

Annual Review Workflow

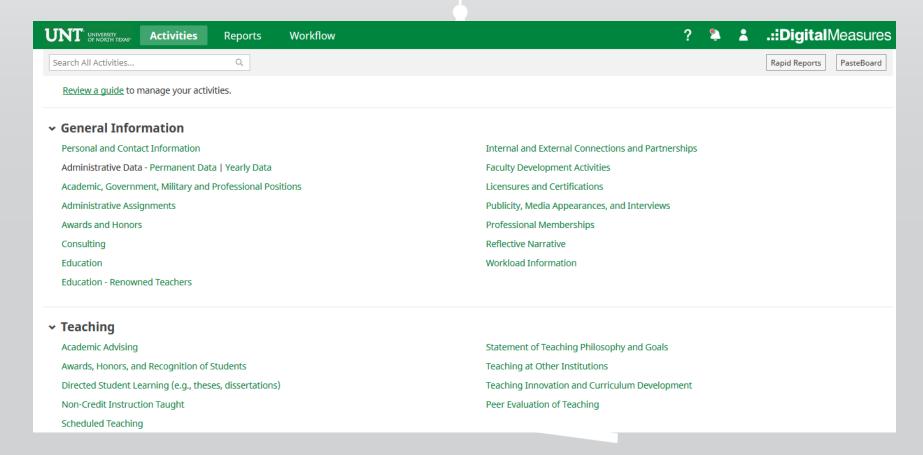
Instructions for Administrator

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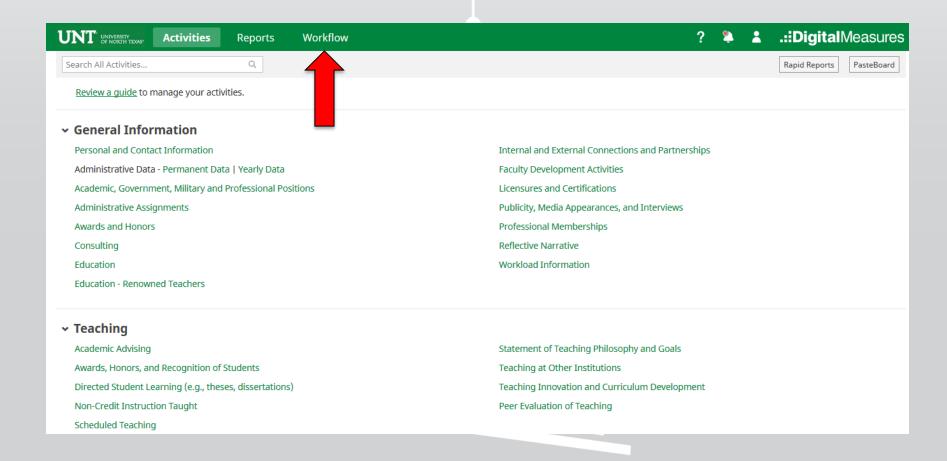
Training brought to you by:
The Faculty Information System

Please use Chrome (preferred) to login to my.unt.edu and access your FIS account. Workflow will appear on the toolbar once you receive an invitation email regarding your workflow personnel action.



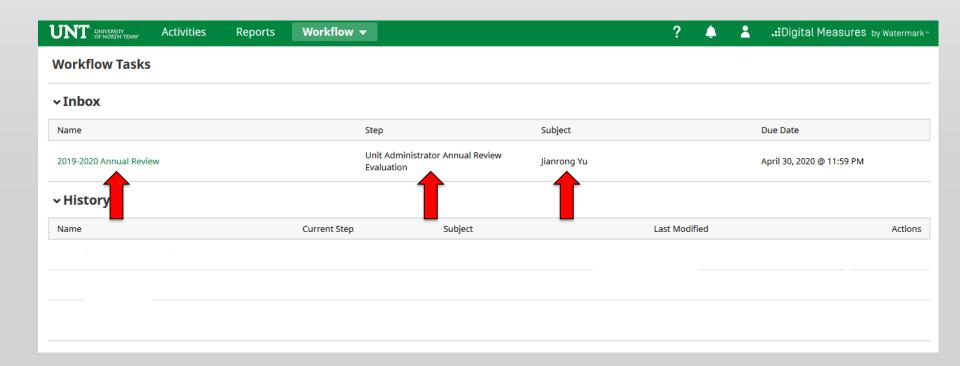


Click on the "Workflow" tab.

