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.

E New Form		OnBase
DOCUMENT	Forms	
Document Retrieval	<u>Q</u>	
Custom Queries	ADM CORRESPONDENCE	
New Form	CFO JOB SHADOWING PROGRAM	
Import Document	CFO Division Shadowing Pr	
Batch Indexing		
Documents Checked Out	COM-PA OPLOADS	
WORKFLOW	AUX EBA REQUEST DOCUMENTS 🗸	
Open Workflow	ECE - UNITY FORMS	

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

New Form	OnBase ⁻	☆ 🖂 Delhomme,Dinah G 🗸
Forms Q ADM CORRESPONDENCE	ECE Student Employment	î
ADM Prototype CF0 J08 SHADOWING PROGRAM GF0 Division Shadowing Program COM-PA UPLGADS COM-PA Academic Form AUX EDA REQUEST DOCUMENTS EBA Request Form	Position Type* Employment Semester* Year Vear	Form Number 340 Payroll Action Requested Action * NEW HIRE V
CE - UNITY FORMS		
ECE - Student Evaluation	Student	
HRS EMPLOYEE EDUCATION HRS EEP UF Application HRS HIGHER EDUCATION OPPORTUNITY HRS HEO Application	Y Please enter the student's UFID and hit tab to populate the remaining fields. UFID* Last Name First Name Email	
IFAS - PCARDS	Employment Details	

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.
- **4** The **Rehire** option is only available under the **Past Employee** folder.

	Drag a column header here to group by that column.		
•7 44 1	ECE - SUPERVISOR LAST	NA PROXY LAST NAME	REQUESTED ACTION
LIFE CYCLE VIEW WORK FOLDER	∀ delhomme		
🖧 Combined Inbox	DELHOMME		REAPPOINT
> 🖧 CFO Division Job	DELHOMME		REAPPOINT
Shadowing Program WF	DELHOMME		REAPPOINT
> 🗞 ECE Student Evaluation LC	DELHOMME	FOX	NEW HIRE
V 😪 ECE Faculty LC	DELHOMME		NEW HIRE
Supervisor Review	DELHOMME		READDOINT
Upcoming Employees	DELHOMME		REALFOINT
Current Employees	DELHOMME		REAPPOINT
Past Employees			
> 🖧 ECE LOA LC	4		
> o ECE Payroll LC	Items: / of 16		
	E Hire		

Inbox

1

OnBase [®]	☆ ☴ ⊨
	.e ф т
LIFE CYCLE VIEW WOR	K FOLDER
🖧 Combined Inbo	x
CFO Division Jo Shadowing Pro	ob gram WF
> 🗞 ECE Student Ev	aluation LC
✓ ∞ ECE Faculty LC	
Supervisor	Review
🛅 Upcoming	Employees
Current Em	ployees
Past Emplo	oyees
> 🖧 ECE LOA LC	
> 🗞 ECE Payroll LC	
> 🧱 EEP Application	n Approval
> og HRS - Higher Ed	ducation 🖕

Drag a column header here to group by that column.		
ECE - SUPERVISOR LAST NA PROXY LAST NAME	REQUESTED ACTION	POSITION TYPE
∀ delhomme ♥ Contains	♥ 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
4		
Items: 8 of 20		
Reappoint 📷 Terminate 📋 New Hire		



Drag a column header here to g	roup by that column.		
ECE - SUPERVISOR LAST NA	PROXY LAST NAME	REQUESTED ACTION	POSITION TYPE
Contains Conta	♡ Contains	♥ Contains	♥ Contains
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		

17