

Casual or Double Fill Form Review [OM Approver]

Module: OM, Processes & Forms Application // **Process:** Review of the OM Casual or Double Fill form as generated by the OM Initiator.

OM Form Used: Casual / Double Fill Form

The screenshot shows the PortlandOregon.gov website. The top navigation bar includes 'My Account', 'Sign Out', and a search bar. The main navigation menu has 'Employees' highlighted with a red box. Below the menu is a large image of a bridge over water. The 'Sign-In' form is visible, with the 'PortlandOregon.gov User Name' field containing 'pftestom2' and the 'Password' field containing a masked password. A red box highlights the entire sign-in form area. To the right of the sign-in form is a 'New to PortlandOregon.gov?' section with a 'Create a New Account' button. At the bottom of the page, there is a copyright notice: 'Copyright © 2016 City of Portland - Disclaimer & Privacy Policy'.

Documents Covering This Workflow

1. **OM Double Fill**
2. **OM Approver** (this document)
3. **BHR Final Evaluation**

The OM Initiator begins the process by creating a new Casual or Double Fill position using the OM Casual / Double Fill form through the SAP Portal. This instruction is about your role, as OM Approver, to review forms.

Your SAP assigned role will determine what you see in the Portal as a folder icon for your role in this workflow.

01 BEGIN

Login to your PortlandOregon.gov account.

Casual or Double Fill Form Review [OM Approver]

Module: OM, Processes & Forms Application // **Process:** Review of the OM Casual or Double Fill form as generated by the OM Initiator.

OM Form Used: Casual / Double Fill Form

Employee Portal
For all City of Portland employees

Employee Services | Forms Library | Policies & Procedures | Training & Development | Benefits & Wellness | About The City | Contact Us

Employee Services
Forms Library
Policies & Procedures
Training & Development
Benefits & Wellness
About the City
Contact Us

Subscribe to RSS

MOST POPULAR

- Employee Services
- SAP CityLink Portal
- Travel
- Online Pay Statements
- Travel Authorization Form

VIEW MORE

MOST RECENT

Employee Services

Access SAP portal for your time sheet, leave balances, and CityLearner; log onto your Outlook account from home; access your W-2

