

FAO + ONBASE TIP SHEET

Tips for achieving
accuracy and
timeliness

1. Make sure HR forms reflect the correct transactions.

Do the codes you have entered make sense for the transactions?

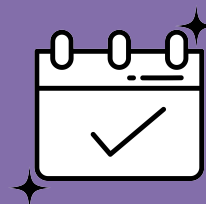


2. Understand the routing of your transactions.

Processing and approval may route through numerous units.

3. Submit OnBase requests **3 weeks** prior to the start date.

Allow sufficient time for processing.



Resources:

System Codes

hr.northwestern.edu/essentials/hr-systems/myhr/administration/system-codes.html

MyHR Essentials, Research Staff, Postdocs, and Research Visitor Appointments

hr.northwestern.edu/documents/work-essentials/myhr-research-visitor-appointments.pdf

MyHR Position Appointment Form Details, Form Field Definitions

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

OnBase Routing Workflows

feinberg.northwestern.edu/fao/docs/systems/onbase/onbase-routing.pdf