

# **FAO Key Resources** *for Institutes & Centers*

## **FAO Website**

[feinberg.northwestern.edu/fao/](http://feinberg.northwestern.edu/fao/)

## **For Administrators**

*Select an appointment type and then the process you need to execute*

[feinberg.northwestern.edu/fao/for-administrators/index.html](http://feinberg.northwestern.edu/fao/for-administrators/index.html)

## **Payroll Forms**

### **> Position and Data Appointment Forms**

*Use pre-populated templates for common transactions*

[feinberg.northwestern.edu/fao/for-administrators/administrative-references/pos-appt-forms.html](http://feinberg.northwestern.edu/fao/for-administrators/administrative-references/pos-appt-forms.html)

### **> myHR System Codes**

[northwestern.edu/myhr/admin/system-codes/index.html](http://northwestern.edu/myhr/admin/system-codes/index.html)

### **> Form Field Definitions**

[northwestern.edu/myhr/admin/documentation/myHR-PosnApptForm-Details.pdf](http://northwestern.edu/myhr/admin/documentation/myHR-PosnApptForm-Details.pdf)

## **Administrative Systems**

### **> OnBase**

[feinberg.northwestern.edu/fao/for-administrators/administrative-systems/onbase.html](http://feinberg.northwestern.edu/fao/for-administrators/administrative-systems/onbase.html)

### **> OnBase Routing Workflows**

[feinberg.northwestern.edu/fao/docs/systems/onbase/onbase-routing.pdf](http://feinberg.northwestern.edu/fao/docs/systems/onbase/onbase-routing.pdf)

## **Central HR**

### **Documentation and Processes**

### **Northwestern Research Staff, Postdoc, and Research Visitor Appointments**

[hr.northwestern.edu/documents/work-essentials/myhr-research-visitor-appointments.pdf](http://hr.northwestern.edu/documents/work-essentials/myhr-research-visitor-appointments.pdf)