Effective April 3, 2020

All payroll paperwork that was previously sent as paper hard copy to the Office of Finance and Administration should now be submitted through OnBase. Paperwork submitted through OnBase will follow the same workflow as paper, including levels for Department Approval, NMG Approval, Faculty Affairs Office Approval, Finance and Administration Approval and processing by HR Operations as necessary. The process for transactions normally submitted online in myHR will not change and should continue to be entered in myHR.

HR Operations Document Submission Home Page:
https://www.northwestern.edu/hr/essentials/hr-systems/myhr/administration/forms/document-submission.html

Submit Documents to HR Operations:
https://onbase-sso.northwestern.edu/form/hr-ops-upload

For questions: Email FSM-Payroll@northwestern.edu

Submitting Payroll Paperwork Through OnBase

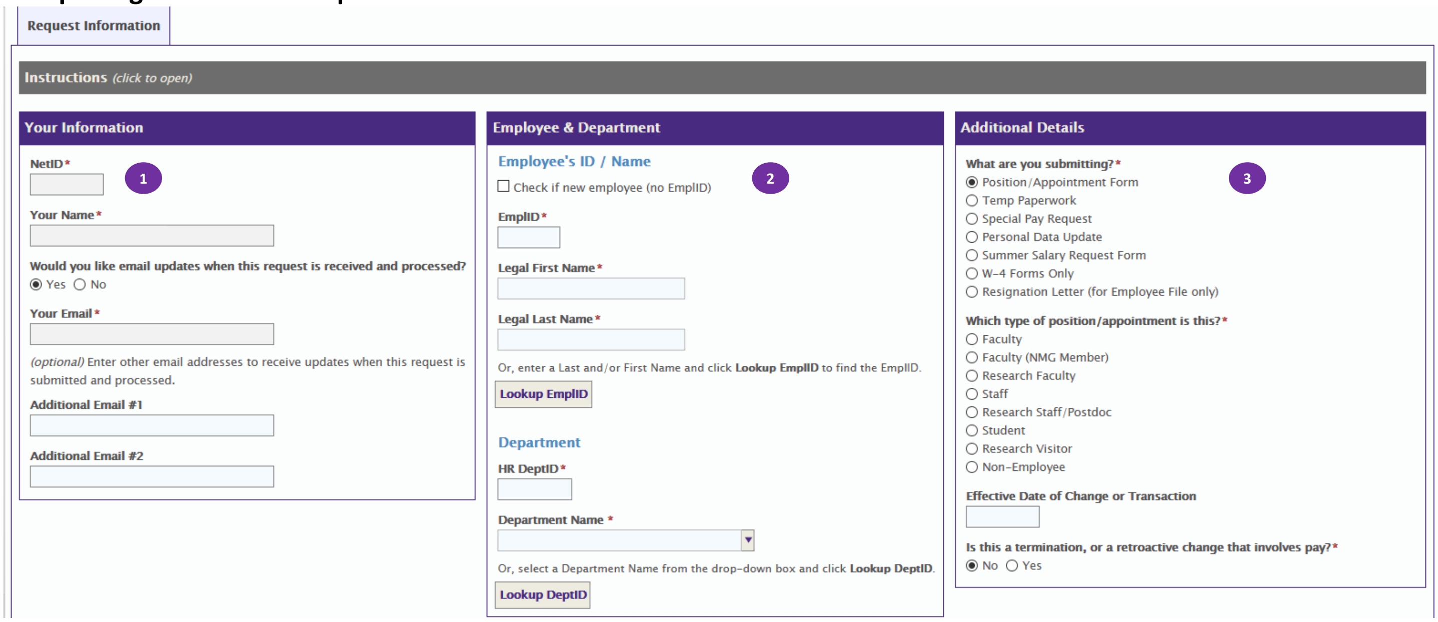
Prepare standard paperwork prior to submitting onto OnBase

