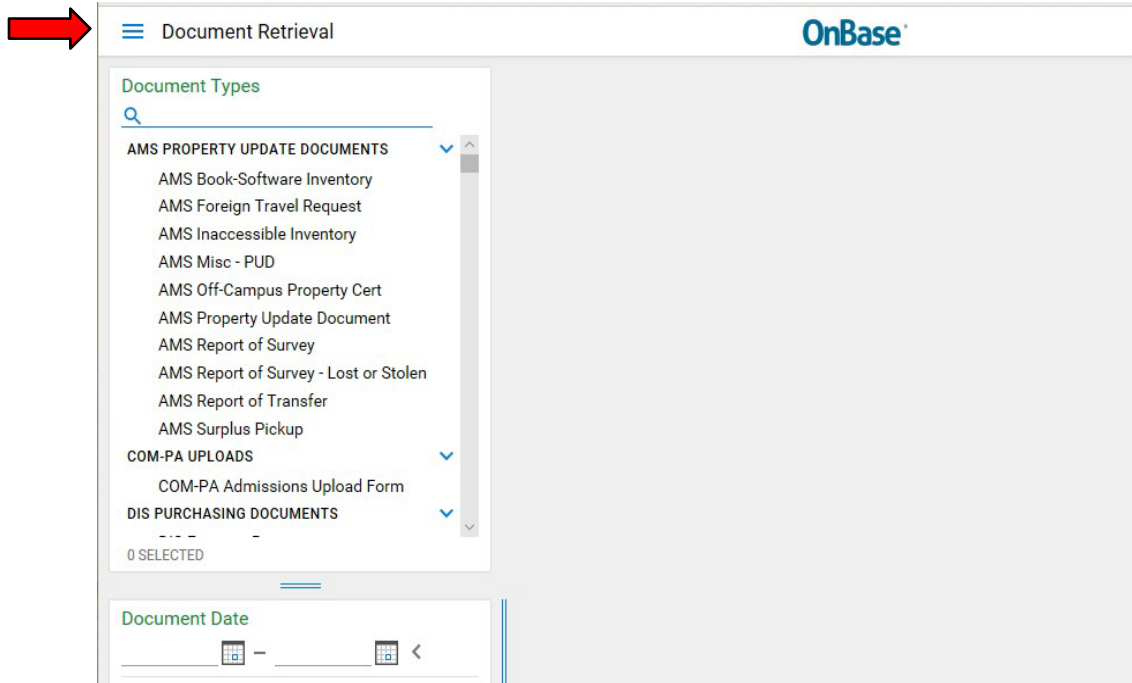
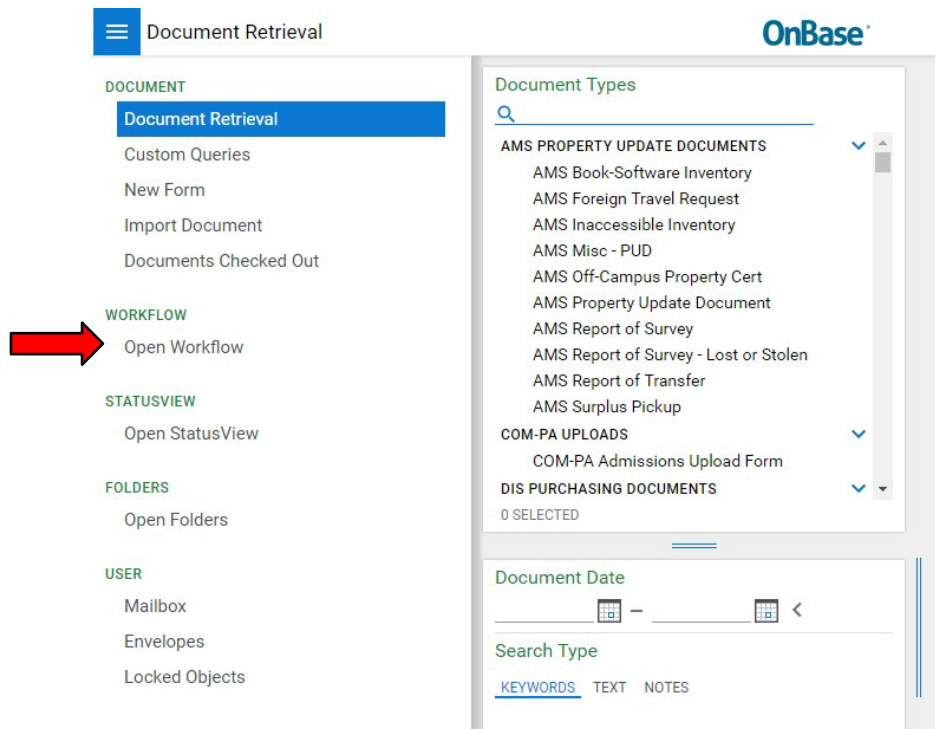


