USER'S MANUAL

SCOUT© EMPLOYEE PAYROLL INQUIRY PROCESS

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SCOPE

This document addresses the processes, procedures, and requirements for the COTS software SCOUT Employee Payroll Inquiry Processing© developed by HPC-COM LLC.

BACKGROUND

SCOUT Employee Payroll Inquiry Processing© can automate tasks previously done manually or provide easier and faster accomplishment of tasks previously performed using older software, thus enhancing productivity.

I. ACCESSING SCOUT EMPLOYEE PAYROLL INQUIRY PROCESSING©

SCOUT Employee Payroll Inquiry Processing© is embedded in the SCOUT Suspense Tracker© application as a module add-on. From the default app TASK MGMT, Payroll Inquiry Processing may be accessed from the SCOUT Suspense Tracker© left-hand Apps menu (See Figure 1) in the same manner as other module add-ons.

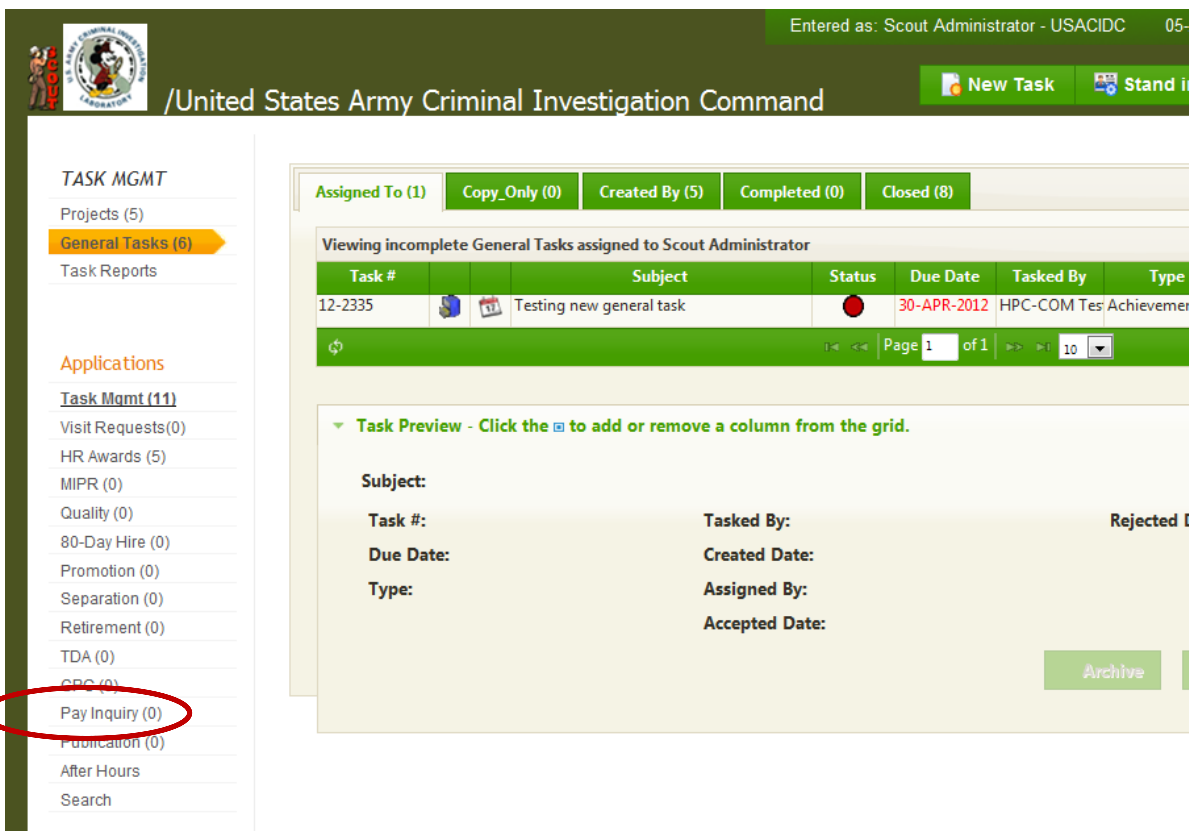


Figure 1 – SCOUT Employee Payroll Inquiry Processing© App located in left-hand menu

