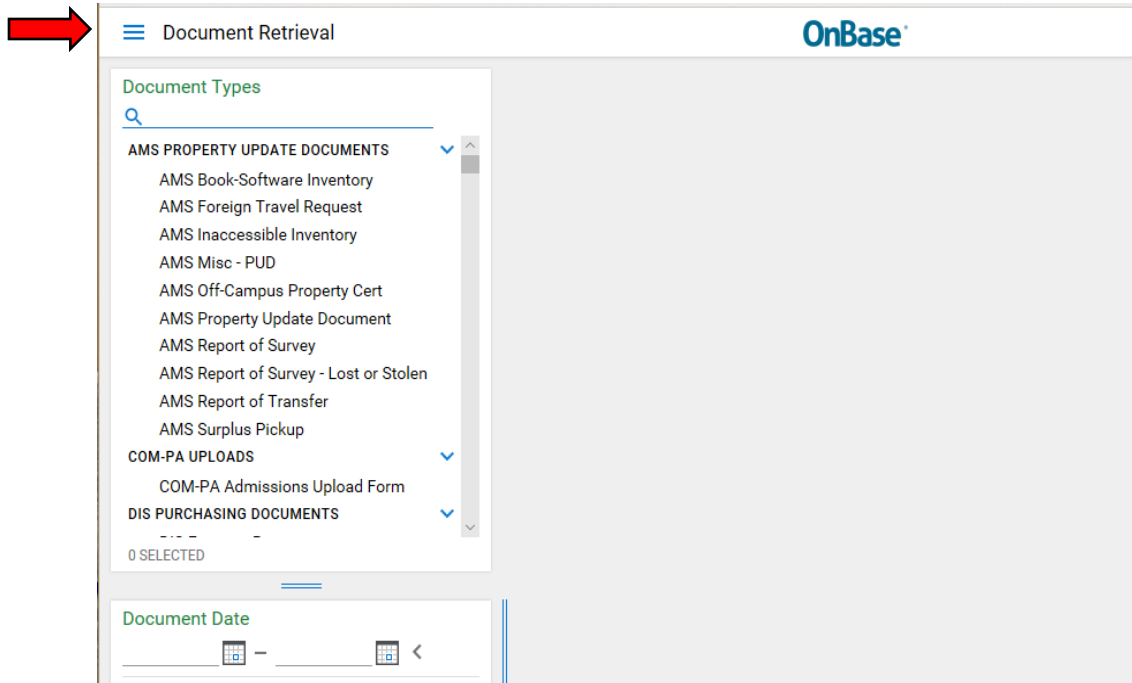
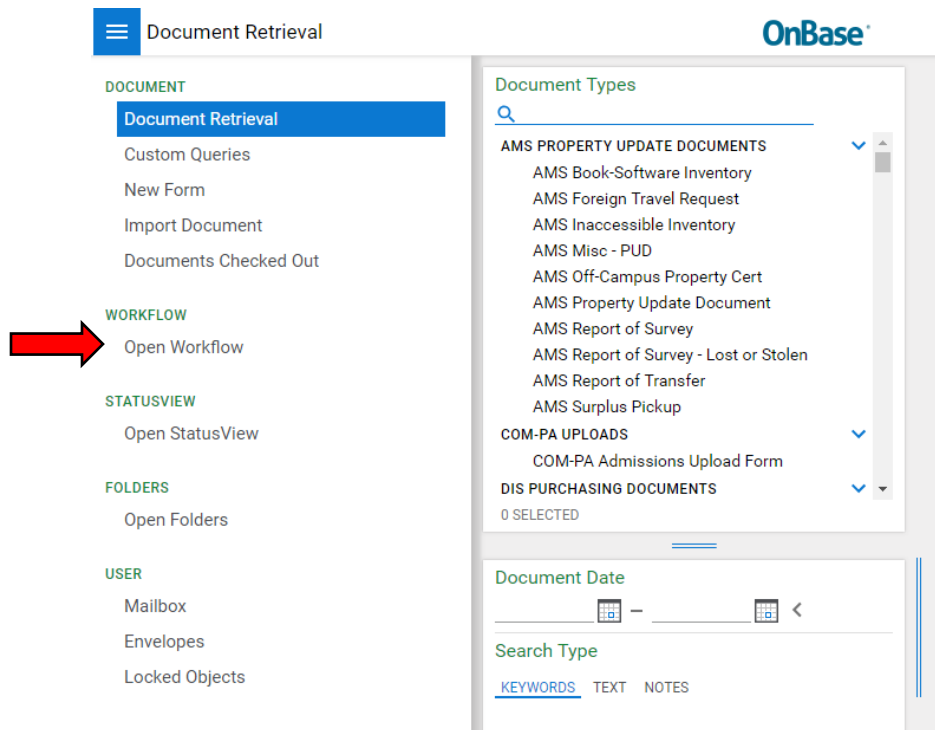


OnBase Instruction Guide – Reappoint, Terminate & Rehire

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.

