U-Box:*
        - Click on the ‘TAS Subsidiary U-Box Workflow Change Form’ link.
        - Complete the form with all required fields and click ‘Submit Form’.
        - User will receive a confirmation email detailing the request.

QUESTIONS

Questions regarding this new process can be directed to timecard@uconn.edu.