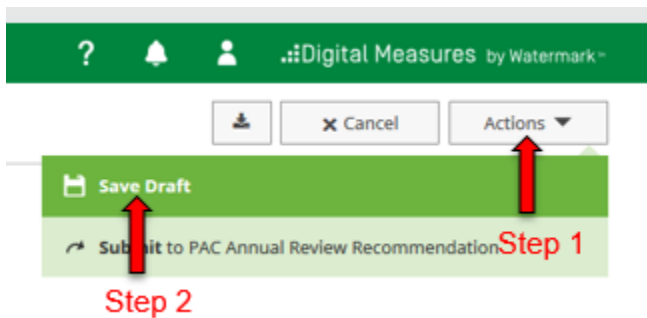


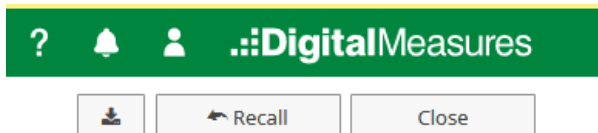
HOW TO ROUTE A PERSONNEL ACTION TO THE NEXT STEP:

- Log into FIS through my.unt.edu
- Click the Workflow tab
- In the Workflow Inbox, click on the personnel action that needs to be routed to the next step
- Upload any required documentation or enter data into required fields
- Click **ACTIONS**
- Click **SAVE DRAFT**
- Click the same personnel action in your Workflow Inbox
- Click **ACTIONS** (top right of the screen) to submit to the next step
- Click the green **SUBMIT** to “*the next step, e.g. department chair annual review evaluation*”
- Click **YES** to route the personnel action forward to the next step

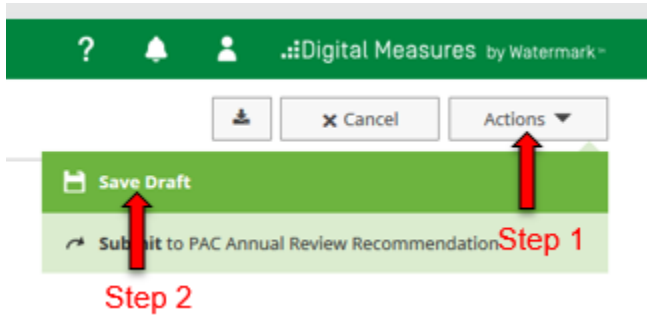


HOW TO RECALL A PERSONNEL ACTION*:

- Log into FIS through my.unt.edu
- Click the Workflow tab
- In the Workflow History, click on the personnel action that needs to be recalled
- Click the **RECALL** button (top right of the screen)
- Click **YES** that you want to recall
- Make the required personnel action corrections (delete old file, upload new file, etc.)
- Click **SAVE**
- Click the same personnel action in your Workflow Inbox
- Click **ACTIONS** (top right of screen) to submit to the next step
- Click the green **SUBMIT** to “*the next step, e.g. department chair annual review evaluation*”
- Click **YES** to route the personnel action forward to the next step



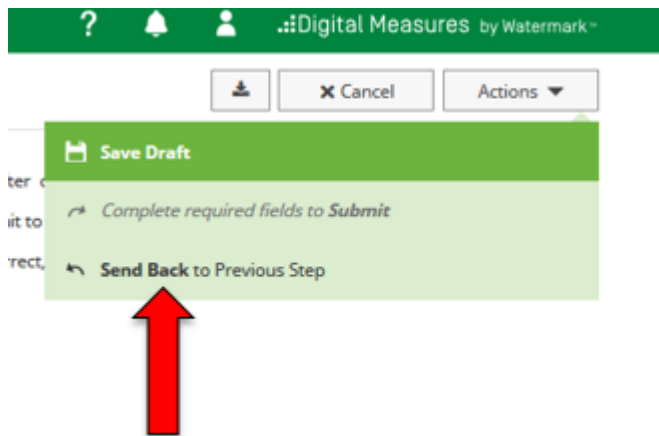
Workflow FAQs



***Why would you recall a personnel action?** The personnel action was moved to the next step, but the step owner forgot to upload a required document.

