

## Initiators – Accessing and Managing your Multi-Queue

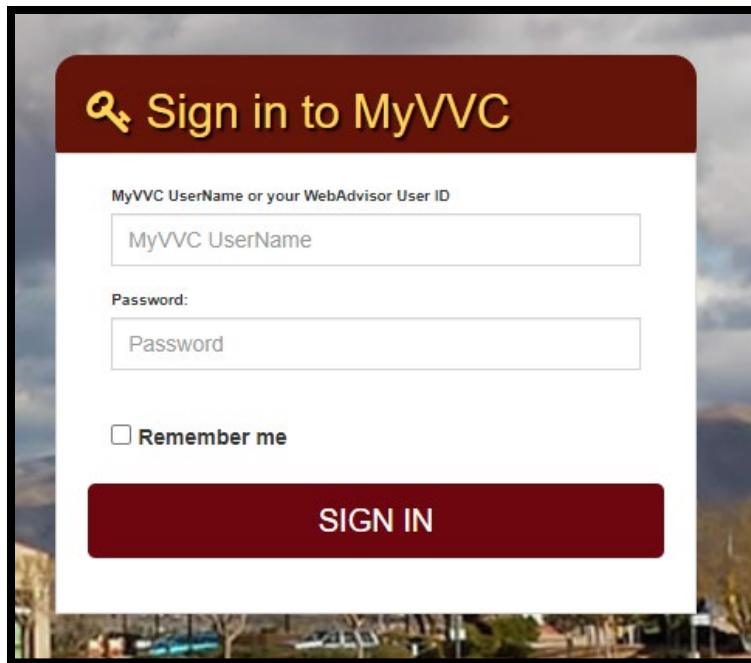
- The pending/drafts queue allows the initiator to track signers as it passes through departments.
- In order to initiate a new hiring form, visit the Human Resources Page on the VVC website.
  - Select Forms on the navigation panel on the left
  - Select To Track and Review Already Initiated Hiring Forms for Non-Bargaining Employees



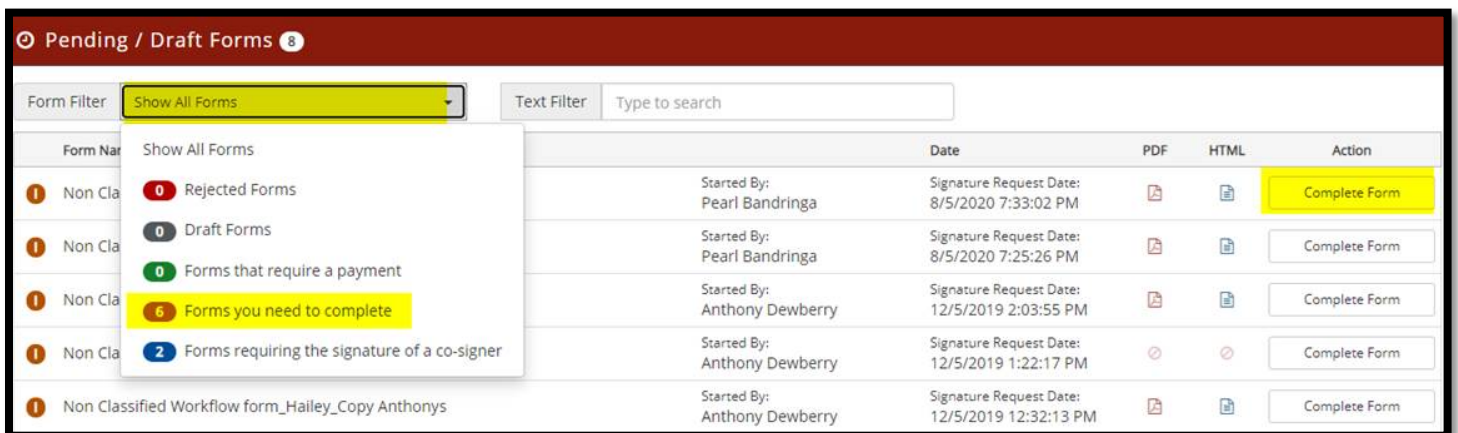
### Non-Bargaining Hiring Form Process

1. [To Initiate a Hiring Form for a Non-Bargaining Employee.](#)
2. [To Complete, Track and Review Already Initiated Hiring Forms for Non-Bargaining Employees](#)
  - This hiring form contains the following hire types and instructions (**Click #1 above**):
  - **Short-Term** Hiring Form
    - Instructions on how to complete the form for Short-Term Hire Type: [Short-Term Instructions](#)

- Selecting the link will send you to the SSO Login:
- Enter your MyVVC Username and password, and select SIGN IN.



- After logging in, the initiator will see their Dynamic Forms homepage.
- This homepage shows the Pending/Draft Forms table.
- Here, the user can complete forms and manage co-signers.
- The initiator can also filter by form types, see screenshot below:



- This filter allows the initiator to filter only forms that they need to complete, or to see the forms they submitted that require action by other co-signers.
- Rejected, draft and forms requiring a payment will not be used so please disregard them
- To verify who hasn't signed yet, the initiator will click on the Manager Co-signer option.




- In order to determine who hasn't signed, the initiator will need to look at the Last Email sent column and verify the latest Date and Time.

## Co-Signer Information

\* Click the pencil icon on the left to edit/change your co-signer(s) information

\* Click the Re-send E-mail link to re-send an e-mail to your designated co-signer(s)

Edit	First Name	Last Name	Relationship	Email	Last Email Sent	
	test fiveone	bandringa	Prospective Worker	pearlysjoy@yahoo.com	8/5/2020 7:37:36 PM	<a href="#">Re- send Email</a>
	Art	Lopez	Dean Art Lopez	arthur.lopez@wvc.edu	8/5/2020 7:40:20 PM	<a href="#">Re- send Email</a>
			V.P. of Student Services		8/6/2020 12:55:12 AM	<a href="#">Re- send Email</a>
	Shawntee	Milton	Director of Fiscal Shawntee Milton	shawntee.milton@wvc.edu	8/6/2020 11:22:10 AM	<a href="#">Re- send Email</a>
			Human Resources Group		8/9/2020 3:05:49 PM	<a href="#">Re- send Email</a>
			Payroll Group		8/6/2020 12:44:35 PM	<a href="#">Re- send Email</a>