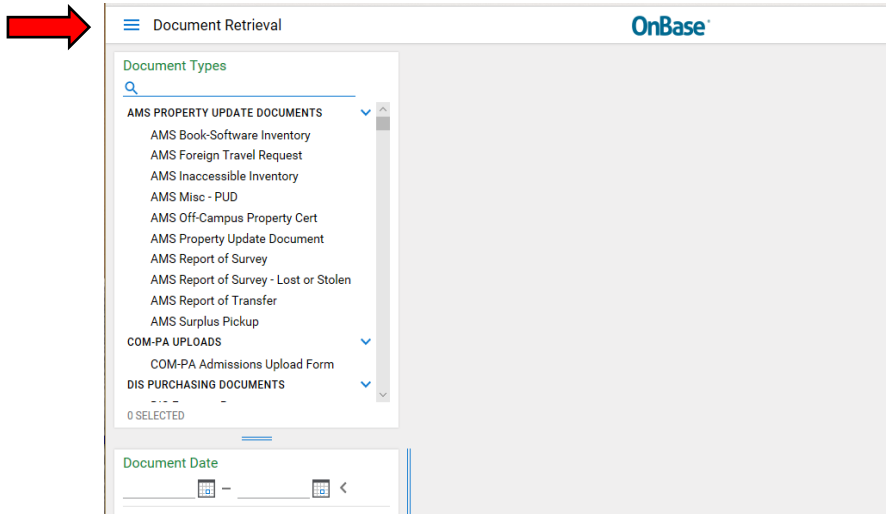
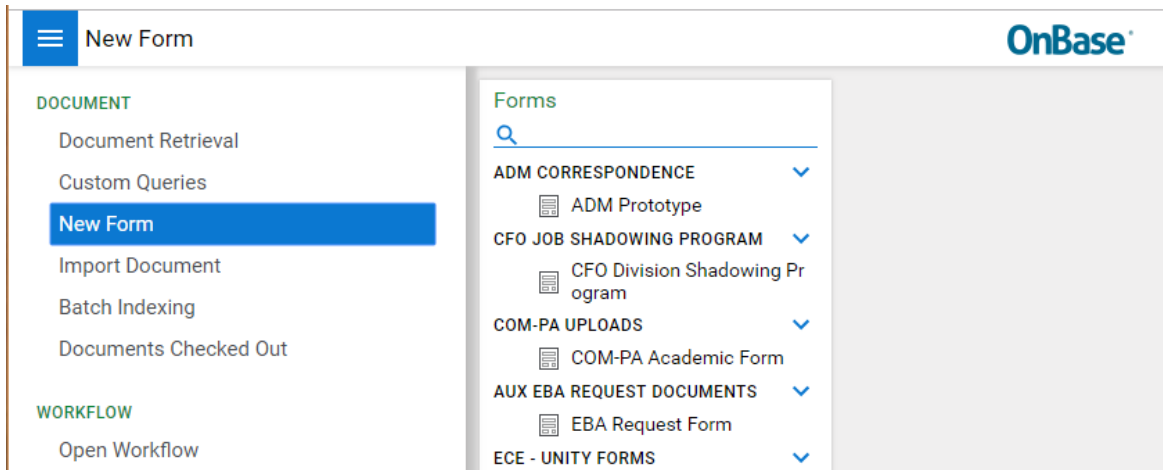


OnBase Instruction Guide – New Hire

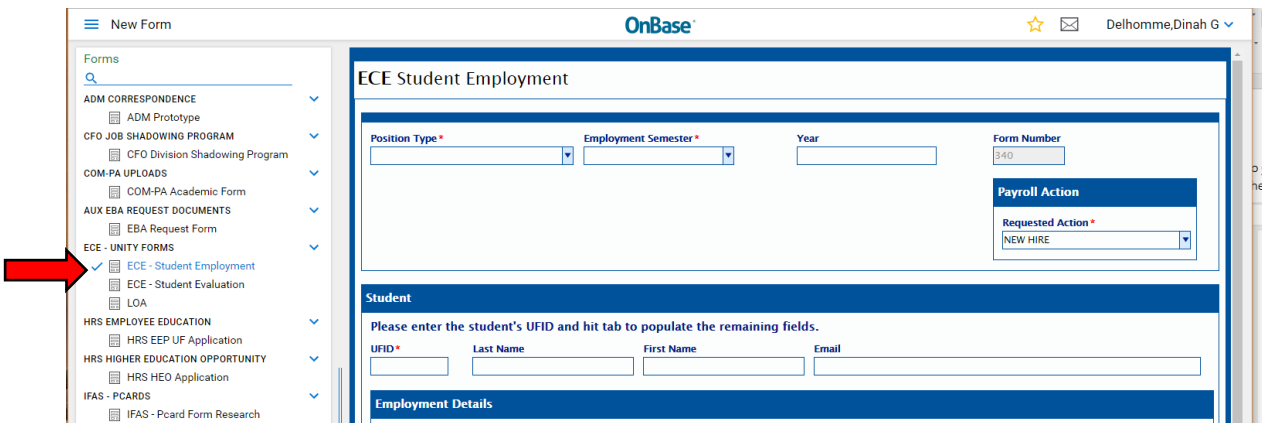
1. Log onto OnBase Web Version at docs.erp.ufl.edu
2. Select the **Document Retrieval** icon, in the top left corner.