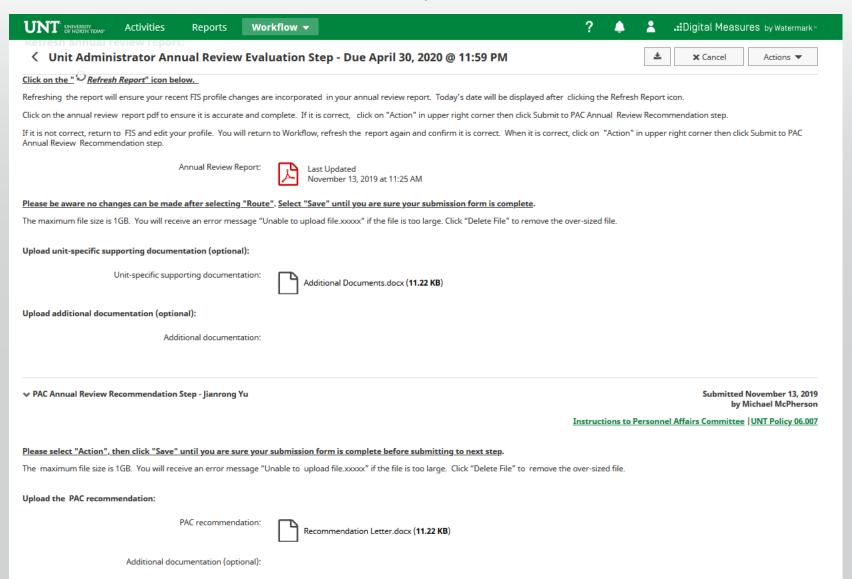




Locate the name of the subject you would like to review and select the corresponding link.

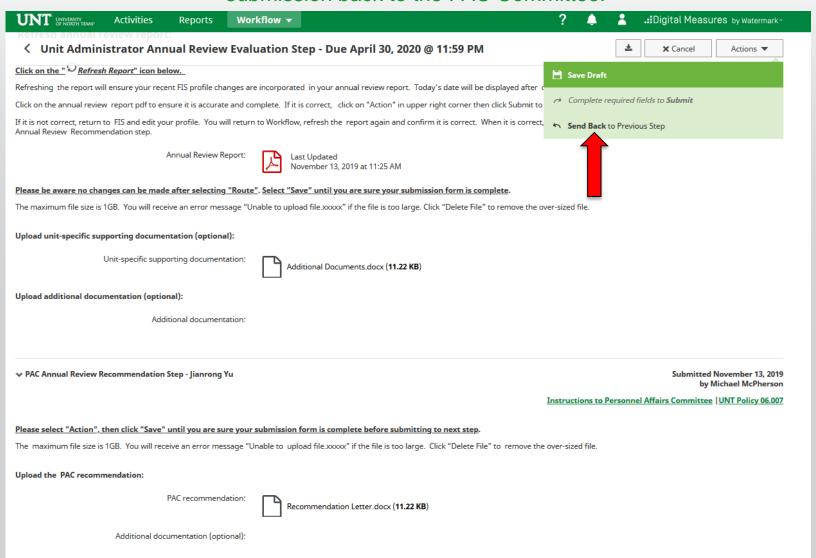


Please review all uploaded documents.



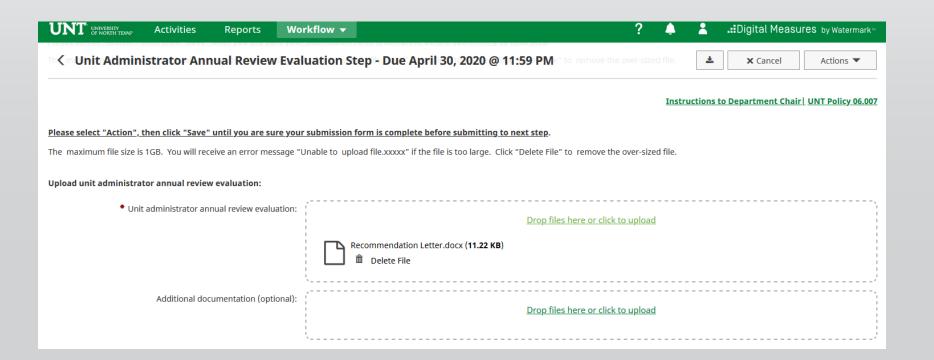


If documents are incorrect or incomplete, you may send the submission back to the PAC Committee.