HOW TO SEND BACK A PERSONNEL ACTION:

- Log into FIS through my.unt.edu
- Click the Workflow tab
- In the Workflow Inbox, click on the personnel action that needs to be sent back
- Click **ACTIONS** (located at the top right of the screen)
- Click the green **SEND BACK** to *"the next step, e.g. department chair annual review evaluation"*
- An email widget box will appear
- Complete the **SUBJECT, MESSAGE, and DUE DATE** fields. Please note what needs to be corrected in the personnel action.
- Click **SEND BACK**



Send Back to Previous Step



* Subject

* Message

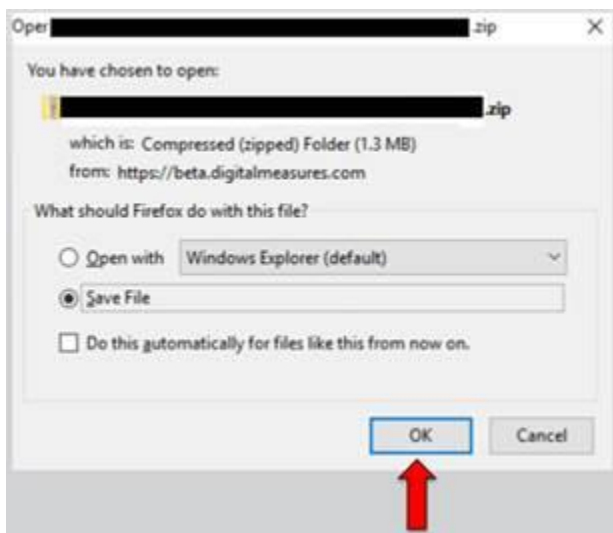
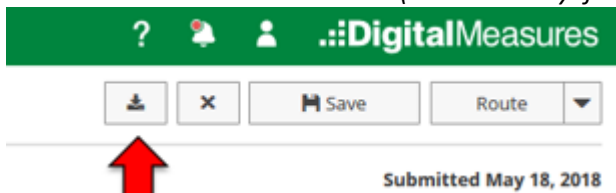
B *I* U

* Due Date

***Why would you send back a personnel action?** The previous step owner forgot to upload a required documents or the documents submitted contained errors.

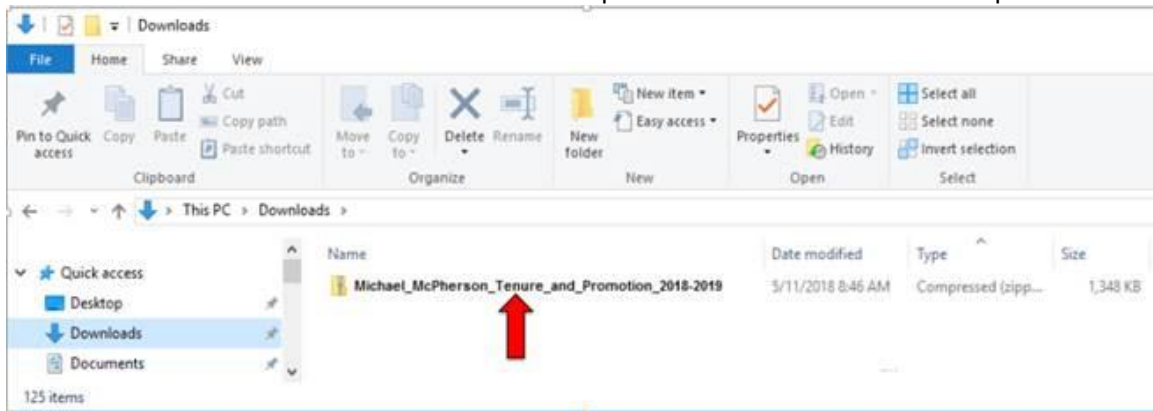
HOW TO DOWNLOAD WORKFLOW DOCUMENTS:

- Log into FIS through my.unt.edu
- Click the Workflow tab
- Click on the Workflow personnel action that you want documents for
- Click on the **DOWNLOAD** button
- Click **OK** to save the files *(not necessary if using Chrome)*



Workflow FAQs

- Go to the download folder to locate the zip folder and left double click to open the folder



- Inside the zip file you will see three folders and an HTML document: Click on the folder named **Files_from_faculty_submission**
- Save the files to your local drive

***Why would you download personnel action files?** The files need to be sent to external reviewers.