II. EMPLOYEE PAYROLL INQUIRY PROCESSING

After clicking on the SCOUT Employee Payroll Inquiry Processing© App link on the home page, you will see links at the top of the menu column (left side of page). They include:

1) About
2) New
3) My Actions
4) HR Pay Inquiry Guide

Figure 2 - Employee Payroll Inquiry Processing Links

EMPLOYEE PAYROLL INQUIRY PROCESSING "About" Link

The first link entitled "About" opens a page that describes the current workflow for Employee Payroll Inquiry Processing. This workflow may be modified to meet the requirements of the using organization. In this User's Manual we will be following the process used by the Army Criminal Investigations Laboratory.

EMPLOYEE PAYROLL INQUIRY PROCESSING "New" Link

The second link entitled "New" opens a function capability (see Figure 3 – Initiating the employee Payroll Inquiry process) that allows the logged-in user to initiate a personal Payroll Inquiry process.

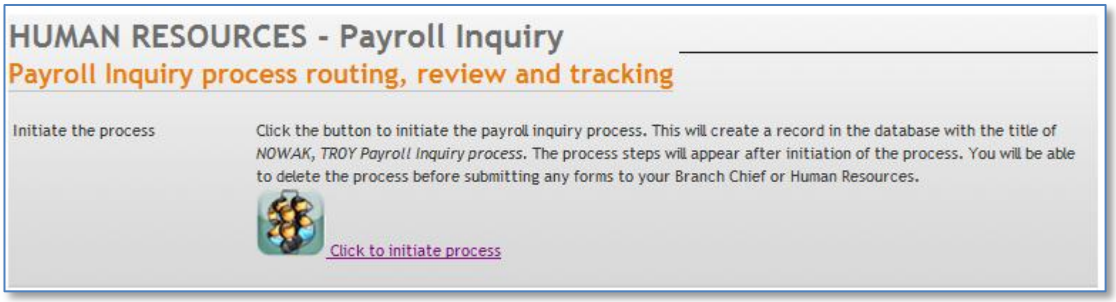


Figure 3 – Initiating the employee Payroll Inquiry process

The logged-in user may click the button to initiate the Payroll Inquiry process. Clicking the button will create a new record in the Scout© database with a process title of “[Employee Name] Payroll Inquiry process.” A new page will appear which allows the employee to enter text or upload attachments to explain the nature of the inquiry (Figure 4 - Enter text or upload attachments).

