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.