ITS-IMAGING SYSTEM

Meet the Imaging Team

Manager: Robin Weaver

Technical Team
Jason Williams (lead)
Jason Minnick

Functional Team
Vonda Lee (lead)
Donna McClain
Celeste Corpening
Introduction

- Assistantship Navigation
  - Creations
  - Revisions
  - Supersedes
  - Overrides
  - Track
  - Approve/Disapprove

- Reports
- Workflow Administration
Electronic Graduate Assistant Hiring (eGA) application system is a tool used to hire Graduate assistants with roles, reports, and workflow capabilities.
Accessing eGA

How do you access the eGA system?

Type the URL following in Browser

To login to PRODUCTION: https://ega.uncc.edu

To login to TEST: https://test-ega.uncc.edu
What’s New with eGA?

- Navigational Toolbar order
- Return for Corrections (GR)
- Use Normal Approval Route (GR and Admin)
- Duties and Notes Required
- Roles
  - Department Business Managers
  - CGA Approvers
- Student Education Award (SEA) decision
- Supersedes approvers (budget, graduate, payroll)
- Supersedes workflow (no notice of separation, separation)
Navigating the eGA application

**Assistantship Applications Awaiting My Approval or Disapproval**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Department</th>
<th>Start - End</th>
</tr>
</thead>
<tbody>
<tr>
<td>000720050</td>
<td>Mr. Zachary S. Jones</td>
<td>Adolescent Literacy Services</td>
<td>11/01/2016 - 11/03/2016</td>
</tr>
<tr>
<td>00080012</td>
<td>Alyssa M. Minnick</td>
<td>Art and Art History</td>
<td>12/01/2016 - 12/30/2016</td>
</tr>
<tr>
<td>000720371</td>
<td>Haulover S. Shone</td>
<td>Ben Craig Center</td>
<td>12/19/2016 - 05/27/2017</td>
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</tbody>
</table>

**Sponsored Applications Awaiting My Approval or Disapproval**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Department</th>
<th>Start - End</th>
</tr>
</thead>
<tbody>
<tr>
<td>000730196</td>
<td>Brandon M. Jones</td>
<td>Ben Craig Center</td>
<td>12/01/2016 - 05/27/2016</td>
</tr>
<tr>
<td>00071026</td>
<td>Aizen X. Smith</td>
<td>American Studies</td>
<td>10/12/2016 - 01/01/2017</td>
</tr>
<tr>
<td>00071047</td>
<td>Yanzhang Li</td>
<td>Bioinformatics</td>
<td>11/01/2016 - 10/30/2016</td>
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<tr>
<td>00071002</td>
<td>Jennifer N. Johnson</td>
<td>Graduate Admissions</td>
<td>01/01/2017 - 12/01/2017</td>
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**Assistantship Applications Awaiting Graduate School Approval**

<table>
<thead>
<tr>
<th>ID</th>
<th>Status</th>
<th>Name</th>
<th>Reg Term</th>
<th>Date From</th>
<th>Date To</th>
</tr>
</thead>
<tbody>
<tr>
<td>00017000</td>
<td>Yr</td>
<td>Viktori Roy Chowdhury</td>
<td>2016-10</td>
<td>01/30/2015</td>
<td>05/20/2015</td>
</tr>
<tr>
<td>00017040</td>
<td>Yr</td>
<td>Kartaki Karsai</td>
<td>2015-08</td>
<td>09/14/2014</td>
<td>01/07/2015</td>
</tr>
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</table>
# The Difference A Change Makes

<table>
<thead>
<tr>
<th>Change Method</th>
<th>Description</th>
<th>Timing</th>
<th>Who</th>
</tr>
</thead>
<tbody>
<tr>
<td>REVISE</td>
<td>Make changes to assistantship</td>
<td>Before HR processed</td>
<td>Everyone</td>
</tr>
<tr>
<td>SUPERSEDE</td>
<td>Make changes to assistantship</td>
<td>After HR processed</td>
<td>Everyone</td>
</tr>
<tr>
<td>OVERRIDE</td>
<td>Edits application and regenerate contract</td>
<td>Before HR processed</td>
<td>GR &amp; HR</td>
</tr>
<tr>
<td>CORRECTION</td>
<td>Routes back to Initiator for correction</td>
<td>Before HR processed</td>
<td>GR &amp; HR</td>
</tr>
</tbody>
</table>
ITS-IMAGING SYSTEM

Supersedes

- Revisions that happen after fully process into Banner (GR and HR)
- Updates Electronic Personnel Action Form (EPAF)
  - Terminates EPAF
  - Creates new EPAF

Notice of Separation

- Terminates EPAF
Workflow Process

Initiator

Create Assistantships

Departmental Approvals

Departmental and Business Mgr

GR Approvals

Graduate School Approvers

Correction

GR, HR

HR Approvals

Human Resource Approvers

Revise

GR, HR

Supersedes

Initiator, Dept, GR, HR

Initiator, Dept, GR, HR
Conclusion

Thank you for your time. If you have any further questions, please feel free to contact us at imagingnowhelp@uncc.edu