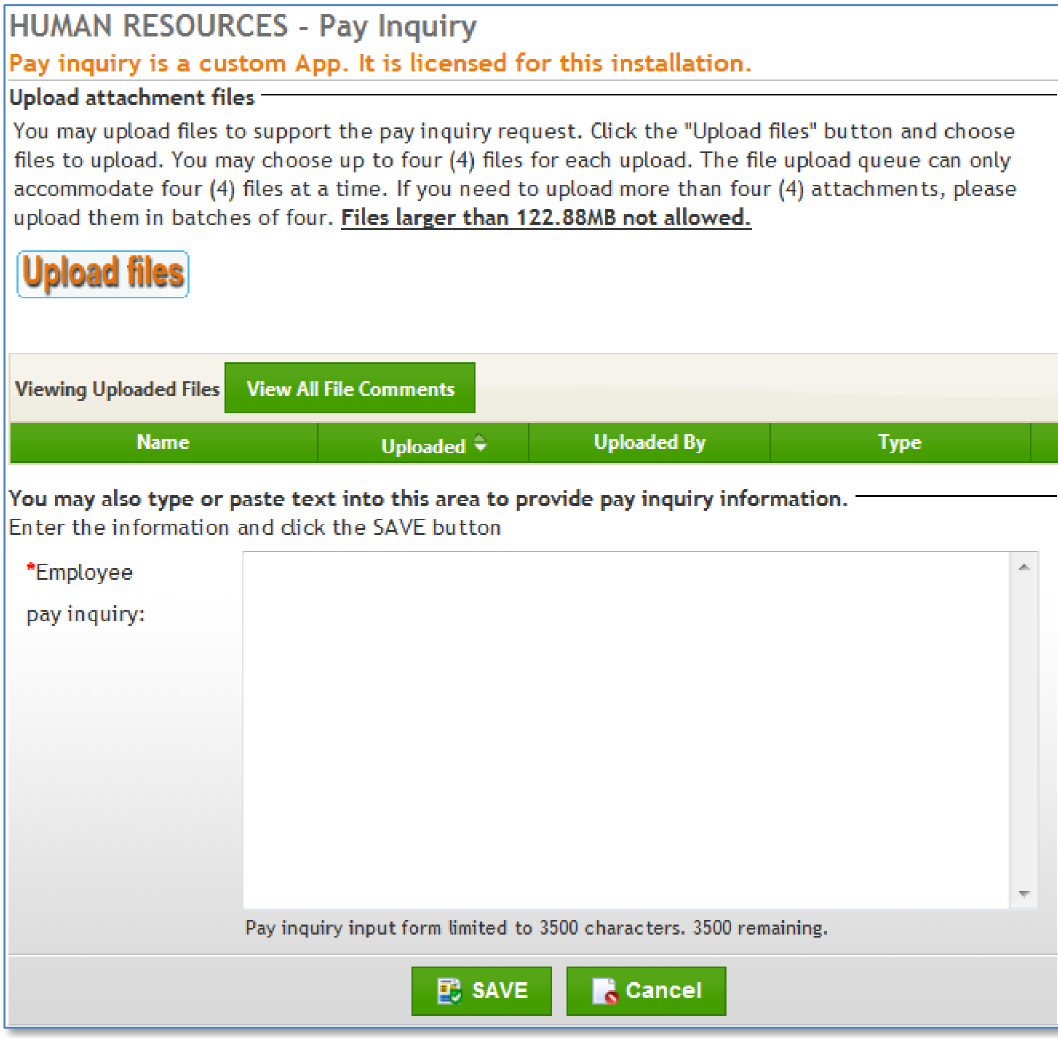


Figure 4 - Enter text or upload attachments

EMPLOYEE PAYROLL INQUIRY PROCESSING “My Actions” Link

The third link entitled “My Actions” opens an actions capability with a table containing clickable links to the various actions. The table contains tabs that filter the displayed action data:

- **Assigned To**: Clicking this tab will filter the data in the table to show only those actions required by those users who must review or act upon the employee’s Payroll Inquiry process.

- **COPY_ONLY**: Clicking this tab will filter the data in the table to show only those users who are being informed of the employee Payroll Inquiry, but who have no actions to take.
- **CREATED BY**: Clicking this tab will filter the data in the table to show only the Payroll Inquiry process for the initiating employee. The employee may use this tab to link to the status page that shows the current status of the processing of his/her Payroll Inquiry.
- **COMPLETED ACTIONS**: Clicking this tab will filter the data in the table to show those actions that have been completed by those users who must review or act upon the separating employee's Payroll Inquiry process.
- **PAYROLL INQUIRY COMPLETED**: Clicking this tab will display a link to the status of a Payroll Inquiry process that has been closed (usually because the Payroll Inquiry process has been completed). The ability to close a Payroll Inquiry process is limited to certain users and these permissions are dictated by Payroll Inquiry process workflow and rules.

