

Volunteer service process flow - PEN-SIE Information System v. 02

Step	Sector	Procedure
1	Applicant/participant	<p>If it has not already been done, applicant must register as an individual external user (“usuário externo/pessoa física”) in the PEN-SIE/UFSM using the form available at: https://portal.ufsm.br/usuario/externo/cadastro/formulario.html; <i>It is compulsory to apply for voluntary service in this modality, it cannot be done with a student or employee profile.</i></p> <p>Wait to receive an automatic e-mail from the system confirming registration;</p> <p>Sign the Term of Agreement for the use of the PEN-SIE Electronic Signature, on the first access to PEN-SIE, according to the guidelines available in the tutorial: https://www.ufsm.br/orgaos-suplementares/dag/pen/apoio-ao-usuario/tutorial-para-incluir-documento-no-pen-sie-e-tramitar-processo-eletronico</p> <p>After completing the external user and electronic signature registration in PEN-SIE, the applicant should send an email to the General Archive Department (protocolodag@ufsm.br) to request the creation a National Electronic Process (<i>PEN</i>) and should attach the documents listed below:</p> <ul style="list-style-type: none"> ✓ Authorization Request Form for Volunteer Service at UFSM (model available on the UFSM website: www.ufsm.br/progep/servicos -> Ingresso) ✓ Plan of activities ✓ <i>Curriculum Vitae</i>
2	General Archive Department (DAG)	DAG opens the PEN and forwards it to the subunit informed by the applicant.
3	Subunit (Department, Undergraduate or Graduate Program...)	<p>Presents the request at the Collegiate meeting.</p> <p><u>If the request is not approved</u>, it is forwarded to the applicant and the applicant is asked to forward it to be archived at DAG.</p> <p><u>If the request is approved</u>, the minutes of the meeting (with list of attendees) are added in the PEN. The PEN is forwarded to the Hiring Office.</p>
4	Personnel Evaluation and Transfer/NUMOV Provost Office for Personnel Management	<p>Checks the documentation in the PEN. If necessary, requests complementary documentation from the participant (via PEN or by email) or from the subunit.</p> <p>Requests the participant to send, by e-mail or by PEN, the other documentation:</p> <ul style="list-style-type: none"> ✓ Term of Adhesion, filled out digitally (manual completion is not allowed), signed by the participant and two witnesses, according to the model available on the UFSM website (www.ufsm.br/progep/servicos -> Ingresso). ✓ Participant Inclusion Form, completed and signed, according to the model available on the UFSM website (www.ufsm.br/progep/servicos -> Ingresso); ✓ Participant Personal Documents, in a single file: Birth or marriage certificate; recent 3x4 photo; identity document, proof of education (graduation and graduate degrees);
5	Applicant/participant	Forwards the requested documentation by email or PEN and returns the process to Personnel Evaluation and Transfer/NUMOV/Provost Office for Personnel Management.
6	Personnel Evaluation and Transfer/NUMOV Provost Office for Personnel Management	<p>If the documentation is correct, it is sent to the University President for signature.</p> <p>If the documentation is not correct, the applicant is asked to complete it (by e-mail or via PEN).</p>
7	Office of the President	<p>Electronically signs the Term of Adhesion</p> <p>Or returns it to NUMOV for corrections.</p>

		After signing, it is forwarded to NUMOV.
8	Personnel Evaluation and Transfer/NUMOV/ Provost Office for Personnel Management	The interested party is notified to access the Term of Adhesion. The process is forwarded to the Registration Office/NUCAD.
9	Registration Office NUCAD/PROGEP	Logs in to the SIE Information System and creates the participant's employee folder. Forwards the process to Provost Office of Administration (PRA).
10	PRA Office of Administrative Assistance	Includes the participant in the UFSM personal accident insurance. Forwards the process for archival.
11	General Archive Department (DAG)	Archives the process.