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

Inbox

Drag a column header here to group by that column.

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

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

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		NEW HIRE	OPS	KAUSTUBH	BAPAT
DELHOMME		NEW HIRE	RA	KEISHA	CASTILLO-TORRES
DELHOMME		NEW HIRE	OPS	STASIU	CHYCZEWSKI
DELHOMME		NEW HIRE	RA	MUKHIL	MALLAIYAN SATHIASEELAN
DELHOMME		NEW HIRE	FELLOWSHIP	TEST 1	TEST 1
DELHOMME		NEW HIRE	FELLOWSHIP	TEST 2	TEST 2
DELHOMME		NEW HIRE	RA	TEST 3	TEST 3
DELHOMME		NEW HIRE	OPS	CONNOR	TREVISANI

6. To **reappoint**, first select the employee name. After selecting employee name, their previous appointment form will appear underneath. Next, 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).*

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 Opportunity LC
- IFAS - Peard

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		NEW HIRE	OPS	KAUSTUBH	BAPAT
DELHOMME		NEW HIRE	RA	KEISHA	CASTILLO-TORRES
DELHOMME		NEW HIRE	OPS	STASIU	CHYCZEWSKI
DELHOMME		NEW HIRE	RA	MUKHIL	MALLAIYAN SATHIASEELAN
DELHOMME		NEW HIRE	FELLOWSHIP	TEST 1	TEST 1
DELHOMME		NEW HIRE	FELLOWSHIP	TEST 2	TEST 2
DELHOMME		NEW HIRE	RA	TEST 3	TEST 3
DELHOMME		NEW HIRE	OPS	CONNOR	TREVISANI

Items: 8 of 20

Reappoint Terminate New Hire

ECE Student Employment

Position Type * OPS Employment Semester * SPRING Year 2019 Form Number 318

7. 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.

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

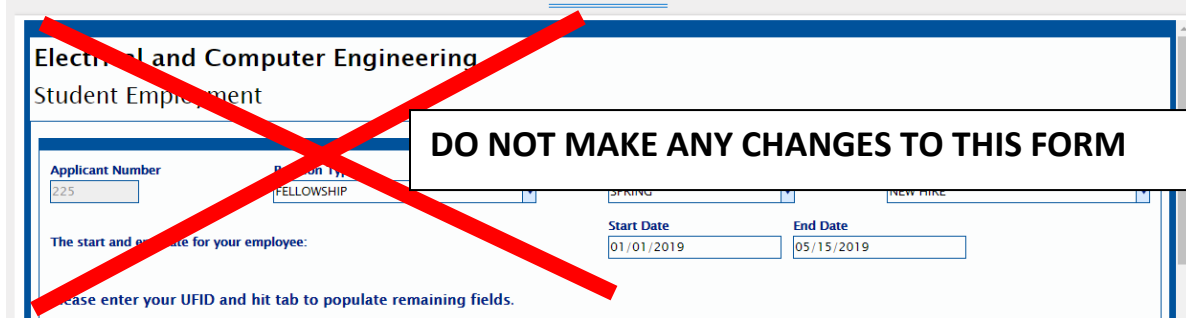
Please enter your UFID and hit tab to populate remaining fields.

Supervisor

Check here if you filling this out for a supervisor.

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

Buttons: Discard and Continue, Discard and Cancel



8. To **terminate**, first select the employee name. Click the **Terminate** button. Enter a reason for the termination (i.e. graduation, internship, poor performance etc...). Then click **Submit**. This will save and send the document to the Payroll & Personnel Office for review.

1.

DELHOMME	NEW HIRE	OPS	KAUSTUBH	BAPAT
DELHOMME	NEW HIRE	RA	SHISHA	CASTILLO-TORRES
DELHOMME	NEW HIRE	OPS	STAS	CHYCZEWSKI
DELHOMME	NEW HIRE	RA	MUKHIL	MALLAIYAN SATHIASEELAN
DELHOMME	NEW HIRE	FELLOWSHIP	TEST 1	TEST 1
DELHOMME	NEW HIRE	FELLOWSHIP	TEST 2	TEST 2
DELHOMME	NEW HIRE	RA	TEST 3	TEST 3
DELHOMME	NEW HIRE	OPS	CONNOR	TREVISANI

2.

Buttons: Reappoint, Terminate, New Hire

ECE Student Employment

Position Type: OPS
 Employment Semester: SPRING
 Year: 2019
 Form Number: 318

9. Repeat steps five through eight to submit all forms under your group to the Payroll & Personnel Office.
10. 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 NAME	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

11. 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 Year 2019 Form Number 345

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.