1. Created By tab

When an employee initiates a Payroll Inquiry process (See Section 0), the employee is taken to the Payroll Inquiry Process Actions page. The employee may also access the Payroll Inquiry process actions page by click the "Created By" tab on the My Actions page (Figure 5 - The Actions Page for Payroll Inquiry)

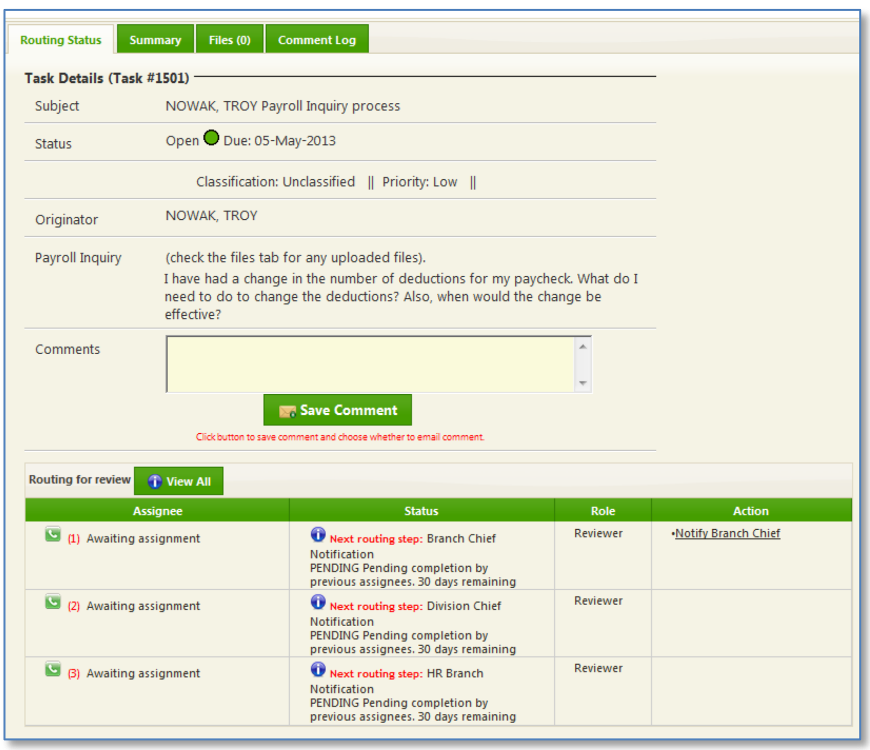


Figure 5 - The Actions Page for Payroll Inquiry

EMPLOYEE ACTIONS SECTION

The following describes the actions the employee may take as part of the process.

1. Delete or Close

A button in the upper right portion of the page allows the employee to delete the process. A second button allows the employee to close the process. Processes are usually closed only after all actions have been completed by all users.

2. Upload Attachments

Clicking the Files tab allows the employee to upload attachments to support the Payroll Inquiry process workflow. Any files uploaded during the process initiation step will appear in the table on this page (Figure 6 - The upload file page).

Figure 6 - The upload file page

Clicking the “ADD” button will open a dialogue window that allows the employee to choose a file from her/his computer to upload. A progress bar will appear that shows the progress of the upload. After the file is uploaded data about the file will appear in the table on the page. The user will see three actions links in the table’s Action column (far right of the table). The three links are:

- Remove (This will remove the upload file from the data table)
- Rename (This allows the user to change the name of the uploaded file)
- Description (The user may click this link and enter a description of the uploaded file.) When the user clicks the Description link, a dialogue box will appear with the default entry of “N/A.” The user must delete the default entry of “N/A” and enter a brief description of the uploaded file.

3. Routing

Clicking the Routing Status tab (Figure 7 - Click Routing Status tab) will allow the user to view the current status of the process as well as take actions related to routing the task according to the dictated workflow steps.