OnBase Instruction Guide – Reappoint, OPS Semester Break, GA Leave of Absence, Terminate & Rehire

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 **Open Workflow** – a new window will open.



4. Under Life Cycle View, click the arrow next to **ECE Faculty LC**. Then select **Current Employees** folder.

The screenshot shows the OnBase interface. On the left, under 'LIFE CYCLE VIEW', the 'ECE Faculty LC' folder is expanded, and the 'Current Employees' sub-folder is circled in red. A red arrow points to this folder. On the right, the 'Inbox' table displays a list of employees with columns for 'ECE - SUPERVISOR LAST NAME', 'PROXY LAST NAME', 'REQUESTED ACTION', and 'POSITION TYPE'. The table contains several rows, including entries for 'CUMMINGS' and 'DELHOMME'.

5. Filter by, **ECE Supervisor Last Name, Proxy Last Name, Student Name** etc. to search your student group

The screenshot shows the 'Inbox' table with a red arrow pointing to the 'ECE - SUPERVISOR LAST NAME' column header. The table has columns for 'ECE - SUPERVISOR LAST NAME', 'PROXY LAST NAME', 'REQUESTED ACTION', 'POSITION TYPE', 'STUDENT FIRST NAME', and 'LAST NAME'. The data rows show various employees, all with 'NEW HIRE' as the requested action.

6. To **REAPPOINT**, first (1) select the employee name. After selecting employee name, their previous appointment form will appear underneath. Second (2), click the Reappoint button. *NOTE: the Department Associate Chair will submit Teaching Assistant and OPS grader appointments (an email will be generated once a form has been submitted).*

The screenshot shows the 'ECE Student Employment' form. At the top, the 'Inbox' table is visible, with a red arrow labeled '1' pointing to the name 'SAI PRANESH' in the 'STUDENT FIRST' column. Below the table, there are several action buttons: 'Reappoint', 'Semester Break', 'Leave of Absence', 'Terminate', and 'New Hire'. A red arrow labeled '2' points to the 'Reappoint' button. Below the buttons, the 'ECE Student Employment' form is displayed, with fields for 'Position Type' (set to 'RA'), 'Employment Semester' (set to 'SPRING'), and 'Year' (set to '2023').

A new form will appear in the Inbox Field. Edit fields in the new form as applicable. *(NOTE: DO NOT make any changes to the previous appointment form in the bottom window.)* Scroll to the bottom of the top new form (making any updates) and click Submit. This will save and send the document to the Payroll & Personnel Office for review.

Electrical and Computer Engineering Student Employment

Applicant Number: 225
 Position Type*: RA
 Employment Semester*: SPRING
 Requested Action*: REAPPOINT

The start and end date for your employee:
 Start Date: 01/01/2019
 End Date: 05/15/2019

