

FAO Key Resources

FAO Website

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

Administrative References

> Feinberg Summary of Faculty Appointments

feinberg.northwestern.edu/fao/docs/admin-general/summary-of-faculty-appts.pdf

> Feinberg Reference on Faculty Appointment End Dates

feinberg.northwestern.edu/fao/docs/admin-general/reference-faculty-appt-end-dates.pdf

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

> myHR System Codes

northwestern.edu/myhr/admin/system-codes/index.html

> Form Field Definitions

northwestern.edu/myhr/admin/documentation/myHR-PosnApptForm-Details.pdf

Administrative Systems

> Administrative Systems Overview

feinberg.northwestern.edu/fao/for-administrators/administrative-systems/index.html

> OnBase

feinberg.northwestern.edu/fao/for-administrators/administrative-systems/onbase.html

> OnBase Routing Workflows

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