- ▶ **SAP CityLink Portal**
- ▶ Office 365 Portal
- ▶ Online Pay Statements

Forms Library

Links to internal forms from various bureaus

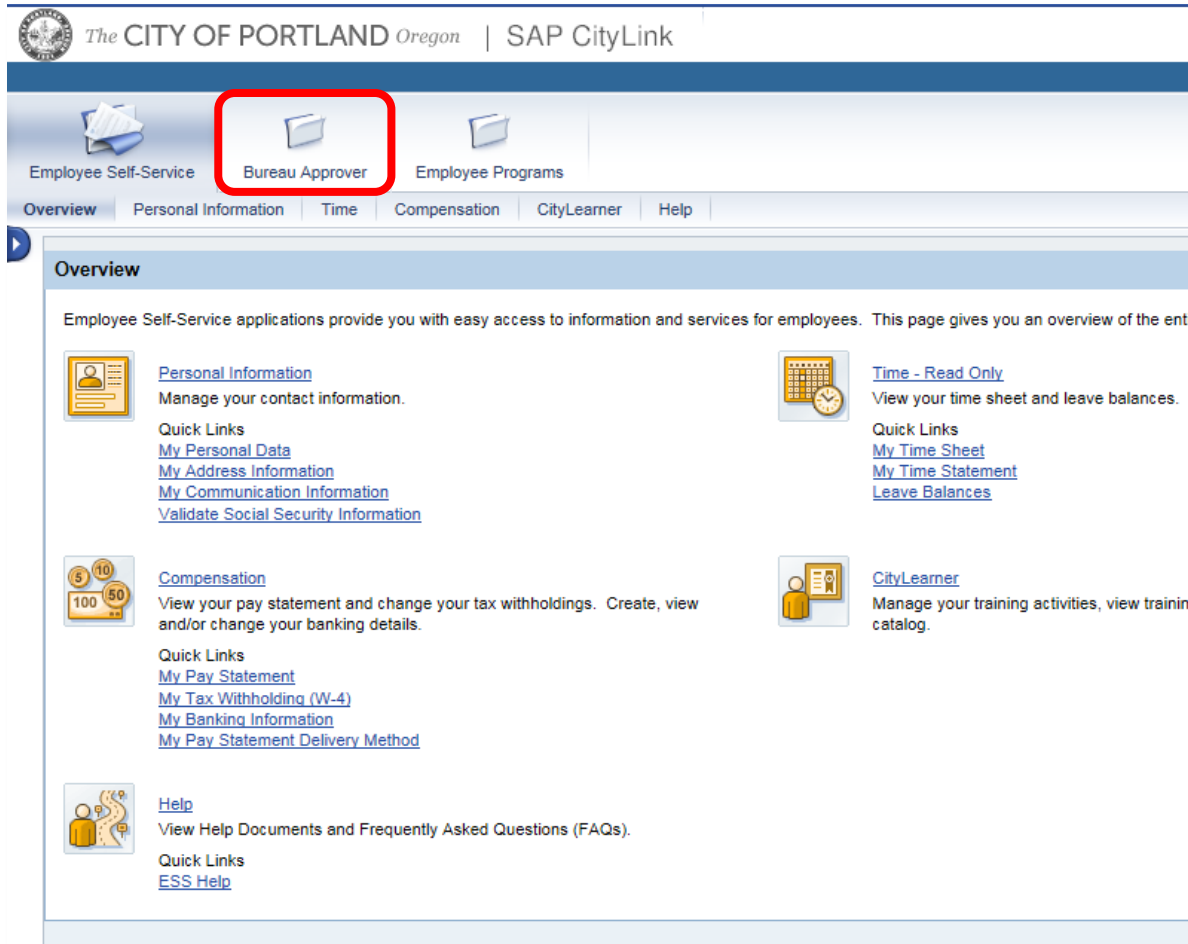
- ▶ Accounting Forms
- ▶ Attorney's Office Forms
- ▶ Auditor's Office Forms
- ▶ Budget Forms

02

Enter the SAP Portal by clicking on "SAP CityLink Portal" on the Employee Portal Web Page.

Casual or Double Fill Form Review [OM Approver]

Module: OM, Processes & Forms Application // Process: Review of the OM Casual or Double Fill form as generated by the OM Initiator.
OM Form Used: Casual / Double Fill Form



03

Once logged into the SAP Portal, go to the **Bureau Approver** folder icon for P&F by clicking on it.

Casual or Double Fill Form Review [OM Approver]

Module: OM, Processes & Forms Application // Process: Review of the OM Casual or Double Fill form as generated by the OM Initiator.

OM Form Used: Casual / Double Fill Form

The screenshot shows the 'Bureau Approver' interface. It has a dark header with navigation icons. Below the header are two main columns: 'Work In Progress' and 'Reports'. The 'Work In Progress' column contains three white boxes, each representing a task. The top box is highlighted with a red border. The 'Reports' column has two sections: 'Favorites' and 'Recently used', each with a 'Process Browser' button. A yellow callout points to the top item in 'Work In Progress' with the text: "Work In Progress" are forms that have been sent from an OM Initiator for review by an OM Bureau Approver. Simply click on the item you want to open. Another yellow callout at the bottom of the screenshot says: Each white box displayed here is called a "Swim Lane" and can be moved easily by dragging and dropping into the position you prefer.

04

This is your "Landing Page" for Processes & Forms.

From here you choose your actions, continue with saved work, or pick up items that are ready for OM review.

Items are stacked in order of the most recently worked on at the top to the oldest items at the bottom.

Click on the top item in the "Work In Progress" column to open it.