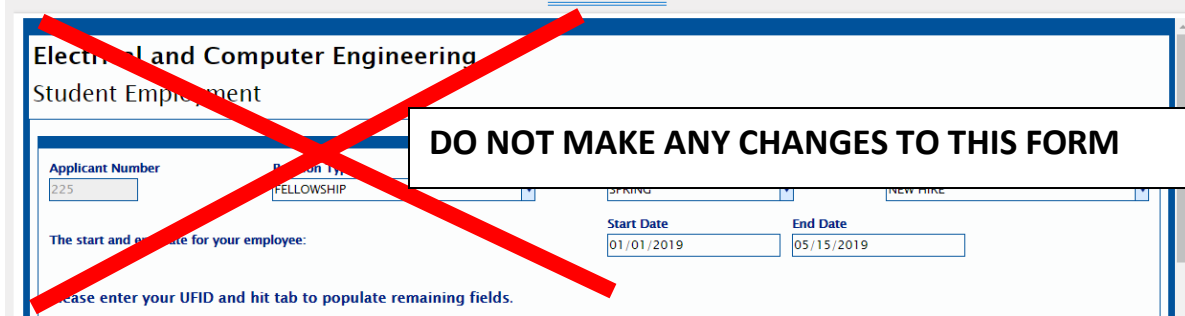
Please enter your UFID and hit tab to populate remaining fields.

Supervisor

Check here if you filling this out for a supervisor.

UFID*: 07586351
 Last Name: CRICHTON
 First Name: TRACY
 Email: TCRICHTON@UFL.EDU

Buttons: Discard and Continue, Discard and Cancel



- To initiate an **OPS SEMESTER BREAK**, first (1) select the OPS employee name. Second (2) click the OPS Semester Break button. (Note: if you select an employee who is NOT categorized as an OPS Position Type, you will get an error. Hit OK and make another selection.)

OnBase

Employee List:

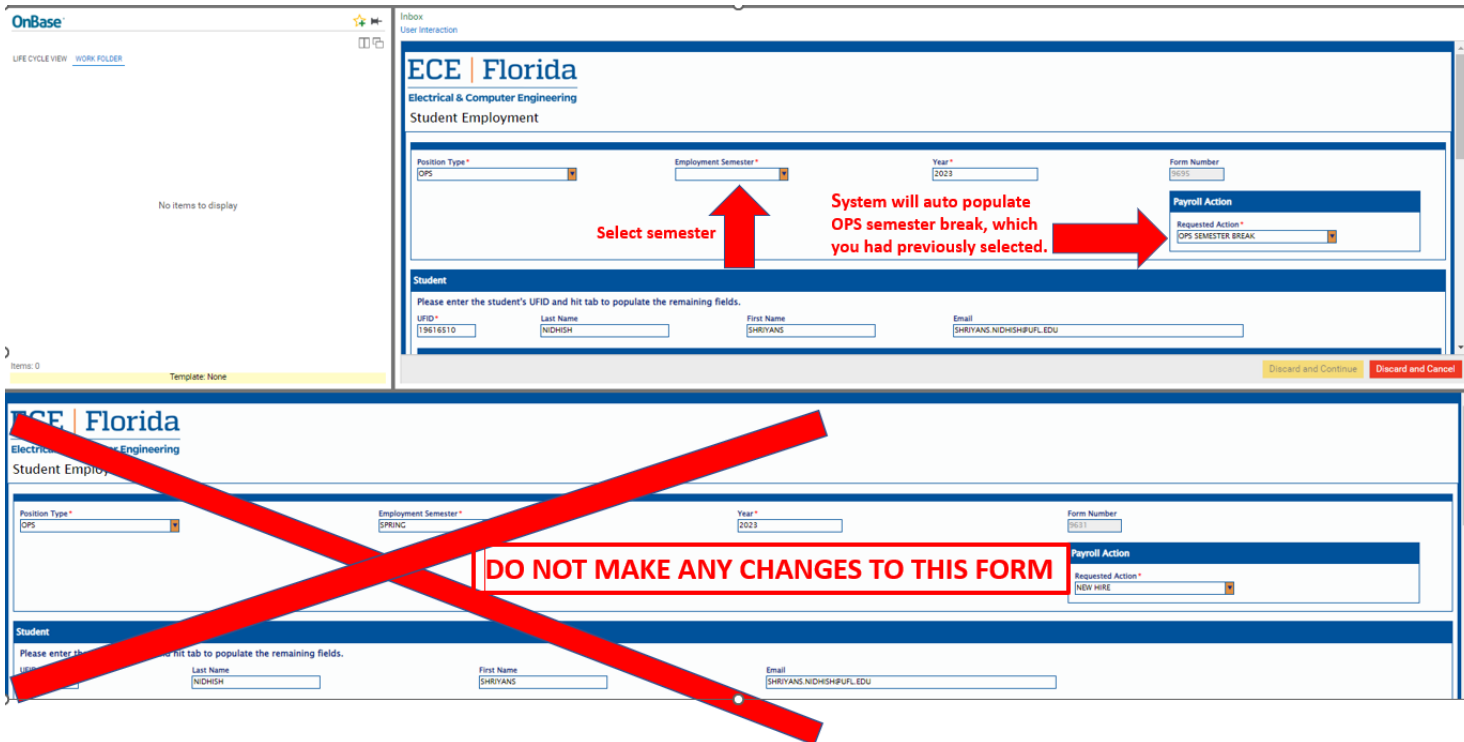
SUPERVISOR LAST	PROXY LAST	POSITION TYPE	STUDENT FIRST	STUDENT LAST
ARNOLD		OPS	SAI PRANESH	AMIRISSETTI
ARNOLD		RA		CRASTO
ARNOLD		OPS	TRE...	FREE
ARNOLD		OPS	TRINIDAD	GRINSPAN FERRARI
ARNOLD		RA	BRENDEN	MEARS
ARNOLD		OPS	MATTHEW	STORMANT
ASADI ZANJANI		OPS	THAMID	AHMED