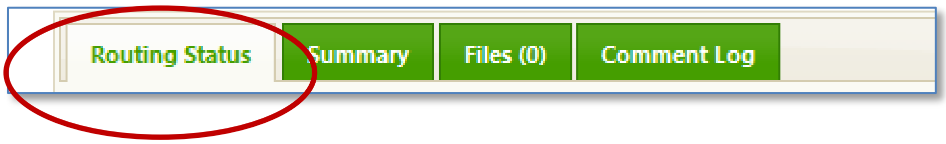
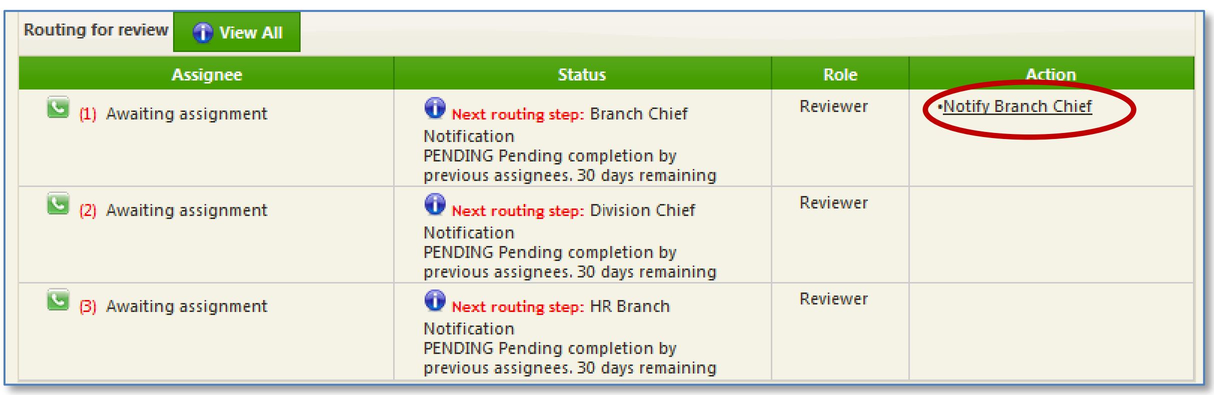


Figure 7 - Click Routing Status tab

The Routing for Review table shows the workflow steps as dictated by the organizations rules. In the example shown (Figure 8 - The workflow routing steps) routing has not yet begun and each workflow step is awaiting the assignment of the person to whom the task should be routed. The Status column shows each routing step. Under the Action column are those actions available to the logged-in user. In the example shown, the user is the employee who initiated the process. She/he has only one action to take, Notify the Branch Chief, which is the first step of the process.



Routing for review | View All

Assignee	Status	Role	Action
(1) Awaiting assignment	Next routing step: Branch Chief Notification PENDING Pending completion by previous assignees. 30 days remaining	Reviewer	•Notify Branch Chief
(2) Awaiting assignment	Next routing step: Division Chief Notification PENDING Pending completion by previous assignees. 30 days remaining	Reviewer	
(3) Awaiting assignment	Next routing step: HR Branch Notification PENDING Pending completion by previous assignees. 30 days remaining	Reviewer	

Figure 8 - The workflow routing steps

4. Notify the Branch Chief

The first notification is to the Employee's Branch Chief. Clicking the Notify Branch Chief link in the Actions column will open a dialogue to automate an email to the Branch Chief (Figure 9 - Notify the Branch Chief). Below the email button is a button labeled CLICK. Use this button to choose an alternate for the Branch Chief. The automated email will notify the Branch Chief (or the chosen alternate) that there are actions to take to continue the Employee Payroll Inquiry Process workflow (Figure 10 - Sample notification email).

