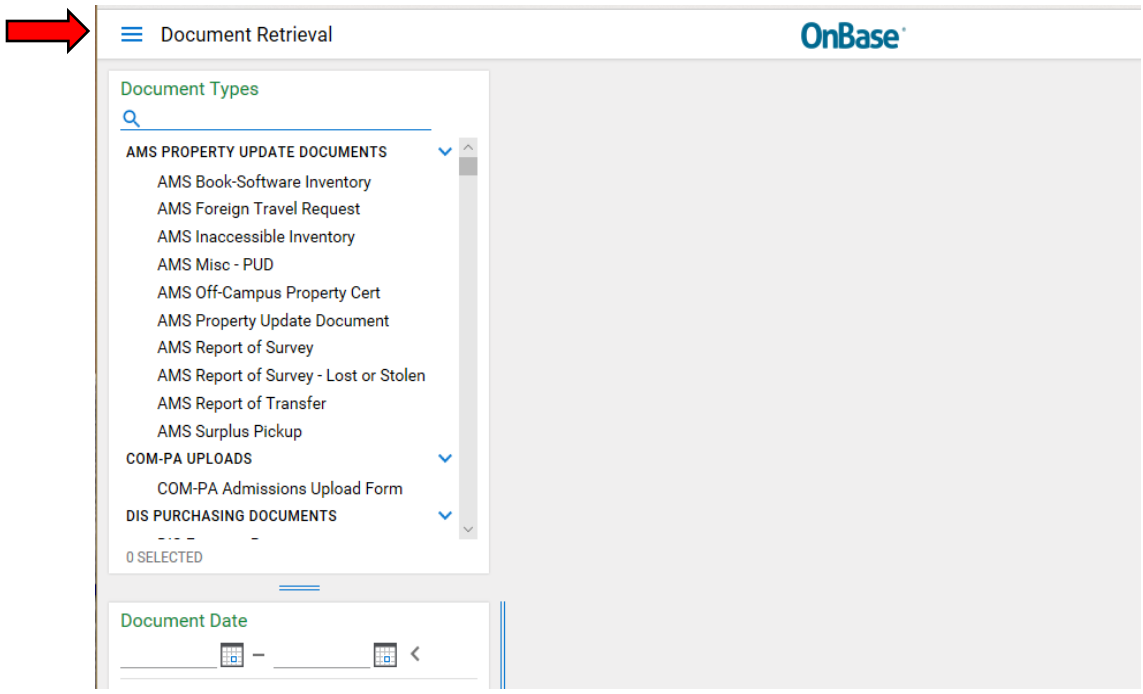
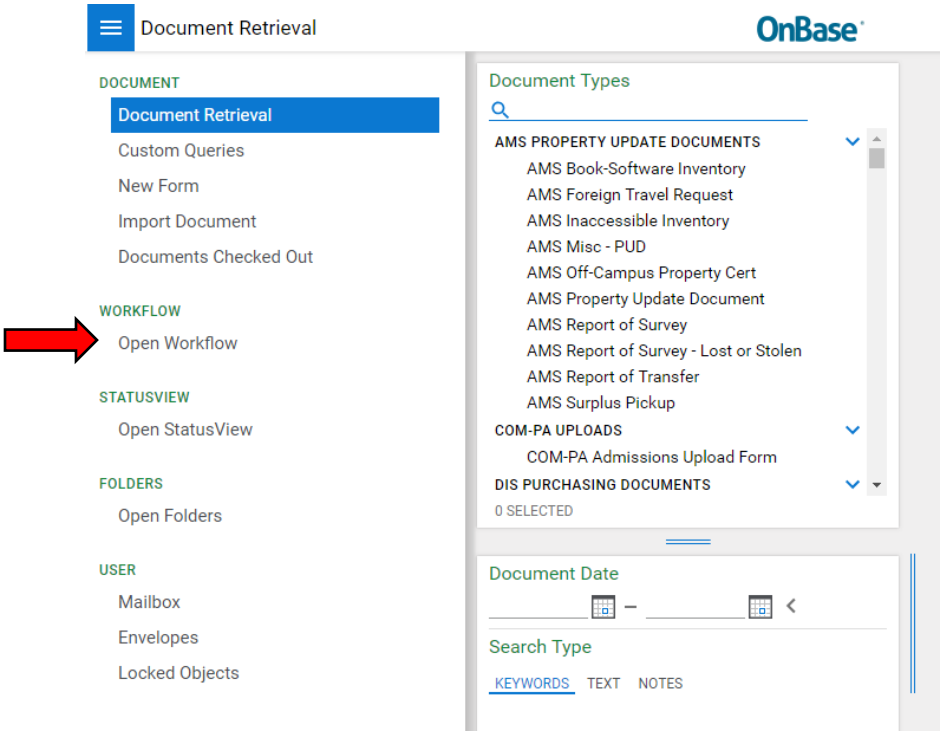
OnBase Instruction Guide – Supervisor Review