- Generate pre-populated position data and appointment forms or appropriate form(s) for the transaction type you are submitting
- Make any necessary changes in the appropriate fields of the form(s)
- Combine any supporting documentation (justification, HR letter, etc.) into one PDF file along with the payroll form(s). *Note: Personal Data Forms, W4 Federal Forms, W4 State Forms, Resignations Letters and Position Approval (PAC) Forms should not be included in these files and are to be uploaded separately.*
- Department signatures on the payroll form(s) are not required. Department approvals are recorded when electronic approval is applied to the OnBase request

Submitting into OnBase

- Access the request form by copying and pasting the following link into a web browser: https://onbase-sso.northwestern.edu/form/hr-ops-upload
- You will be prompted to enter your netID and password

Completing the OnBase Request Form

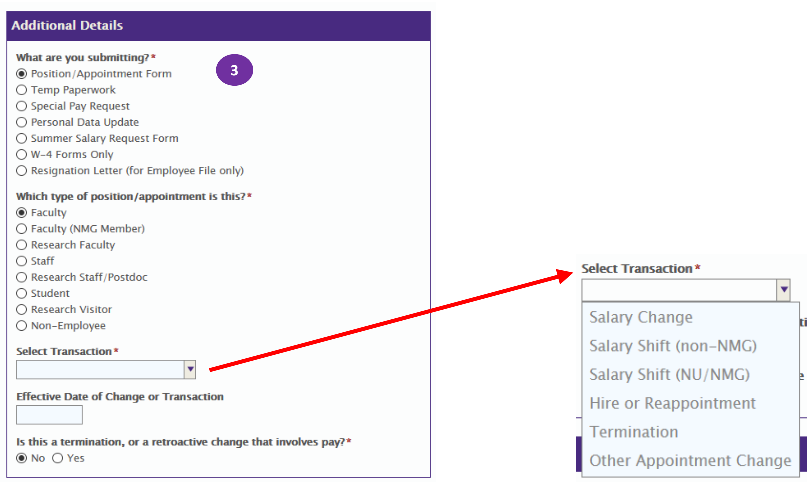


Section 1: Your Information

- *NetID*, *Your Name* and *Your Email* will auto-populate based on login information
- Optional: Include additional email addresses if you would like notifications to be sent to other individuals

Section 2: Employee & Department

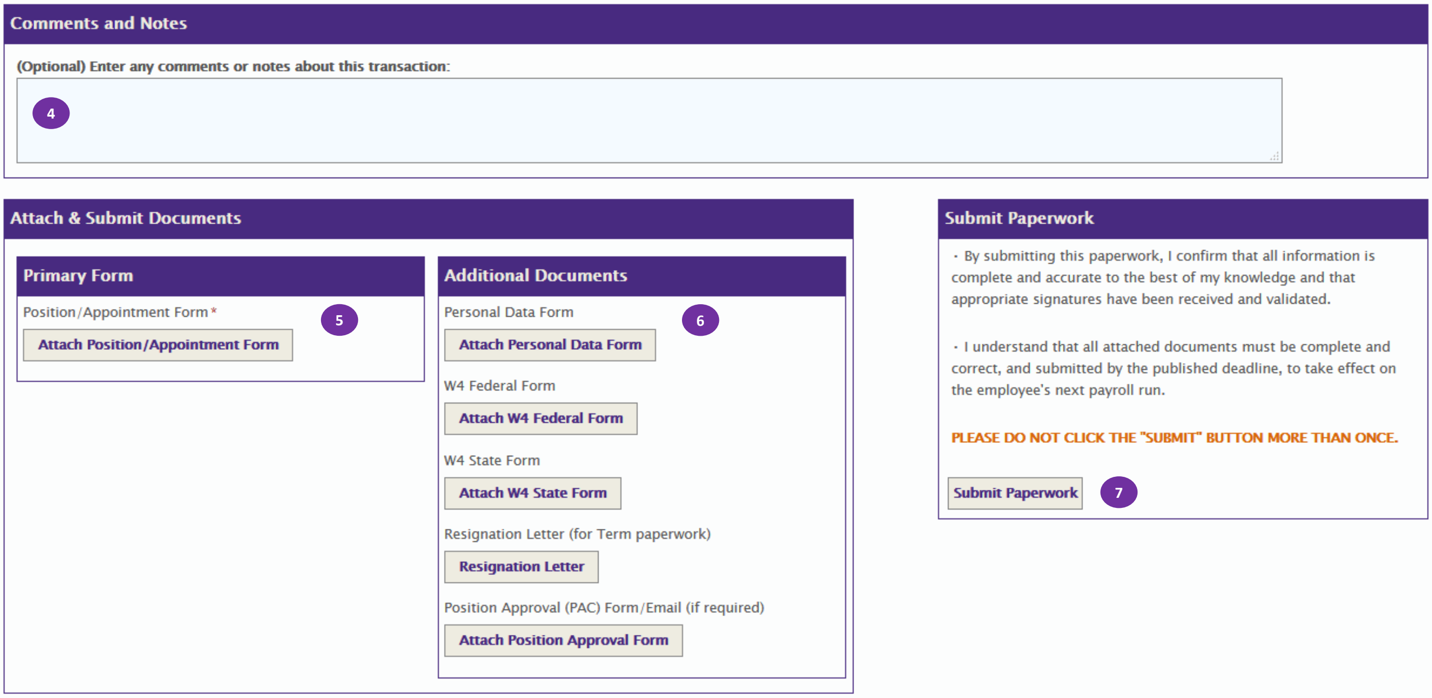
- Enter *EmplID* – *Legal First Name* and *Legal Last Name* will auto-populate based on EmplID entered
- Enter *HR DeptID* – *Department Name* will auto-populate based on HR DeptID entered