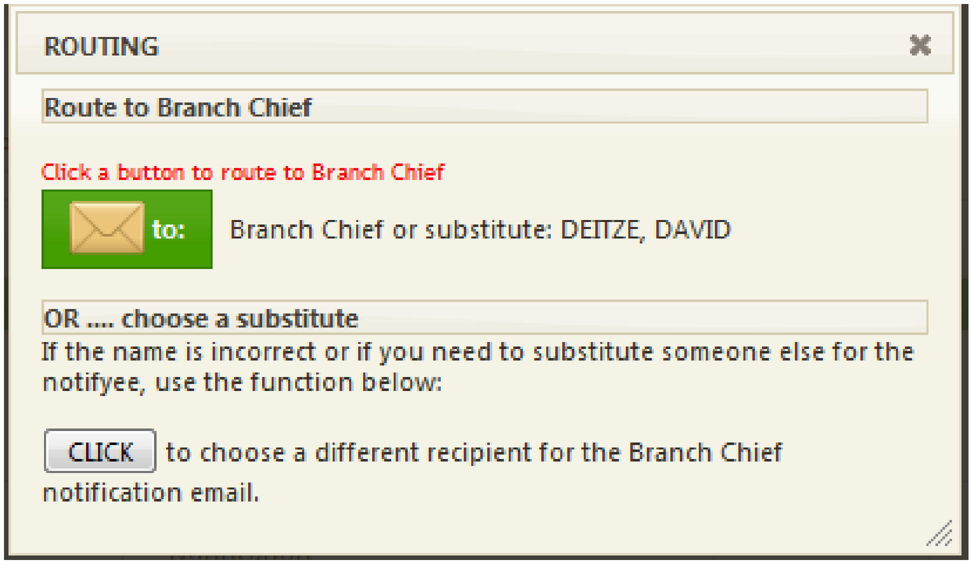


Figure 9 - Notify the Branch Chief

When the Branch Chief opens the notification email it will contain brief information about the Payroll Inquiry process. The email will contain a clickable link which will take the Branch Chief Directly to the Employee Payroll Inquiry Process Action page where the Branch Chief may take any required or options actions.

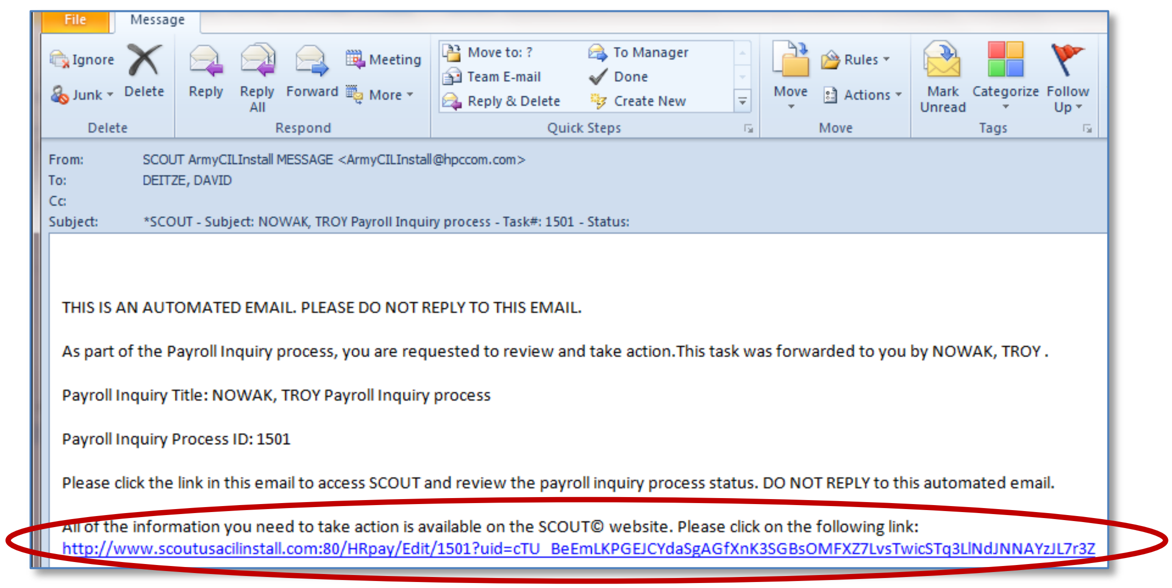


Figure 10 - Sample notification email

The Actions Page refreshes to show the status of the Branch Chief Notification. The Branch Chief's name now appears in the Assignee column. The date and time of the email notification is shown in the Status column.

Routing for review | View All

Assignee	Status	Role	Action
(1) CIV DEITZE, DAVID	ASSIGNED Suspense Emailed on 5-JAN-13 16:54	Payroll Inquiry notification	
(2) Awaiting assignment	Next routing step: Division Chief Notification PENDING Pending completion by previous assignees. 30 days remaining	Reviewer	
(3) Awaiting assignment	Next routing step: HR Branch Notification PENDING Pending completion by previous assignees. 30 days remaining	Reviewer	

Figure 11 - Branch Chief Notification status

BRANCH CHIEF ACTIONS

The following describes the actions to be taken by the Branch Chief. These actions are dictated by the Payroll Inquiry Process workflow for the using organization.

