

## How do I access PERMS?

You must first request access to PERMS by filling out the *PERMS Access Request Form* which can be found at the following website:  
<http://www.hrs.wsu.edu/Access%20to%20HR%20Systems>. Click the link labeled "PERMS Access Request".

After access is granted, you may login to PERMS via the following website:  
<https://webapps.wsu.edu/ais/perms/permsmaster/permswelcome.aspx>

## What kind of PERMS Access do I need?

See chart below for levels of access within PERMS:

User Type	Description
PERMS.User	Any employee who accesses PERMS will be a PERMS.User.
PERMS.Updates	Any employee who will Add, Change or Route PERMS transactions; i.e. add new employees, separate employees, change position numbers.  <b>Please note: You <u>MUST</u> attend PERMS training to receive this access.</b>
PERMS.Release	Any employee who provides a final review of the PERMS transaction.
PERMS.General.Approve	Any employee who is designated to Approve a PERMS transaction, i.e. a Chair, Director who does not have Appointing Authority status.
PERMS.ApptAuthority.Approve	The Appointing Authority for your area/college.  <b>Please note: If someone is already designated as the Appointing Authority, they do <u>NOT</u> need to have the PERMS.General.Approve access.</b>

## How do you move around in PERMS if you cannot use the Back button?

You will need to use the navigation bar on the left or if you have already selected the person you are looking for, use the 'Jump To' box in the upper right hand corner of the screen to move to the different areas within PERMS.

## How long can PERMS be open with no activity?

Approximately 30 minutes.

## Can you see TEMPS appointments in PERMS?

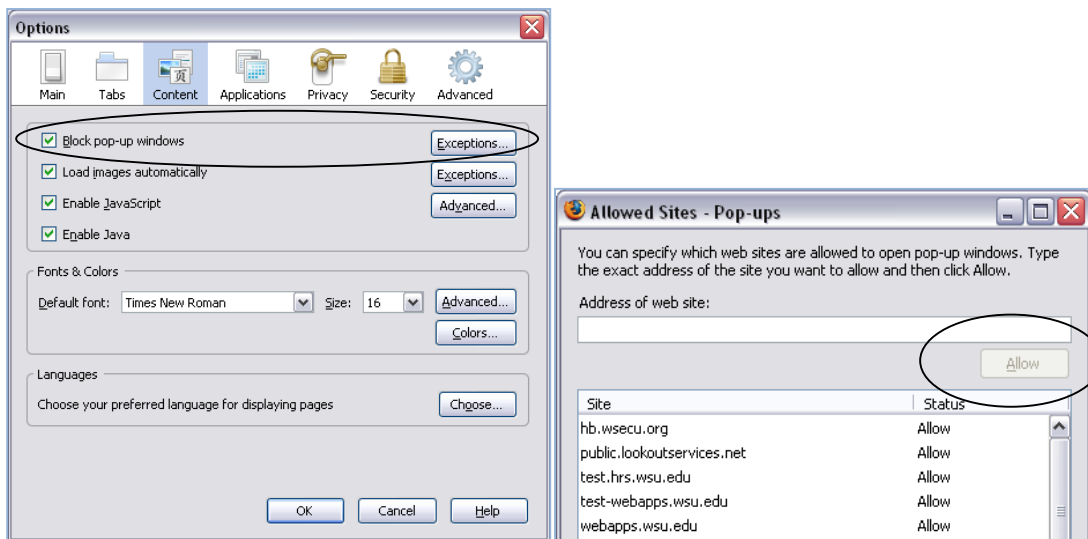
Yes, however you cannot maintain or alter these appointments using PERMS.

## I clicked the View Log button but nothing happens.

Check your browser.

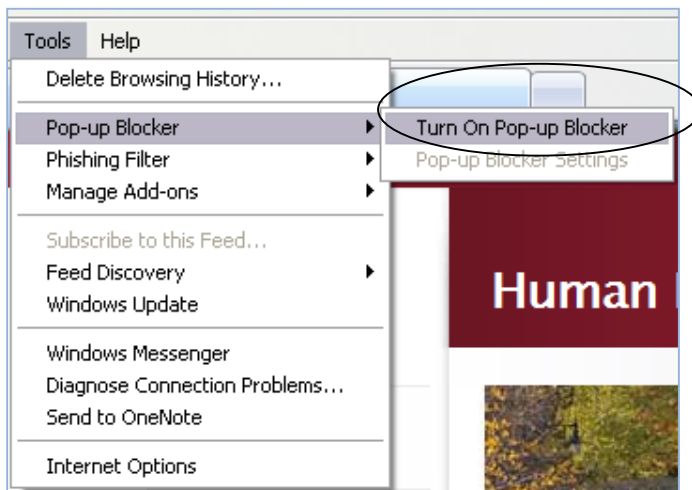
If you use Mozilla Firefox:

Click Tools, then Options, then click Exceptions and then Allow



If you use Internet Explorer:

Click Tools,  
then Pop-up Blocker,  
then Turn On Pop-up Blocker



## How do I add new employee information needed to create a PERMS action?

Campus Community is the core information module where all person and external organization records are created, stored, and accessed via the ZZUSIS Portal at <https://portal.wsu.edu/>.

To create an initial employee record/appointment in PERMS, you must first create a person record in Campus Community in ZZUSIS. There are critical biographical data that must be entered into Campus Community for the data to flow correctly into AIS, specifically the **first and last name, mailing address, social security number, gender and date of birth**. If any of these fields are missing, departments will not be able to create an employee record/appointment in PERMS.