Section 3: Additional Details

Approval workflow is further determined by the selections made in this section. Selecting an incorrect category or transaction type will cause the request to route incorrectly resulting in the submission being rejected.

- *What are you submitting?* Select the appropriate category for the payroll form you are submitting
- *Which type of appointment is this?* Select the appropriate category for the type of appointment. *Note: If a faculty transaction involves adding, updating, or terminating a NMG Member record, select "Faculty (NMG Member)." If the transaction does not involve modifying the NMG Member record, select "Faculty".*
- For transactions with Position/Appointment Forms, this option will be provided: *Select Transaction* – Select appropriate type of transaction
- *Effective Date of Change or Transaction* – Enter effective date listed on payroll form. *Note: If the form has multiple effective dates, list the first one.*
- *Is this a termination, or a retroactive change that involved pay?* Answer appropriately for your transaction.

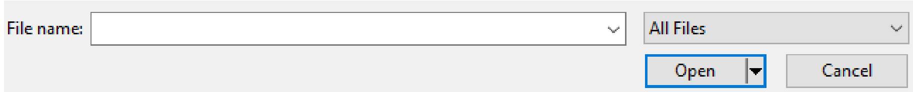


Section 4: Comments and Notes

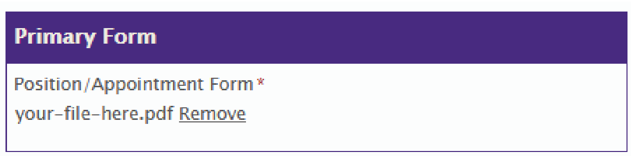
- Optional: Enter additional justification or comments here.

Section 5: Attach & Submit Documents

- Primary Form – Click on form button to upload attachment
- Window will pop up to select a file from your computer. Select one file up to 4mb and click Open.



- File name will appear in form.



Section 6: Additional Documents

- If the request contains any of the forms listed in this section, they should be uploaded separately using the appropriate form button.
  - Personal Data Form
  - W4 Federal Form
  - W4 State Form
  - Resignation Letter
  - Position Approval (PAC) Form/Email

Section 7: Submit Paperwork

- Click Submit Paperwork only once when ready.

<u>Notification Emails</u>

A confirmation email will be sent to all email addresses listed on the form when it has been submitted.

Reviewing OnBase Requests as Approvers

For additional details, please also see myHR's [OnBase Approver's Quick Guide].