3. Next, click **New Form**.



4. Then select, **ECE – Student Employment**, a blank form will appear.



5. Complete the applicable fields on the form and click **Submit** to send your form to the Payroll & Personnel Office for review.

Reminders:

- The New Hire form is also available under the Life Cycle View in Workflow. Follow the navigation and review images. Open **Workflow < Life Cycle View < ECE Faculty LC < Upcoming Employees or Current Employees or Past Employees** folders.
- The **Rehire** option is only available under the **Past Employee** folder.

OnBase

LIFE CYCLE VIEW WORK FOLDER

- Combined Inbox
- CFO Division Job Shadowing Program WF
- ECE Student Evaluation LC
- ECE Faculty LC**
 - Supervisor Review
 - Upcoming Employees
 - Current Employees
 - Past Employees
- ECE LOA LC
- ECE Payroll LC
- EEP Application Approval

Inbox

Drag a column header here to group by that column.

ECE - SUPERVISOR LAST NA...	PROXY LAST NAME	REQUESTED ACTION
delhomme		Contains...
DELHOMME		REAPPOINT
DELHOMME		REAPPOINT
DELHOMME		REAPPOINT
DELHOMME	FOX	NEW HIRE
DELHOMME		NEW HIRE
DELHOMME		REAPPOINT
DELHOMME		REAPPOINT

Items: 7 of 16

New Hire

OnBase

LIFE CYCLE VIEW WORK FOLDER

- Combined Inbox
- CFO Division Job Shadowing Program WF
- ECE Student Evaluation LC
- ECE Faculty LC**
 - Supervisor Review
 - Upcoming Employees
 - Current Employees
 - Past Employees
- ECE LOA LC
- ECE Payroll LC
- EEP Application Approval
- HRS - Higher Education

Inbox

Drag a column header here to group by that column.

ECE - SUPERVISOR LAST NA...	PROXY LAST NAME	REQUESTED ACTION	POSITION TYPE
delhomme		Contains...	Contains...
DELHOMME		NEW HIRE	OPS
DELHOMME		NEW HIRE	RA
DELHOMME		NEW HIRE	OPS
DELHOMME		NEW HIRE	RA
DELHOMME		NEW HIRE	FELLOWSHIP
DELHOMME		NEW HIRE	FELLOWSHIP
DELHOMME		NEW HIRE	RA
DELHOMME		NEW HIRE	OPS

Items: 8 of 20

Reappoint Terminate New Hire

OnBase

LIFE CYCLE VIEW WORK FOLDER

- Combined Inbox
- CFO Division Job Shadowing Program WF
- ECE Student Evaluation LC
- ECE Faculty LC**
 - Supervisor Review
 - Upcoming Employees
 - Current Employees
 - Past Employees
- ECE LOA LC
- ECE Payroll LC
- EEP Application Approval
- HRS - Higher Education

Inbox

Drag a column header here to group by that column.

ECE - SUPERVISOR LAST NA...	PROXY LAST NAME	REQUESTED ACTION	POSITION TYPE
CUMMINGS		NEW HIRE	OPS
CUMMINGS		NEW HIRE	FELLOWSHIP
CUMMINGS		NEW HIRE	OPS
CUMMINGS		NEW HIRE	TA
DELHOMME	FOX	NEW HIRE	FELLOWSHIP
DELHOMME		REAPPOINT	FELLOWSHIP
DELHOMME		NEW HIRE	OPS
DELHOMME	FOX	NEW HIRE	TA
LANE		NEW HIRE	RA

Items: 10

Rehire Create Evaluation New Hire