## How receive access to Campus Community in ZZUSIS?

After you have obtained approval from your department head and/or appointing authority, you will need to contact the ITS Help Desk at 335-HELP or [helpdesk@wsu.edu](mailto:helpdesk@wsu.edu) to set up access level(s).

## How do I obtain training for Campus Community in ZZUSIS?

Online training is available for individuals who haven't had training or who might want a refresher within the ZZUSIS portal. To access the Campus Community training, log in to <https://portal.wsu.edu/>. Under Main Menu click on "zzusis Training" and then click on "Campus Community," which will open a new browser window. From this location you can watch a demonstration, practice a task or print instructions.

## What do the Pending status' mean?

Pending Status	Description
Saved	The pending appointment is saved with minimal edits; it is not ready to be routed.
Waiting to Send	The PERMS transaction has been entered and edits have been passed but the action has not been routed.
Waiting for Approvals	The PERMS transaction has been entered and Routed to the appropriate person(s).
Ready for HEPPS	All approvals have occurred and the PERMS transaction is waiting for the appropriate pay period for update to DEPPS/HEPPS.

## Can I enter actions for a future date? How far in the future?

Yes, however you must remember the action will not update to DEPPS until the proper pay cycle. For example, an action with an effective date of 8/16/09 will remain in the pending list with one of the Pending status' (see #5) until the 8/16 pay cycle and will not move to DEPPS until the Pending status is set to 'Ready for HEPPS'.

We encourage PERMS users not to enter their PERMS transactions too far into the future. At most 6 months. The reason for this is, whenever something changes in DEPPS, TEMPS or PERMS on the chosen employee, PERMS will see the change and will set a review flag on any pending transaction for that employee. The PERMS transaction will not update to DEPPS until the transaction has been reviewed.

## My Pending Appointment says 'Ready for HEPPS', but it has this yellow triangle flag, what does it mean?

The yellow review triangle means something has changed either in DEPPS or PERMS and you must review your pending action. To review your pending action, make sure you are at the Add/Change/Route Appointment(s) screen. Click 'Change' on the transaction with the flag. Then click the red 'Continue' button. You will not have to re-route the transaction.

**Please note:** if any changes to the appointment are required during this review the transaction will have to be re-routed for approvals.

## Do I have to send a memo to HRS to change the Home Department or Work Location Code?

No, please see page 29 of the PERMS User Manual for instructions by clicking here: <http://www.hrs.wsu.edu/Utils/File.aspx?fileid=4096>

## How do I update my faculty member's tenure information?

Choose Add/Change under the Employee section of the navigation bar. Enter the WSU ID or SSN of the person you wish to update, click 'Select'. At the Add/Change Employee Data page, click 'Change Tenure'. A separate window will open. Make the necessary changes to the Tenure Information and Tenure Distribution.

**Please note:** If you are correcting the tenure distribution, PERMS will not show the current tenure data from DEPPS in this window. Please find this information in DEPPS.

Then click 'Send Tenure Data'. HRS will update the Tenure data in DEPPS from the email generated by PERMS. See BPPM 60.25 for a list of tenure areas or click the drop down menu for a complete listing. Send any documentation regarding Tenure through the proper channels for inclusion in the official personnel file.

## How do I separate an employee?

Please see page 32 of the PERMS User Manual:

<http://www.hrs.wsu.edu/Utils/File.aspx?fileid=4096>

If you have further questions, please contact HRS at (509)335-4521

## How do I change Position Numbers and/or Change Employing Department?

Please see page 30 of the PERMS User Manual:

<http://www.hrs.wsu.edu/Utils/File.aspx?fileid=4096>

## How do I Discard a PERMS transaction?

Please see page 33 of the PERMS User Manual:

<http://www.hrs.wsu.edu/Utils/File.aspx?fileid=4096>

We encourage you to select 'Discard Pending' as this will remove the entire transaction from PERMS.

## How do I update the employee's Highest Degree and Award year?

Choose Add/Change under the Employee section of the navigation bar. Enter the WSU ID or SSN of the person you wish to update, click 'Select'. At the Add/Change Employee Data page, make changes to Highest Educ Lvl and Yr Degr Awarded then click 'Update'.

## Do I need to send documentation if I updated the highest degree or tenure information?

Yes, these documents will be placed in the official personnel file in Human Resource Services.

## How do I change my graduate student's waiver information on the same position number in the middle of the semester?

Please contact the Graduate School via email: [rwhitcomb@wsu.edu](mailto:rwhitcomb@wsu.edu)

## How do I log out of PERMS?

To log out of PERMS you must close your browser window.

## Who do I contact regarding PERMS transactions?

Type of PERMS Transaction	Contact Information
Summer Session	Please contact the Summer Session Office at (509)335-2238 or visit: <a href="http://www.summeradmin.wsu.edu/Call_PAFs.asp">http://www.summeradmin.wsu.edu/Call_PAFs.asp</a>
Graduate Students	Please contact the Graduate School via email: <a href="mailto:rwhitcomb@wsu.edu">rwhitcomb@wsu.edu</a>
Retirement	Human Resource Services will prepare this PERMS transaction. When the transaction updates to DEPPS, HRS will forward a PDF copy of the Personnel Action Form to the department the employee is retiring from.
Reclassification	HRS will make the change to employee's appointment based off of the memorandum issued by HRS.