Buttons: Reappoint, OPS Semester Break, GA Leave of Absence, Terminate, New Hire

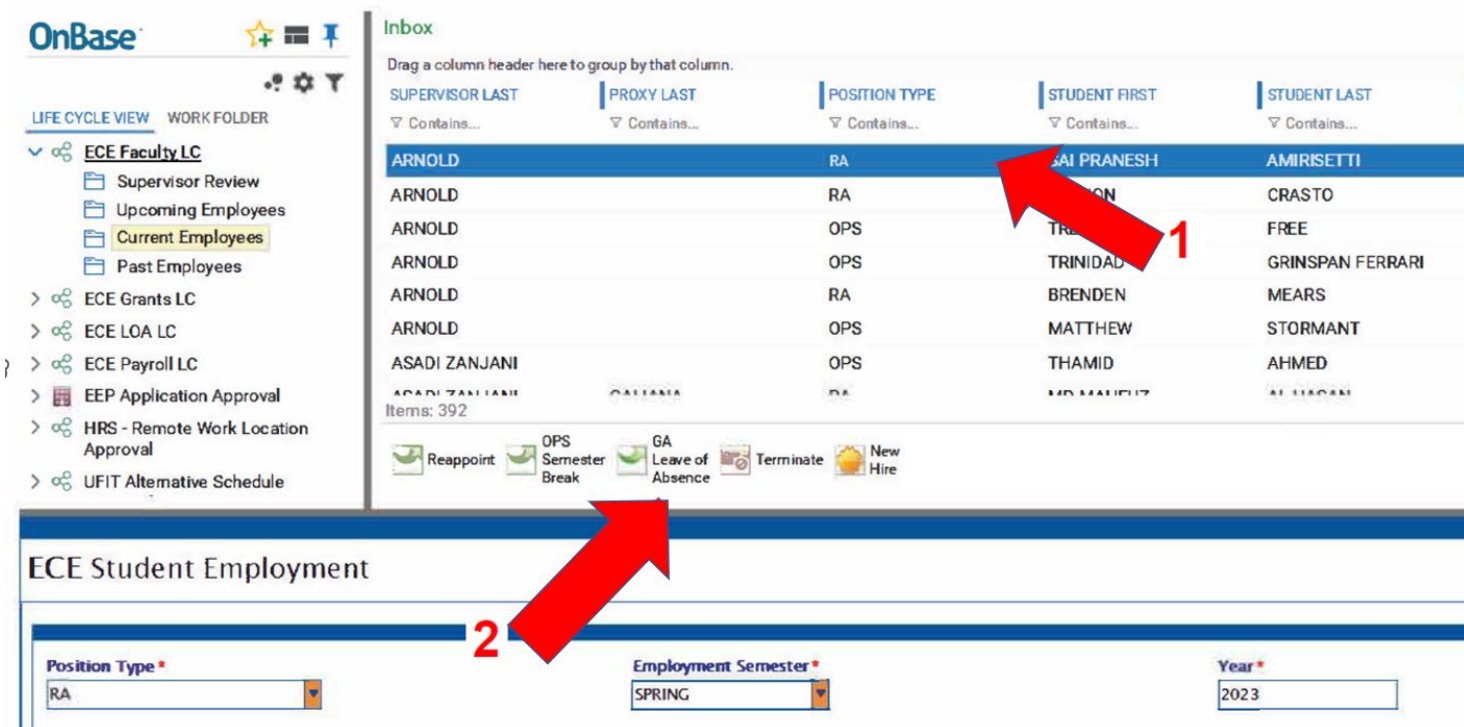
ECE Student Employment

Position Type*: RA
 Employment Semester*: SPRING
 Year*: 2023

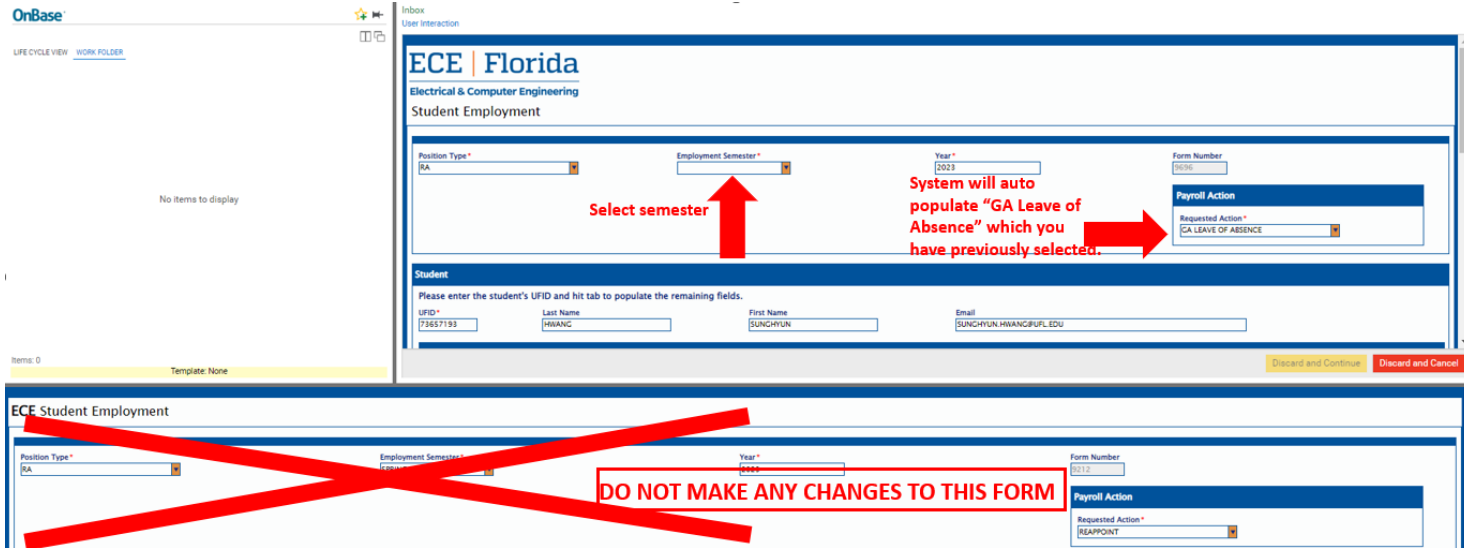
A new form will appear in the Inbox Field. Edit fields in the new form as applicable. *(NOTE: DO NOT make any changes to the previous appointment form in the bottom window.)* Scroll to the bottom of the top new form (making any updates), enter a thorough explanation of the OPS employee's semester break (including start and end dates), and click Submit. This will save and send the document to the Payroll & Personnel Office for review.



