HRMS Approve an Assignment - Employee

Assignments are job hire documents for Residential or Adjunct Faculty and Athletics Personnel that are providing a service in addition to their normal job responsibilities. For example, Instructional Consultant and Coaching.

The amount to be paid is determined based on load hours, hourly rate, number of hours, or stipend amount. The total amount is distributed evenly across all of the pay periods that occur during the life of the Assignment.

After receiving an email notification, the prospective employee must approve the Assignment in HRMS.

Review and Approve an Assignment

1. Using Internet Explorer, go to www.maricopa.edu/employees.

2. Under the Login section to the right, click on the HRMS link.

3. Enter your Maricopa Enterprise ID and Password and press Enter.

Note: If you do not know your MEID or Password, visit "Manage My Account."

4. In HRMS, on the Navigation Bar in the upper-right corner, click the Worklist link.

- Use this link to return to your Worklist at any time.

5. In your Worklist, click the Assignment link.

6. Review the Job Hire Information.

7. Scroll up and click the Additional Info tab.

8. Review the additional clauses.

9. To approve the Assignment, scroll up and click the Job Hire Documents tab.

10. Scroll down and click the Approve button.

11. If you have multiple Assignments, click the Worklist link and repeat the process.

12. When finished, click the Sign Out link in the upper-right corner.

Note: Please keep in mind, you cannot start your assignment nor get paid until you have approved your assignment in HRMS.