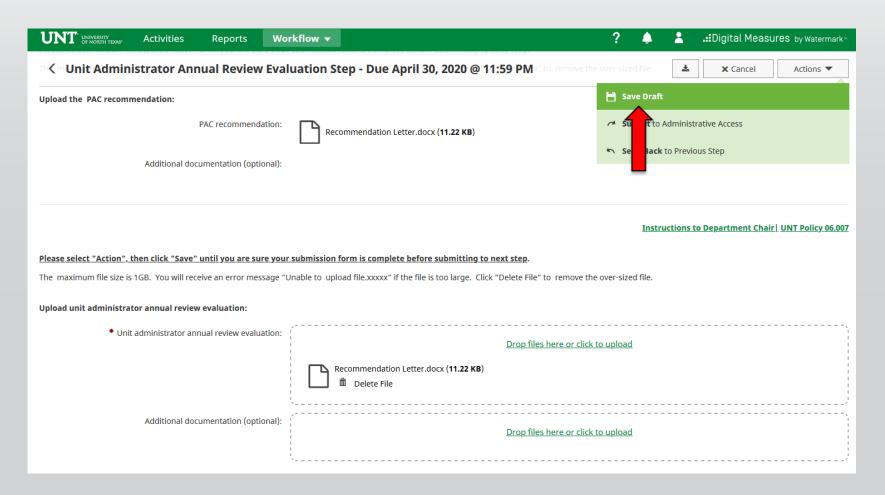


Please upload unit administrator annual review evaluation.



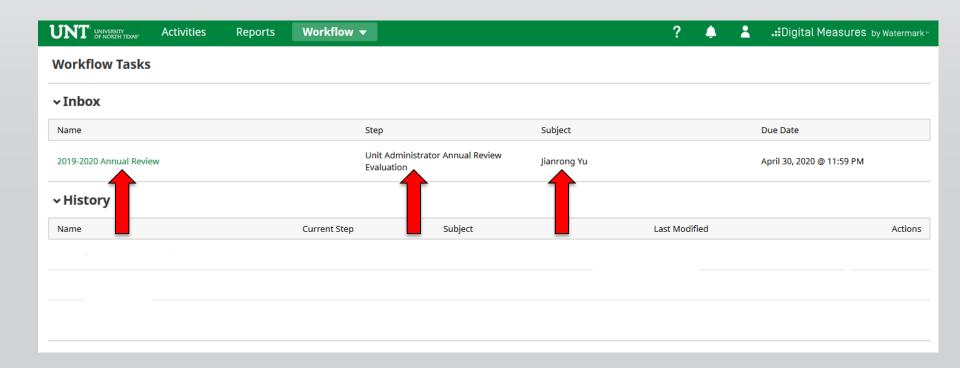


Please click on "Action" in upper right corner, then click the "Save Draft" and you will be returned to the Workflow Inbox for a final review.





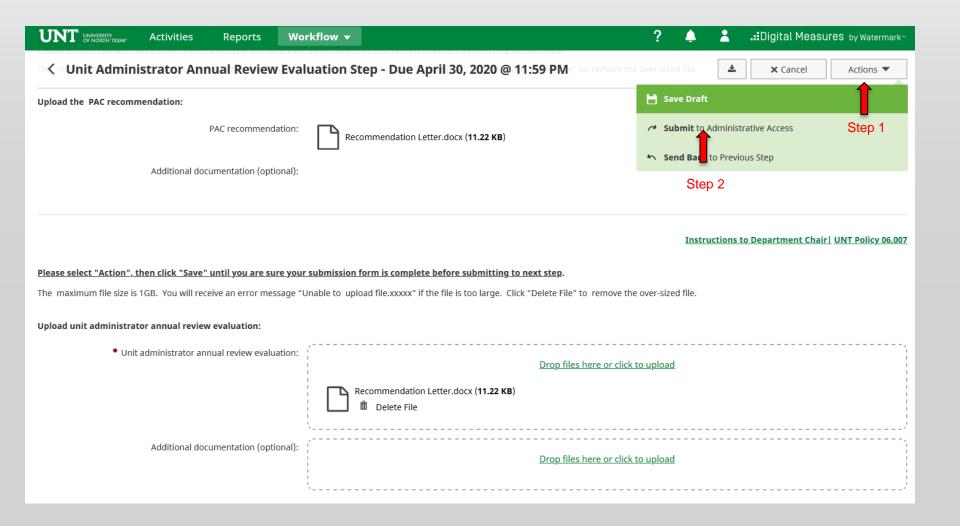
Please select the correct personnel action link and complete a final review





Please ensure all documents are correct and have been uploaded successfully.

Click on "Action" in upper right corner then click "Submit to Administrative Access" step.





Please be aware that clicking "Yes" moves the process to the next step and you will not be able to make additional changes.

Are you sure you want to Submit to Administrative Access?			
	No	Yes	





Please contact the FIS
Team for additional
information or
assistance:

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