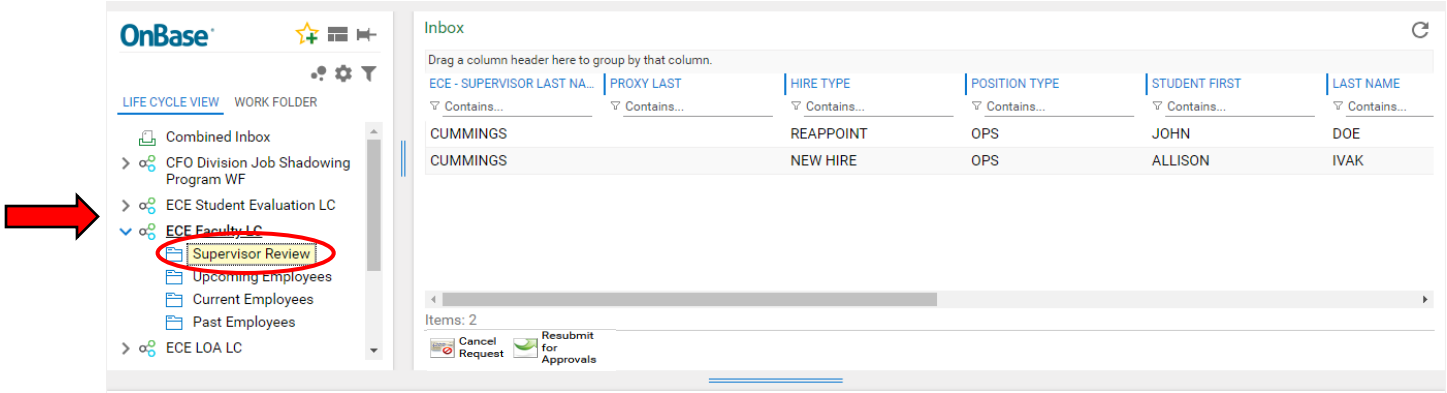
1. Log onto OnBase web version at **docs.erp.ufl.edu** using your Gatorlink credentials.
2. Select the **Document Retrieval** icon, in the top left corner.



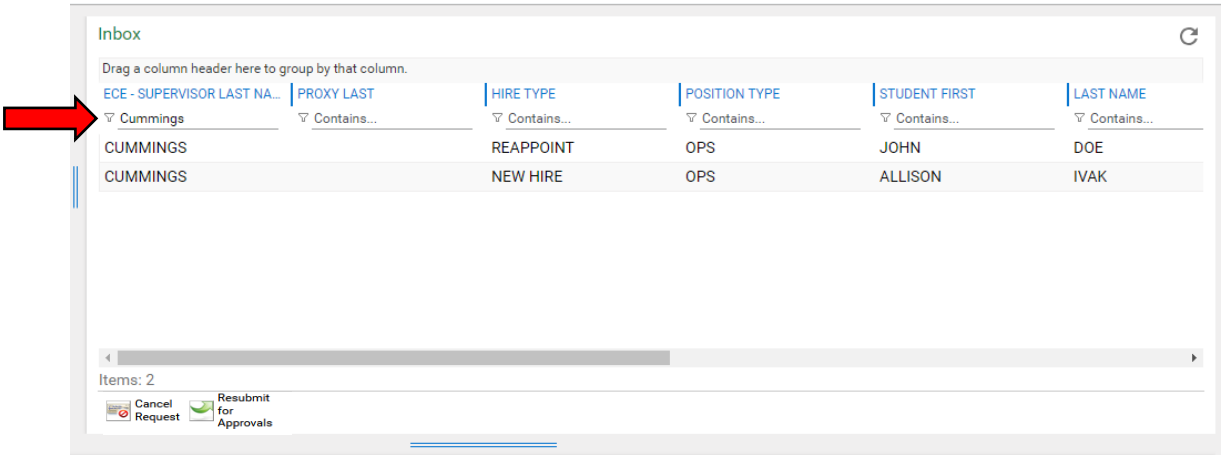
3. Click **Open Workflow** – a new window will open.



