DuckDocs (OnBase) Graduate Employee PRF Process User Guide

The purpose of this document is to describe how to use the Graduate Employee (GE) Payroll Request Form (PRF) and Workflow in the OnBase web client. This guide provides an overview of the features and functionality and details how to gain access to the form and workflow and how to request help. Note: The GE PRF is used to submit payroll/hire information for UO Graduate Employees.

Contents

Gaining Access and Setting User Permissions

In order to get set up for the GE PRF Workflow, you must reach out to Graduate Studies to have user permissions set.

- Most users have access to the DuckDocs application automatically based on their faculty and staff affiliation.
- Student workers and some faculty and staff (i.e. Associates, Alumni) may need to submit a Business Application Request in the UO Service Portal to gain access to the application first.
    - Be sure to enter **DuckDocs** in the **Access requested field** and a Dean or Department Head name in the **Who needs to approve this request?** field.
- To have user permissions set, send an email to graduatestudies@uoregon.edu indicating one of the following:
    - Submitter
    - Approver – indicate approver org # (all approvers are also granted submitter rights)
    - Reviewer Only (See where submitted PRFs are in the process and/or or view archived PRFs)
- Either on-campus internet connection or UO VPN is required to login to the application.

Requesting Help

To request technical support for this process, please submit a UO Service Portal ticket here: DuckDocs (OnBase) Support Request. You are <u>encouraged</u> to submit a ticket if you feel you have identified an issue with the application.

For hiring policy questions, please reach out to graduatestudies@uoregon.edu.

GE PRF Workflow at a Glance

The BA – Graduate Employee PRF workflow in OnBase contains a number of Review queues (Department, Graduate Studies and Payroll) as well as a Submission Revision queue accessible by the form submitter. There are also multiple internal processing and error queues. The <u>user action and status</u> queues and their purposes are listed below.

Department Review	Department Review queue (You will only see items for your org)
Submission Revision	Submitter queue to store PRFs sent back by Reviewers for Revision (You will only see items you have submitted)
Graduate Studies Review	Graduate Studies Review queue
Payroll Review - Initial	Payroll Initial Review queue
Payroll Review – Additional Info Needed	Payroll queue to store items awaiting additional information before Payroll Processing can be completed
Payroll Review – Ready for Banner Update	Payroll queue to store PRFs ready to be added in Banner
Canceled	PRF Submissions Canceled by Submitter
Complete	All PRF Approvals have been obtained and relevant information has been added to Banner.

Submitting the GE PRF Form

Accessing the Form

- Navigate to https://duckdocs.uoregon.edu and click **OnBase Web Client**. Login with your Duck ID credentials.
- Click the ☰ icon on the top left and choose **New Form**.
- Select **Graduate Employee Payroll Request Form** under Business Affairs.
- Note: This form is not designed to be printed. If you need to print a copy of the form for your records, it is advised that you navigate to the submitted form via Document Retrieval (see Viewing PRFs in the System for instructions), take a screenshot of the form and print the image to maintain formatting.

Completing the Form

Step One: Identification

Step One: Identification

Enter the Graduate Employee's **UOID** and press **Tab** to retrieve their information. Check any applicable checkboxes and enter **Office Location** if known.

UOID*	Last Name	First Name	Middle Name	Email Address

Major	International	☐ New Graduate Employee	Office Location (if known)	**Reset Section**
		☐ Law Student		

- Enter the **UOID** of the Graduate Employee and press **Tab** to autofill their information.
- Check **New Graduate Employee** or **Law Student** if applicable.
- Enter a value for **Office Location,** if known.
- You may use the **Reset Section** button if you need to change the GE's UOID and/or other information.

Step Two: Purpose

See **Appointment Types chart on pg. 10** for more information about each appointment type.

Step Two: Purpose

Select One: If **Revise Existing Appointment** or **Terminate Appointment** is selected, a Current Appointment Lookup button will appear for selection of the appointment to be modified. (**Note:** If this selection changes, **Job Detail** fields will be cleared.)

Create New Appointment

If the purpose of filling out this form is to create a new appointment for a GE, select the type of new appointment (i.e. Additional Appointment)

◉ Create New Appointment
○ Revise Existing Appointment
○ Terminate Appointment

Create New Appointment

Select One: *
○ Hire a New Graduate Employee (first appointment as a UO GE)
○ Additional Appointment (add an appointment for the same term)
○ Reappointment (hire a GE who has previously held a UO GE appt)
○ Other (add details in remarks)

Revise Existing Appointment

If the purpose of filling out this form is to revise an existing appointment for a GE, select **Revise Existing Appointment**.

