Please use Chrome (preferred) to login to my.untsystem.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.

### Workflow Tasks

**Inbox**

<table>
<thead>
<tr>
<th>Name</th>
<th>Step</th>
<th>Subject</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020 Annual Review</td>
<td>Faculty Submission</td>
<td>Me</td>
<td>January 23, 2020 @ 11:59 PM</td>
</tr>
</tbody>
</table>

**History**

<table>
<thead>
<tr>
<th>Name</th>
<th>Current Step</th>
<th>Subject</th>
<th>Last Modified</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-2020 Midterm Review Training - Unit Administrator</td>
<td>UA Uploads Recommendation To The CRC</td>
<td>Rebecca How</td>
<td>May 2, 2019</td>
<td></td>
</tr>
<tr>
<td>2019-2020 Midterm Review Training - Provost</td>
<td>Provost Uploads Recommendation To The President</td>
<td>Rebecca How</td>
<td>May 2, 2019</td>
<td></td>
</tr>
</tbody>
</table>
Please update your FIS profile adding new activities and updating existing activities for the annual review report.

You can access Instructions to update your profile in FIS by clicking on [VPAA-160 Faculty Annual Review Form](#). When the FIS updates to your profile are complete, please return to your Workflow Inbox.

Please be aware of the following:

- Activities without dates will not be included in the annual review.
- A completed activity must contain an end date or it will be included as on-going.
- All grant records should indicate whether they are internal or external.
- Here are some examples of common edits needed in FIS:
  - Contracts, Fellowships, Grants and Sponsored Research:
    - Current status
    - Research/Project status
    - Funding dates
    - Designation of internal or external
  - Publications:
    - Current status
    - Was this peer-reviewed/refereed?
    - Type of review
    - Date submitted, accepted or published
Please Refresh annual review report, upload unit-specific supporting documentation and any supplemental documentation required by your department.
Please click on "Action" in upper right corner, then click the “Save Draft”. You will be returned to the Workflow Inbox for a final review.
Please select the correct personnel action link and complete a final review.
Before you submit, please click “Refresh report” icon. If your Annual Review Report is correct, click on “Action” in upper right corner, then click Submit to PAC Annual Review Recommendation step.
You will be prompted to confirm your submission.

Upon submission all items will immediately be available to the Personnel Action Committee.
You will be notified by email if the Personnel Action Committee requests additional or corrected information. The email may come directly from the committee chair, your department chair or from the email address below.

From: Digital Measures <workflow@digitalmeasures.com>