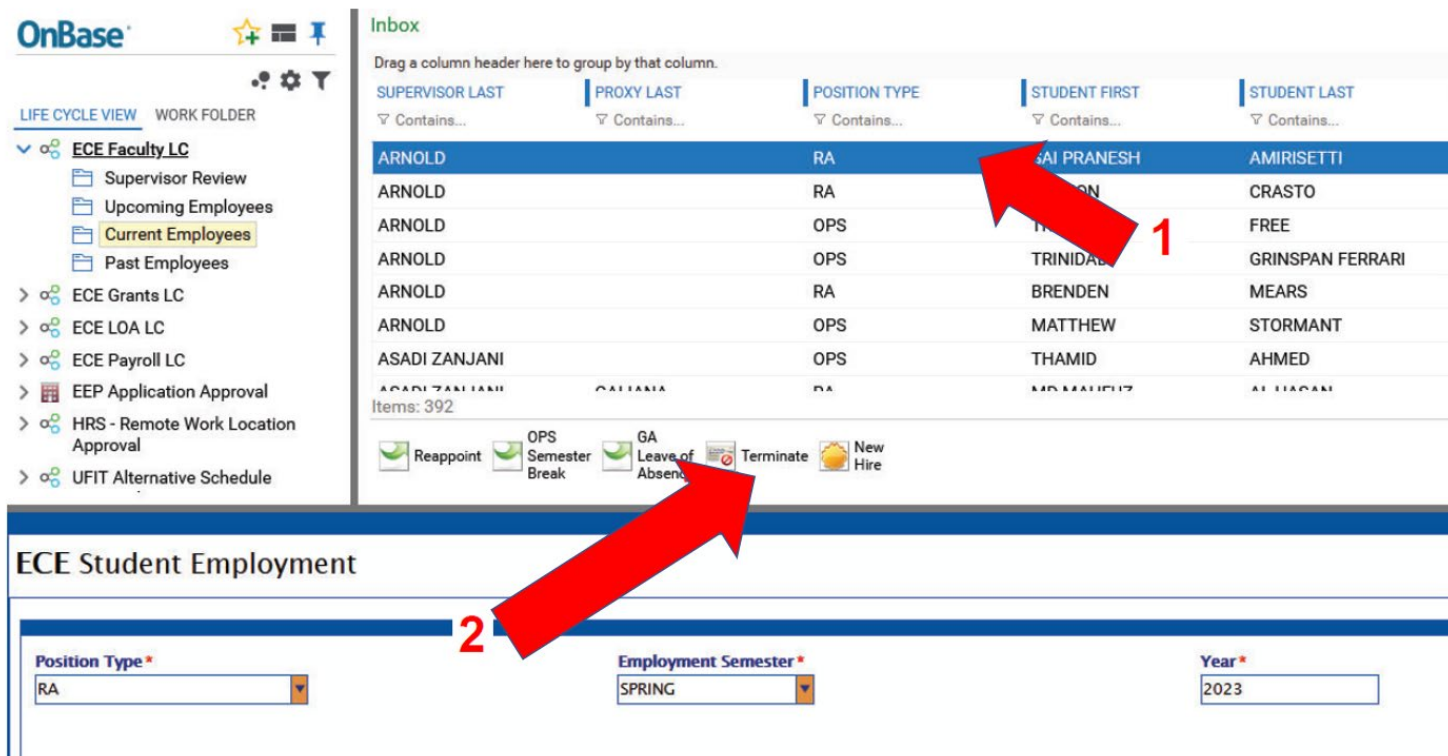
- To initiate a **GA LEAVE OF ABSENCE**, first (1) select the GA (RA or TA) employee name. Second (2) click the GA Leave of Absence button. (Note: if you select an employee who is NOT categorized as an RA or TA Position Type, you will get an error. Hit OK and make another selection.)