Note: The Current Appointment Lookup functionality is currently disabled.
The Current Appointment Lookup for **GE** button will appear.

*Please Note: A **Current Appointment** is one that has already started on the date*

○ Create New Appointment   **Current Appointment Lookup for GE**
◉ Revise Existing Appointment
○ Terminate Appointment

Revise Existing Appointment

☑ Select all that apply (at least one is required): *

☐ Level Change   ☐ FTE Change

☐ Job Location Change   ☐ Position Change

☐ Labor Distribution (Index) Change

you fill out the form and has not yet ended.

To look up a **Current Appointment in Banner** (with the goal of using this form to revise or terminate the appointment), click the **Current Appointment Lookup for GE** button.

Current Appointment Lookup for GE

- If the GE has exactly one current appointment in Banner, a note will be displayed and job information will be added automatically to the Job Detail section.

Current Appointment Lookup for GE

One current job was returned. Information about the job has been entered in the Job Detail section.

- If the GE has more than one current appointment in Banner, a **pop-up will appear with the ability to select the appropriate appointment for revision**. Once selected, job information will be added automatically to the Job Detail section.

Select Keyset

Banner ID	Time Entry Org	Appointment Dates	Level	Position	Suffix	
95000000	223510	16-SEP-21 - 15-DEC-21	3	BUOG9R-Research	00	Select
95000000	223510	16-SEP-21 - 15-DEC-21	3	BUOG9T-Teaching	00	Select

Cancel

If no current appointment data is returned, you will need to enter the Job Detail data manually.

Finally, you are **required to check boxes next to items you would like changed** (i.e. Level Change). This selection will add required fields depending on the selection.

○ Create New Appointment
● Revise Existing Appointment
○ Terminate Appointment

Current Appointment Lookup for GE

No current job information is available. Please enter job data in the Job Detail section.

Revise Existing Appointment

☑ Select all that apply (at least one is required):

☑ Level Change ☐ FTE Change

☐ Job Location Change ☐ Position Change

☐ Labor Distribution (Index) Change

Terminate Appointment
If the purpose of filling out this form is to submit a termination, select the **Terminate Appointment** option**.**

○ Create New Appointment
○ Revise Existing Appointment
● Terminate Appointment

Terminate Appointment

● Terminate GE Appointment (add details in remarks)

The **Other Appt. Dates** fields will appear in the Job Detail section and the **End** date is required. The End date is the job termination date. **Be sure to add clarifying information in the Submitter Remarks field as needed.**

Step Three: Job Detail

- Enter a value for **Time Entry Org** and press Tab. **Department** will autofill.
- Select **Appointment Dates** from the list, or choose **Other** and add the dates in the fields that appear.
  - See **Appointment Dates chart on pg. 11** for more information about which appointment dates to select.
- Enter applicable **Level**.
  - See **GE Levels chart on pg. 11** for definitions and required support documentation.
- **Base Rate** will be calculated after **Appointment Dates** and **Level** are entered. (Note: If the Base Rate field does not autofill, click **Calculate** to help it along.)
  - Confirm the base rate is correct when it is calculated. Notify graduatestudies@uoregon.edu if you believe there is an error. The base rate is the full time (1.0 FTE) 9 month salary. The GE's salary will be calculated based on the GE's FTE and the department's base rate.
- Select a **Position (teaching, research or admin)** and **Suffix** if not already filled in. (Note: The suffix is used if the student has multiple appointments - the first appointment is 00, the second is 01, the third is 02)**.**

Select all boxes that apply including dependent fields.

1st Term Level II: If the appointment is the first term the student is being hired at Level II, check this box and choose the applicable reason.

1st Term Level III: If the appointment is the first term the student is being hired at Level III, check this box.

Level III Funded on Grant: If the GE is level III and being paid on a grant, check this box in order to receive Level III grant support.

Cross College: Check this box if hiring a student from another school/college (i.e. CAS dept hires a COE student) and enter the student's home school/college. **Note: More information about Cross College hires is available at the Graduate Studies website.**

Option B (Summer Only): Check this box if you are hiring the student as a summer Option B hire.

