

OnBase Workflow Routing for Categories of Personnel Reviewed by FAO

Last updated 4/7/2020

Faculty* (excludes NMG Members and Research Faculty)

OnBase Transaction	OnBase Routing					
	Dept Submits	Dept Approval	NMG Approval	FAO Approval	Finance & Admin Approval	Payroll
Salary Change (w/o reappt)	Y	Y			Y	Y
Salary Shift (Non-NMG)	Y	Y			Y	Y
Salary Shift (NU/NMG)						
Hire or Reappointment	Y	Y		Y		Y
Termination	Y	Y		Y		Y
Other Appointment Change	Y	Y		Y		Y

*In OnBase, the Faculty position/appointment type includes adjunct, HSC, coterminous, contributed services, lecturers, visiting faculty and regular faculty without NMG member records in myHR.

Faculty (NMG Member)

OnBase Transaction	OnBase Routing					
	Dept Submits	Dept Approval	NMG Approval	FAO Approval	Finance & Admin Approval	Payroll
Salary Change (w/o reappt)	Y	Y	Y		Y	Y
Salary Shift (Non-NMG)	Y	Y			Y	Y
Salary Shift (NU/NMG)	Y	Y	Y		Y	Y
Hire or Reappointment	Y	Y	Y	Y		Y
Termination	Y	Y	Y	Y		Y
Other Appointment Change	Y	Y	Y	Y		Y

Research Faculty OR Research Staff/Postdoc

OnBase Transaction	OnBase Routing					
	Dept Submits	Dept Approval	NMG Approval	FAO Approval	Finance & Admin Approval	Payroll
Salary Change (w/o reappt)	Y	Y		Y	Y	Y
Salary Shift (Non-NMG)	Y	Y			Y	Y
Salary Shift (NU/NMG)						
Hire or Reappointment	Y	Y		Y	Y	Y
Termination	Y	Y		Y		Y
Other Appointment Change	Y	Y		Y		Y

Research Visitor

OnBase Transaction	OnBase Routing					
	Dept Submits	Dept Approval	NMG Approval	FAO Approval	Finance & Admin Approval	Payroll
Salary Change (w/o reappt)	Y	Y		Y		Y
Salary Shift (Non-NMG)	Y	Y		Y		Y
Salary Shift (NU/NMG)						
Hire or Reappointment	Y	Y		Y		Y
Termination	Y	Y		Y		Y
Other Appointment Change	Y	Y		Y		Y

NOTES ON TRANSACTION TYPE

Salary shifts and salary changes do not include FTE changes. When submitting an FTE change, set the transaction type to "Other Appointment Change."

"Other Appointment Change" includes:

- Change in FTE
- Leave of absence
- Transfer
- Change of start date
- Adding secondary appointment
- Change to adjunct, etc.

ROUTING NOTES

All approvals are sequential; reviewer groups do not have access to the submission concurrently.

If the department submitter is also a department approver, department approval is automatically applied at the time of submission.

Submitters must pick "Faculty (NMG Member)" as the position or appointment type in OnBase for transactions to route to NMG.

FAO will work with the Provost's Office outside of OnBase to obtain approval. FAO approval will be applied after any necessary Provost approval is obtained.

If any approver in the routing workflow rejects the submission and returns it to the department for corrections, the transaction needs to be re-submitted and the approval process starts over.