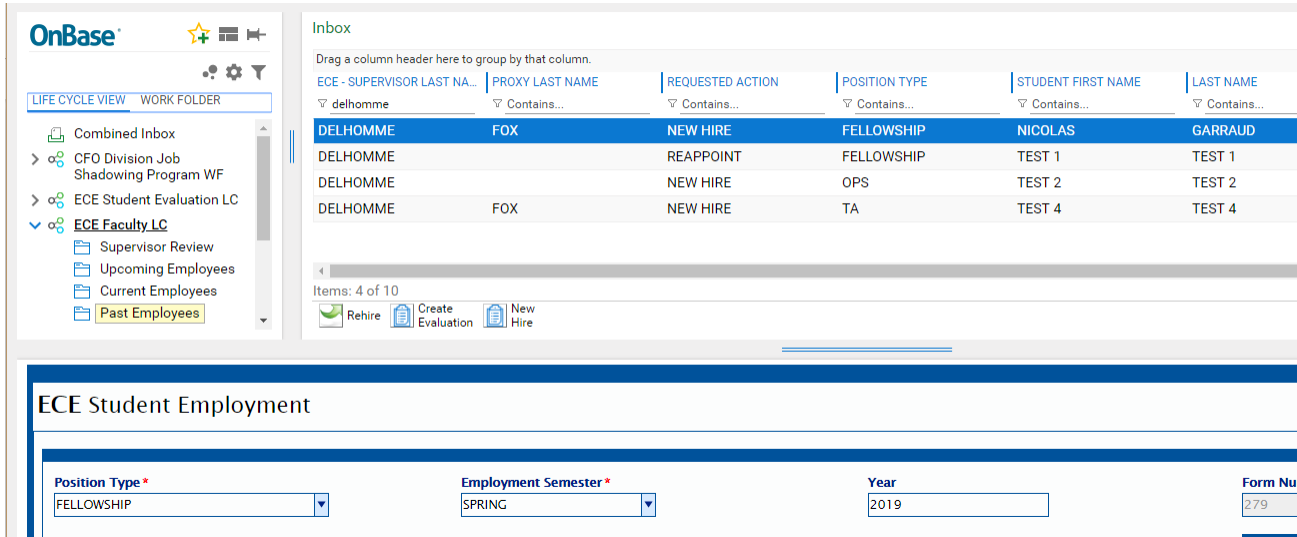
A new form will appear in the **Inbox Field**. Edit fields in the new form as applicable. *(NOTE: DO NOT make any changes to the previous appointment form in the bottom window.)* Scroll to the bottom of the top new form (making any updates), enter a thorough explanation of the GA's employee's Leave of Absence, and click Submit. This will save and send the document to the Payroll & Personnel Office for review.



- To **TERMINATE**, first (1) select the employee name. Second (2), click the Terminate button. Enter a reason for the termination (i.e. graduation, internship, poor performance etc...). When reason is entered, click Submit. This will save and send the document to the Payroll & Personnel Office for review.



10. Repeat steps five through nine to submit all forms under your group to the Payroll & Personnel Office.
11. To **REHIRE**, first select the **Past Employees** folder under Life Cycle View. Filter by, **ECE Supervisor Last Name, Proxy Last Name, Student Name** etc. to search your student group. Then select employee name, their previous appointment form will appear below. Click the Rehire button.



Inbox

Drag a column header here to group by that column.

ECE - SUPERVISOR LAST NA...	PROXY LAST NAME	REQUESTED ACTION	POSITION TYPE	STUDENT FIRST NAME	LAST NAME
delhomme	Contains...	Contains...	Contains...	Contains...	Contains...
DELHOMME	FOX	NEW HIRE	FELLOWSHIP	NICOLAS	GARRAUD
DELHOMME		REAPPOINT	FELLOWSHIP	TEST 1	TEST 1
DELHOMME		NEW HIRE	OPS	TEST 2	TEST 2
DELHOMME	FOX	NEW HIRE	TA	TEST 4	TEST 4