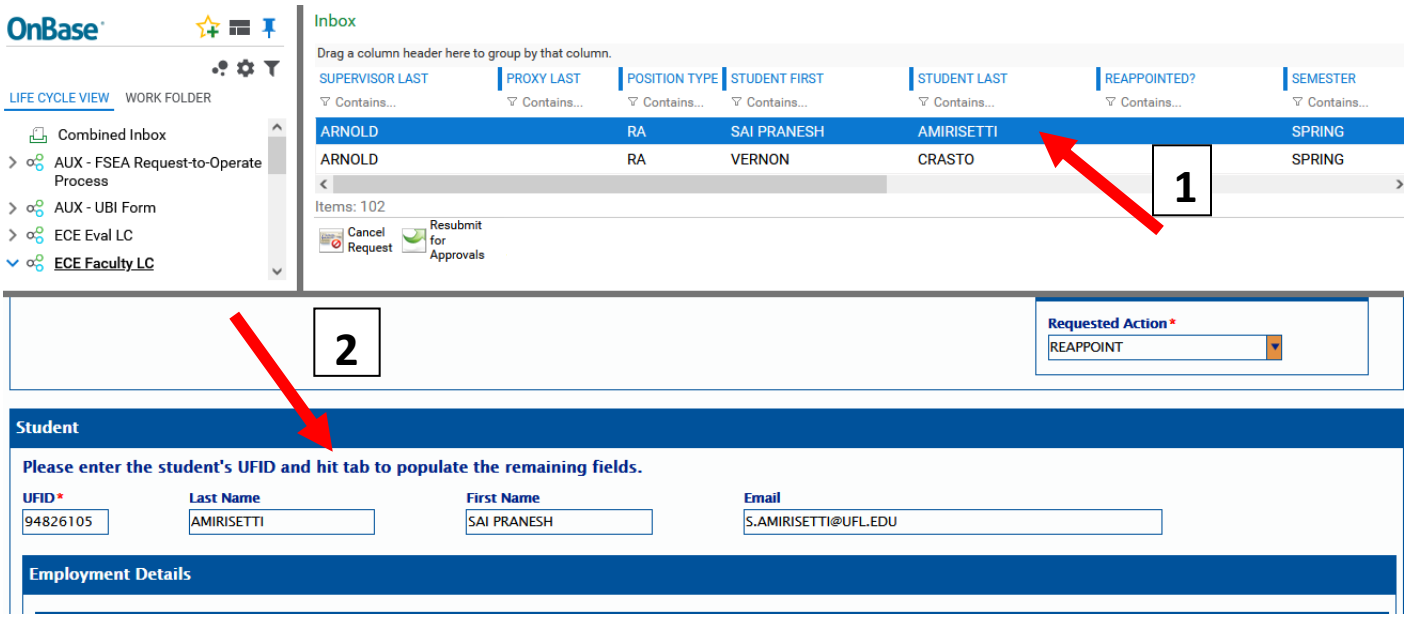
4. In Life Cycle View, click the arrow next to **ECE Faculty LC**. Then select **Supervisor Review** folder.



5. Search by: **ECE Supervisor Last Name**, **Proxy Last Name**, **Student Name** etc. to find the appropriate form.



6. Select the employee name and edit fields in the form as applicable underneath. Then click **Submit** at the end of the form to save your changes.



7. **Resubmit for Approvals,** select the employee name then click the **Resubmit for Approval** button. The form will exit the supervisor review folder and a confirmation email will be generated.
8. **Cancel Request**, select the employee name then click **Cancel Request** button. The form will exit the supervisor review folder and a confirmation email will be generated.

a. NOTE: Forms cancelled in the supervisor review folder will enable forms in the Current Employee folder to be reassigned (i.e. reappoint or terminate).

Reminders:

- The Supervisor Review module are for appointment forms that were denied by either the Payroll & Personnel or Contracts & Grants Offices.
- As a supervisor, you have the option to either resubmit the form for approvals or cancel the request completely.
- The Department Associate Chair will resubmit or cancel forms related to TA's and UPI graders.
- You should only edit, resubmit, or cancel forms assigned to you – excluding TA's and UPI graders.
- Review your forms and respond promptly.