Casual or Double Fill Form Review [OM Approver]

Module: OM, Processes & Forms Application // Process: Review of the OM Casual or Double Fill form as generated by the OM Initiator.
OM Form Used: Casual / Double Fill Form

Create Position - Casual/Double Fill for Organizational unit: Bureau of Technology Services

Save Draft | Back to Author | Approve | Reject | Form Utilities

Attachments (1)

Create Position - Casual/Double Fill

Position Type
Position Type: Casual

Validity Period
Effective Date: 04/05/2016 | Effic... 12/31/9999 | Process Reference Number: 00000000163

Basic Data
Position: 40025808 | Job: 30000341 | GIS Technician I
Position Abbrevi...: GIS Tc I
Position Name: GIS Technician I
Organizational...: 20000072 | Bureau of Technology Servic
Business Area: MF06 | Tech Svcs
Cost Center: MF06 | Support Center

Account Assignment
Company Code: COP1 | City of Portland
Personnel area: 1250 | OMF-BTS
Personnel subar...: 3000 | Non Rep
Controlling Area: COP1 | City of Portland

Employee Group/Employee Sub Group
Employee group: 4 | Casual Other
Employee subgr...: 02 | FT Covered, Positive

Planned Compensation (BHR Use Only)
Do you want to Update Co... Yes No

05

As OM Approver, your role is to review forms for your bureau.

You will either:

- a) Approve;
- b) Reject; or
- c) Send Back to Author.

Additionally, you may add Record or Process notes to the forms you receive (and can review any attached documents).

Note that for you, the Approver, nearly every field on the form is greyed out (or locked) for editing.

If there is a correction to be made, don't reject. Instead, make Process Comments and send the form "Back to Author."

Scroll down to review remainder of the form.

Casual or Double Fill Form Review [OM Approver]

Module: OM, Processes & Forms Application // Process: Review of the OM Casual or Double Fill form as generated by the OM Initiator.
OM Form Used: Casual / Double Fill Form

Create Position - Casual/Double Fill for Organizational unit: Bu

Save Draft | Back to Author | Approve | Reject | Form Utilities

Address

Building: 106
House number/s...: 1120 SW 5TH AVE
City: PORTLAND
Region: OR
Postal code: 97204-1912
Country: US
Physical room n...: 405

Comments

Previous Comments: PFTESTOM1 04/05/2016 09:27:55 Comments that stay with the employee's final record / personnel file.

Record Comments: Previous record comments stay with the employee as noted in the field above. The approver can add comments here or in the Process Comments field below.

Process Comments: These comments only go with the form and do not attach to the employee's final record. They are for the purposes of workflow.

06

Input any **Record Comments** or **Process Comments**.

Record Comments:

Official record comments that stay with the HR record created in SAP as a result of this process.

Process Comments:

Comments between the Initiator and the Approver. These comments will not save with the final record copy.

Return to the top of the form (scroll up) to **Approve**, **Reject**, or send **Back to Author**.

Casual or Double Fill Form Review [OM Approver]

Module: OM, Processes & Forms Application // Process: Review of the OM Casual or Double Fill form as generated by the OM Initiator.

OM Form Used: Casual / Double Fill Form

Create Position - Casual/Double Fill for Organizational unit: Bureau of Technology Services

Save Draft | Back to Author | **Approve** | Reject | Form Utilities

Attachments (1)

Create Position - Casual/Double Fill

Position Type
Position Type: Casual

Validity Period
Effective Date: 04/05/2016 | Effic... 12/31/9999 | Process Reference Number: 00000000163

Basic Data
Position: 40025808
Job: 30000341 | GIS Technician I
Position Abbrevi...: GIS Tc I
Position Name: GIS Technician I
Organizational...: 20000072 | Bureau of Technology Servic
Business Area: MF06 | Tech Svcs
Cost Center: MF06 | Support Center

Account Assignment
Company Code: COP1 | City of Portland
Personnel area: 1250 | OMF-BTS
Personnel subar...: 3000 | Non Rep
Controlling Area: COP1 | City of Portland

Employee Group/Employee Sub Group
Employee group: 4 | Casual Other
Employee subgr...: 02 | FT Covered, Positive

Planned Compensation (BHR Use Only)
Do you want to Update Co... Yes No

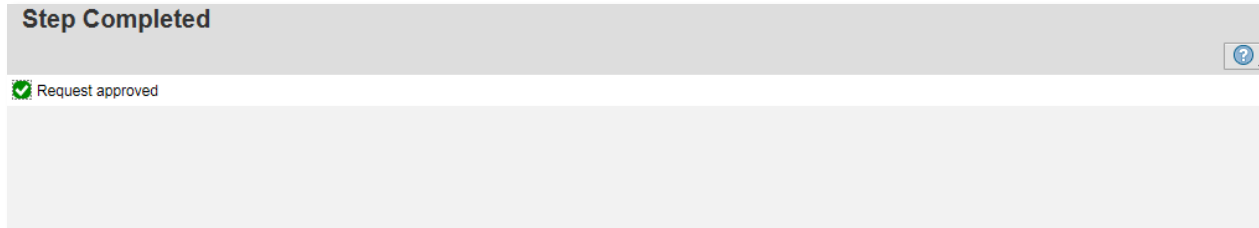
07

Click Approve to send on to central BHR for final review and approval.