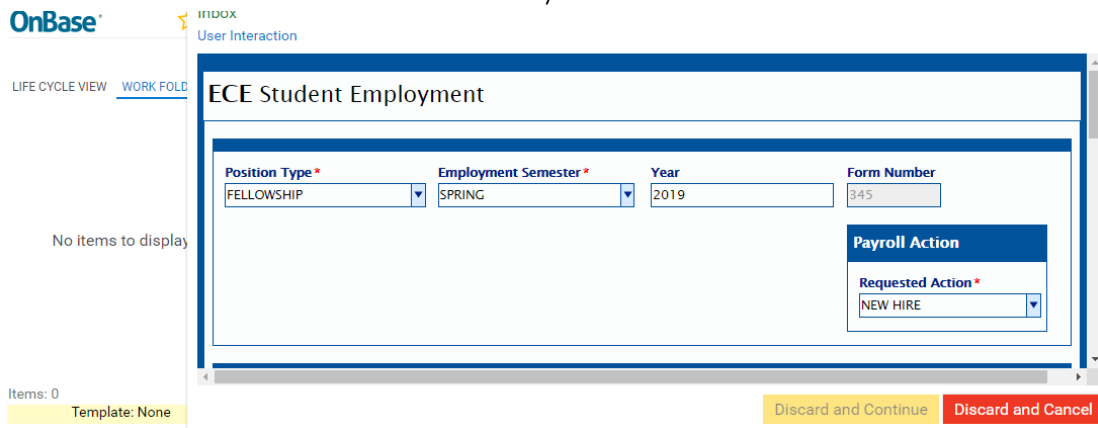
Items: 4 of 10

Rehire Create Evaluation New Hire

ECE Student Employment

Position Type * FELLOWSHIP Employment Semester * SPRING Year 2019 Form Number 279

12. A new form will appear in the **Inbox Field**. Edit fields in the new form as applicable. *(NOTE: DO NOT make any changes to the previous appointment form.)* Scroll to the bottom of the new form and click **Submit**. This will save and send the document to the Payroll & Personnel Office for review.



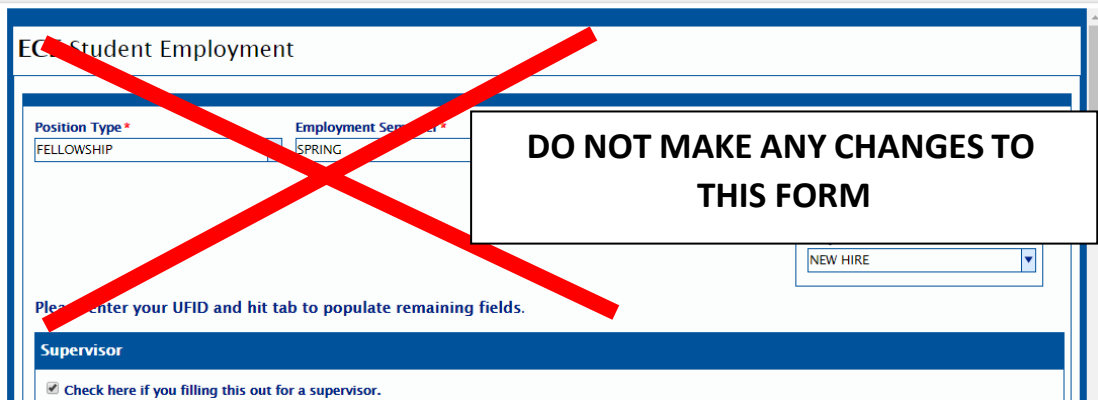
ECE Student Employment

Position Type * FELLOWSHIP Employment Semester * SPRING Year 2019 Form Number 345

Payroll Action

Requested Action * NEW HIRE

Discard and Continue Discard and Cancel



ECE Student Employment

Position Type * FELLOWSHIP Employment Semester * SPRING

DO NOT MAKE ANY CHANGES TO THIS FORM

NEW HIRE

Please enter your UFID and hit tab to populate remaining fields.

Supervisor

Check here if you filling this out for a supervisor.

Reminders:

- ✚ You will only be able to submit a reappoint or terminate form once (an email will be generated once a form has been submitted).
- ✚ The Department Associate Chair will submit Graduate Teaching Assistant and Undergraduate OPS grader appointments (an email will be generated once a form has been submitted).
- ✚ When reappointing students, you only have the option to Submit or Cancel/Discard. The Discard/Continue button has been deactivated.
- ✚ You should only reappoint or terminate students assigned to you – excluding TA's and OPS graders.
- ✚ Review your forms and respond promptly.