- You will receive an email notification when a request has been routed to you for approval.
- Click on the link in the notification email for the **OnBase Web/Mobile Client**.

An HR transaction or paperwork request has been submitted that requires **your approval:**

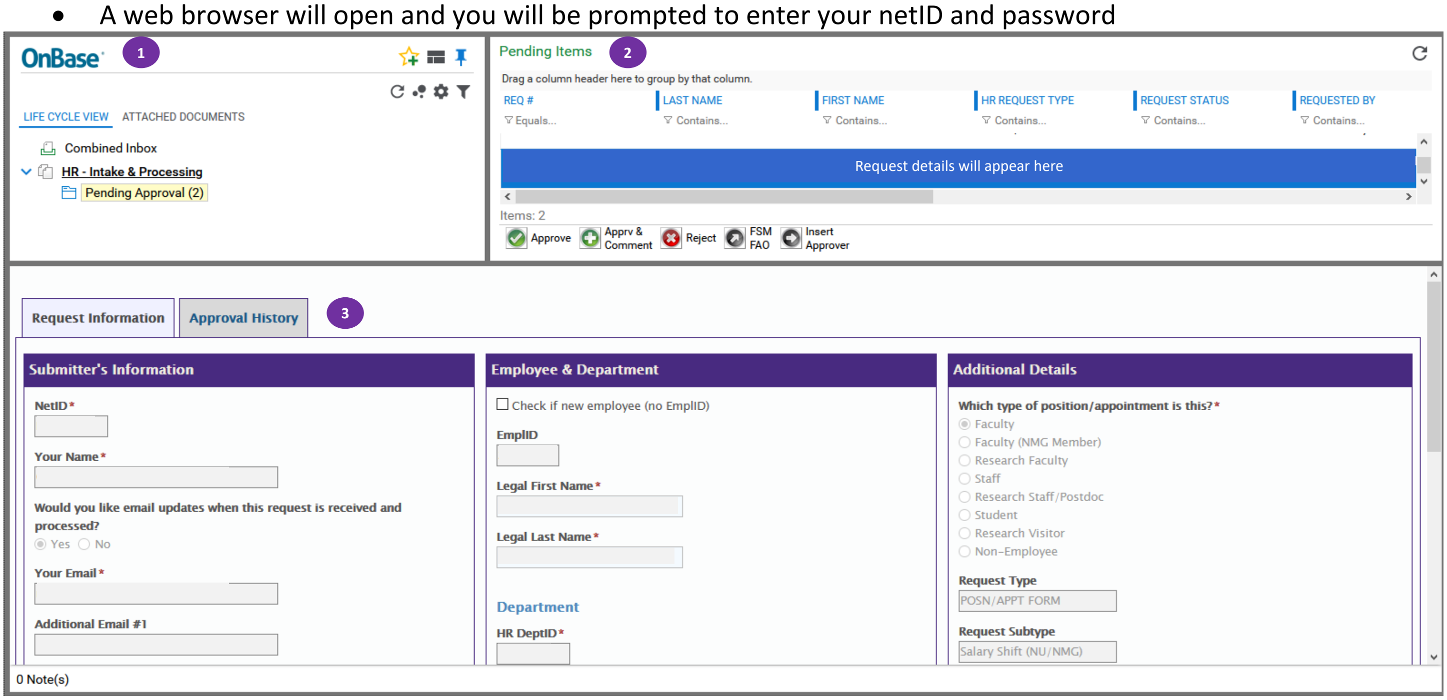
Name: Wildcat, William
EmplID: 9999999
Department: MED-Psych & Behavioral Science
Date Submitted: 4/1/2020
Effective Date: 4/9/2020
Request Type: Posn/appt Form Salary Change
Submitted By: Tondini,christopher M
Request ID: 61350
Status: Pending Approval

To review and approve/reject this request, please click one of the following links or log into your OnBase account and select the "Workflow" option:

OnBase Web/Mobile Client:
https://onbase.northwestern.edu/appnet/Workflow/WFLogin.aspx?LifeCycleID=200&QueueID=591&DocID=8485185

OnBase Unity Client:
onbase://wf/lc/?LifeCycleID=200&QueueID=591&WorkItem=Document_8485185_0&Sig=47VdgVKI3Kup4B3ddbqqtzoOZGrNAtm6G1VFWsYlh6w~

- A web browser will open and you will be prompted to enter your netID and password



Pane 1: Life Cycle View and Attached Documents

- Life Cycle View shows pending requests
- Attached Documents shows list of documents attached

Pane 2: Pending Items

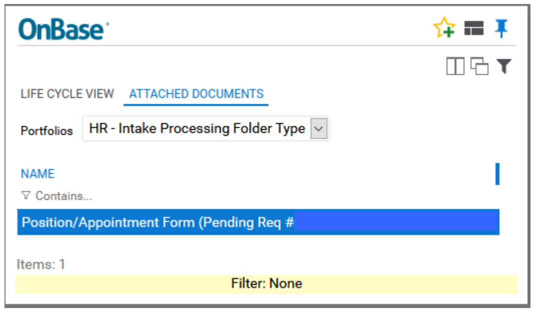
- List of pending items and request details will show in this pane.

Pane 3: View, In this pane:

- Clicking on a pending item will show the request form on Request Information tab
- Clicking on Approval History tab will show previous approvals applied, if any
- Double-clicking on an attachment will show the selected document

Reviewing and Approving a Request in OnBase

- Click on a pending request from the list in **Pane #2**
- Click on Attached Documents in **Pane #1** to see list of attachments



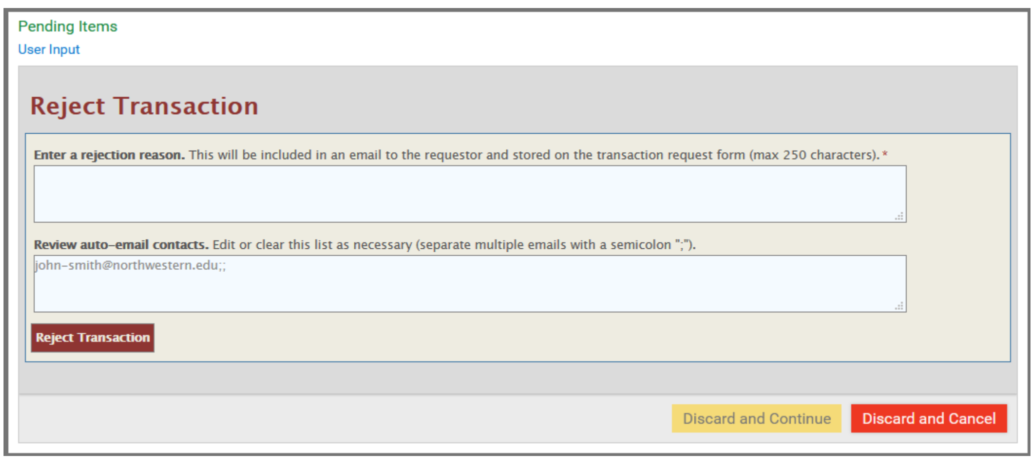
- Double-click on an attachment to view it in **Pane #3** or pop-out into new window by clicking on icon
- Review documentation. If documentation is sufficient, in **Pane #2**, click Approve or Apprv & Comment if you want to leave a comment (optional).

Notification Emails

An email notification will be sent to the email addresses listed on the request form when the request has been approved and when it has been processed by HR Ops.

Rejecting a Request in OnBase

- If the documentation requires corrections, click Reject. *Enter a rejection reason* for why the request is being rejected.



- If you would like the notification email to be distributed to additional contacts, include them in Review auto-email contacts separated by a semi-colon.
- Click Reject Transaction.

Notification Emails

The approver, the requester and additional specified contacts will receive an email notification that the submission has been rejected including the reason entered. Rejected submissions have to be re-entered in their entirety as a new request.