

# HCM 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 Development 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 employee must approve the Assignment in HCM.**

## Review and Approve an Assignment

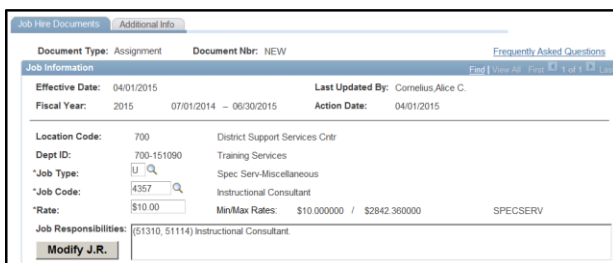
1. Log into HCM using your MEID and password.
  - The HCM link is on the [Maricopa Employees](#) page.

2. Click NavBar  in the upper-right corner, then click Navigator.

3. Follow the path: Worklist > Worklist.
4. In your Worklist, click the Assignment link.

Kilmerio,Francis	03/24/2015	Dept Head	Hire Document Approval		<a href="#">R: 00495715, 700-151090, Training Services</a>	Mark Worked	Reassign
Kilmerio,Francis	03/17/2015	Dept Head	Hire Document Approval		<a href="#">C: 00495402, 700-151090, Training Services</a>	Mark Worked	Reassign
Kilmerio,Francis	03/24/2015	Dept Head	Hire Document Approval		<a href="#">C: 00495715, 700-151090, Training Services</a>	Mark Worked	Reassign
Cornelius,Alice C.	03/31/2015	Dept Head	Hire Document Approval		<a href="#">C: 00495999, 700-151090, Training Services</a>	Mark Worked	Reassign

5. Review the Job Hire Information.



Job Hire Documents: Additional Info

Document Type: Assignment Document Nbr: NEW

Job Information

Effective Date: 04/01/2015 Last Updated By: Cornelius,Alice C.

Fiscal Year: 2015 07/01/2014 - 06/30/2015 Action Date: 04/01/2015

Location Code: 700 District Support Services Cntr

Dept ID: 700-151090 Training Services

\*Job Type: U Spec Serv-Miscellaneous

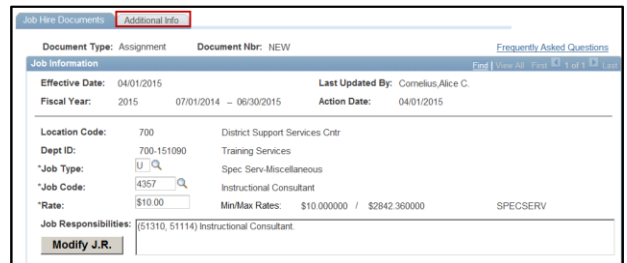
\*Job Code: 4357 Instructional Consultant

\*Rate: \$10.00 Min/Max Rates: \$10.000000 / \$2842.360000 SPECSERV

Job Responsibilities: (51310, 51114) Instructional Consultant

Modify J.R.

6. Scroll up and click the Additional Info tab.



Job Hire Documents: Additional Info

Document Type: Assignment Document Nbr: NEW

Job Information

Effective Date: 04/01/2015 Last Updated By: Cornelius,Alice C.

Fiscal Year: 2015 07/01/2014 - 06/30/2015 Action Date: 04/01/2015

Location Code: 700 District Support Services Cntr

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\*Job Type: U Spec Serv-Miscellaneous

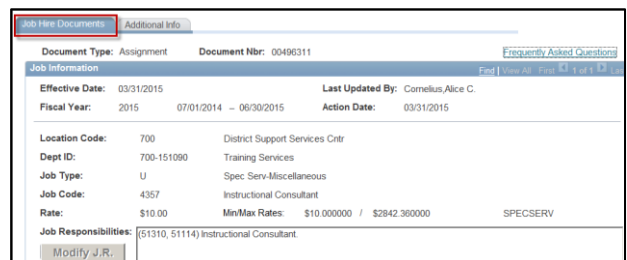
\*Job Code: 4357 Instructional Consultant

\*Rate: \$10.00 Min/Max Rates: \$10.000000 / \$2842.360000 SPECSERV

Job Responsibilities: (51310, 51114) Instructional Consultant

Modify J.R.

7. Review the additional clauses.
8. To approve the Assignment, scroll up and click the Job Hire Documents tab.



Job Hire Documents: Additional Info

Document Type: Assignment Document Nbr: 00496311

Job Information

Effective Date: 03/31/2015 Last Updated By: Cornelius,Alice C.

Fiscal Year: 2015 07/01/2014 - 06/30/2015 Action Date: 03/31/2015

Location Code: 700 District Support Services Cntr

Dept ID: 700-151090 Training Services

Job Type: U Spec Serv-Miscellaneous

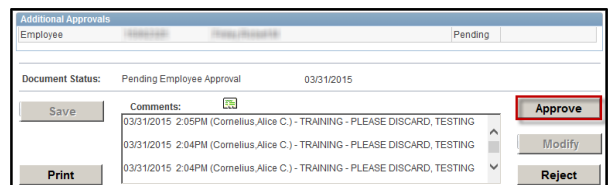
Job Code: 4357 Instructional Consultant

Rate: \$10.00 Min/Max Rates: \$10.000000 / \$2842.360000 SPECSERV

Job Responsibilities: (51310, 51114) Instructional Consultant

Modify J.R.

9. Scroll down and click the Approve button.



Additional Approvals

Employee: Pending

Document Status: Pending Employee Approval 03/31/2015

Save

Comments:

03/31/2015 2:05PM (Cornelius,Alice C.) - TRAINING - PLEASE DISCARD, TESTING

03/31/2015 2:04PM (Cornelius,Alice C.) - TRAINING - PLEASE DISCARD, TESTING

03/31/2015 2:04PM (Cornelius,Alice C.) - TRAINING - PLEASE DISCARD, TESTING

Approve

Modify

Print

Reject

10. If you have multiple Assignments, repeat the process.
11. 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 HCM.