Casual or Double Fill Form Review [OM Approver]

Module: OM, Processes & Forms Application // **Process:** Review of the OM Casual or Double Fill form as generated by the OM Initiator.

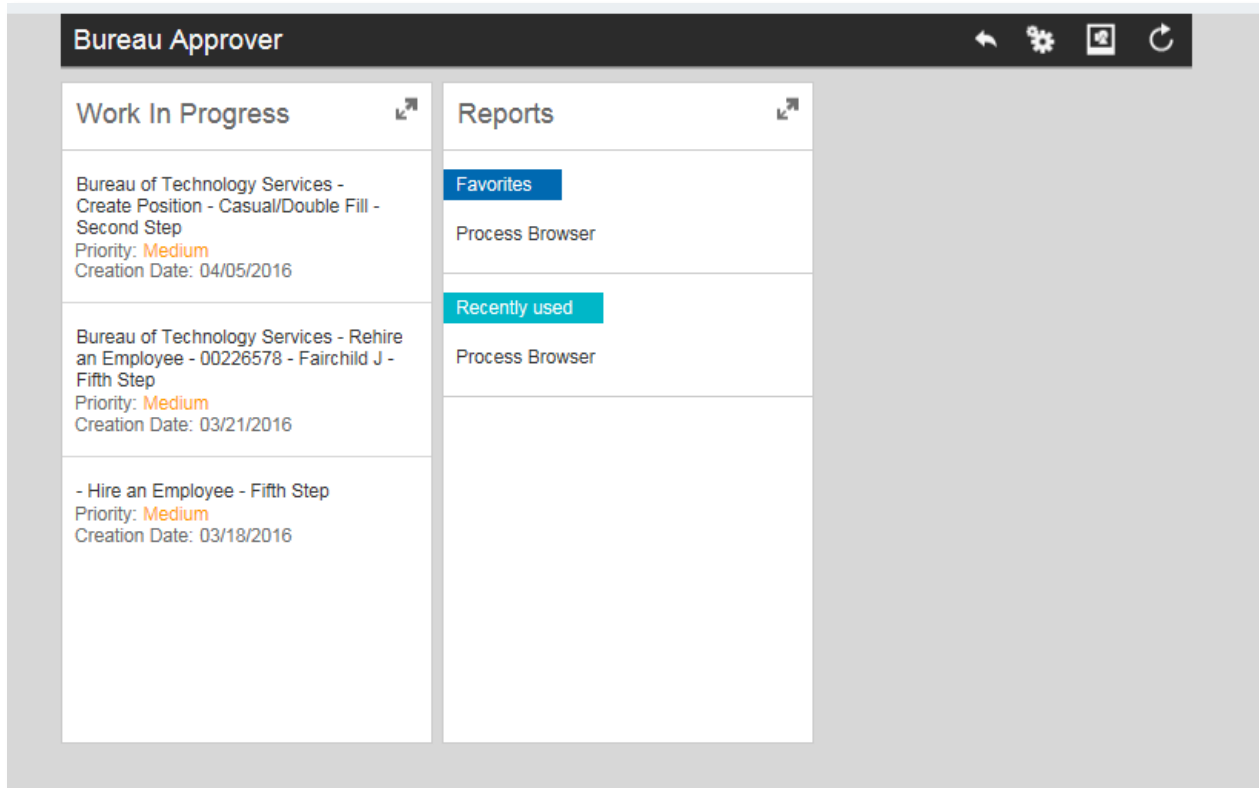
OM Form Used: Casual / Double Fill Form



08

You will receive a confirmation message of your action.

You can then close the tab where this message appears in your browser to return to the main Landing Page to work on other items or close out.



– END –