5. Notify Division Chief

When the Branch Chief logs into the system, the Action links under the Actions column will be those actions available to the Branch Chief. There are two available actions: Notify DC and Comment (Figure 12 - Branch Chief Actions).

Routing for review | View All

Assignee	Status	Role	Action
(1) CIV DEITZE, DAVID	WORKING Suspense Accepted on 5-JAN-13 17:03	Payroll Inquiry notification	• Notify DC • Comment
(2) Awaiting assignment	Next routing step: Division Chief Notification PENDING Pending completion by previous assignees. 30 days remaining	Reviewer	
(3) Awaiting assignment	Next routing step: HR Branch Notification PENDING Pending completion by previous assignees. 30 days remaining	Reviewer	

Figure 12 - Branch Chief Actions

Clicking the Comment link will open a dialogue allowing the BC to record a comment (Figure 13 - Entering a comment). Any comments entered can be read by clicking the Comment Log tab at the upper center of the page.

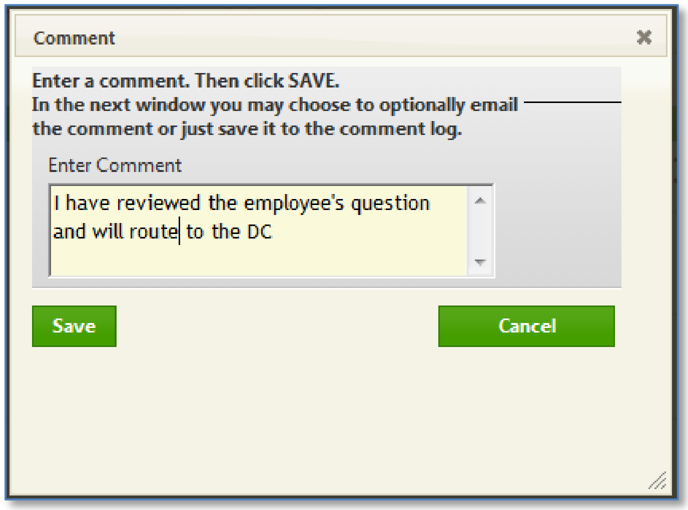


Figure 13 - Entering a comment

Clicking the Notify DC link will open a dialogue similar to Figure 9 allowing the Branch Chief to send an automated email notification to the Division Chief.

DIVISION CHIEF ACTIONS

The following are the actions to be taken by the Division Chief.

6. Notify Human Resources

When the Division Chief logs into the system, the Action links under the Actions column will be those actions available to the Division Chief. There are two available actions: Notify HR and Comment. Clicking the Comment link will open a dialogue allowing the DC to record a comment (See Figure 13). Any comments entered can be read by clicking the Comment Log tab at the upper center of the page.

Clicking the Notify HR link will open a dialogue similar to Figure 9 allowing the Division Chief to send an automated email notification to Human Resources.

The following are the actions to be taken by the Human Resources POC.

HUMAN RESOURCES ACTIONS

The following are the actions to be taken by the Division Chief.

7. Return to Initiating Employee

When the Human Resources POC logs into the system, the Action links under the Actions column will be those actions available to HR. There are two available actions: Return to employee and Comment. Clicking the Comment link will open a dialogue allowing HR to record a comment (See Figure 13). Any comments entered can be read by clicking the Comment Log tab at the upper center of the page.

Clicking the Return to Employee link will open a dialogue similar to Figure 9 allowing the Division Chief to send an automated email notification to Human Resources. This dialogue requires that HR enter a comment before returning the inquiry to the employee.

Closing the Payroll Inquiry process

The final step in the process is to close the Payroll Inquiry. This may only be done by those users with permissions to close a Payroll Inquiry.

EMPLOYEE PAYROLL INQUIRY PROCESSING "GUIDE" Link

Clicking the Guide link will take the user to the Scout Learning Center site where this document is available for viewing.