Select all that apply:

☑ 1st Term Level II (Choose One):

☐ Dept. Certifies Cognate Field

☐ 45 Credit Hours – Attached

☐ Successfully Completed Qualifying Exam – Attached

☐ 1st Term Level III

☐ Level III Funded on Grant

☑ Cross College (i.e. CAS dept hires a COE student)

Home Academic School*

☐ Option B (Summer Only)

FTE / Monthly Salary
Enter FTE values from 0.0 to 1.0 for each term. In Fall, Winter and Spring Terms, FTE cannot exceed .49 in each term.

This section is not required if the position is **Summer Teaching** or **One Time Payment**.

Enter **0** for any term where the student is not employed in this position.

This section is required for new appointments if the position selected is not Summer Teaching or One Time Payment, and appointment Revisions that include an FTE change. FTE values between 0.0 and 1.0 should be entered for each term. Enter a 0 for any terms that are not applicable.

	FTE	Monthly Salary
Fall:	.49	2583.17
Winter:	0	0.00
Spring:	0	0.00
Summer:		0.00

Summer Teaching

This section is required if Summer Teaching is selected as a position.

Enter all required values and click **Calculate Pay.**

Summer Teaching		
This section will be available and required if **Summer Teaching** is selected for the **Position** above. Fill out the required fields, and click **Calculate Pay. Note:** The **Base Rate** must be calculated above for dependent fields here to populate.		

Course Number* ABC123
Assigned FTE* .49
Class Start Date* 6/16/2021
Total Course Pay 7642.53
Class End Date* 8/15/2021
Payable FTE 75.21
Credit Hours* 3
Monthly Pay 3910.13

Actual Monthly Salary

	Reg Pay	Overload	Total
June	1955.07		1955.07
July	3910.13		3910.13
Aug	1777.33		1777.33
Sept			
Total	7642.53	0.00	7642.53

Calculate Pay **Reset Summer**

Attachments (If Applicable)

Add attachments here as needed.

When you click **Attach**, select **New File** to upload a document or **Existing File** to attach a file you have access to that is stored in OnBase.

Attachments (If Applicable) (0)

Attach

Step Five: Submission Information

Submitter Name, **Email Address**, and **Date Submitted** are entered automatically.

Enter clarifying remarks in **Submitter Remarks**.

Departmental Representative
Departmental Representative section is for NOA purposes (it does not change the "Departmental Approver" for the ePRF).

Click **Submit** to submit the PRF for review.

Step Five: Submission Information

Please enter any clarifying remarks in the **Submitter Remarks** box and click **Submit.** The **Departmental Represen** Approver" for the ePRF).

Submitter Name
Email Address
Submission Date 03/24/2023

Submitter Remarks (Remarks will not appear on the NOA.)

Departmental Representative

Representative Name
Dudley Doright

Representative Email Address*
dudley@uoregon.edu

Submit

Department Approval

If you are a department approver, you will receive an email from **DuckDocs** (duckdocs@uoregon.edu) with the following subject if a PRF is awaiting review by your department.

DuckDocs GE PRF: Department Approval Needed

A link to the document will be included in the message. Once you have reviewed the PRF information for accuracy, you can choose to either click **Approved – Route to Grad Studies** or **Rejected – Route to Submission Revision**. If rejected, you will be asked to enter a reason that will be presented to the submitter via email and within the workflow.
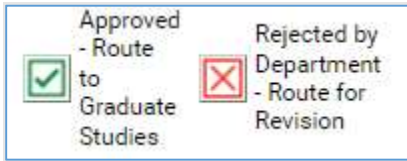

Submission Revision

If an item is sent back to you for revision, you will receive an email from **DuckDocs** (duckdocs@uoregon.edu) with the following subject if your submission was rejected.

DuckDocs GE PRF: Revision Needed

A link to the document will be included in the message. Review the reason it was sent back (you can view this in the email or by clicking **View Rejection Reason**), make any necessary adjustments to the form and click **Save**. You can then choose to either click **Corrected – Resubmit for Approval**, or **Cancel Revision** (this will move the item to the Canceled queue and it will not be subject to further review).
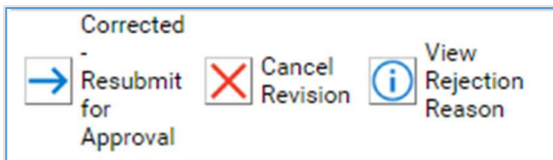
If you are presented with the following message, it means that changes were made to the form but the form was not saved. Click **Cancel** to return to the form and scroll down and click **Save**. To navigate away without saving changes, click Continue.
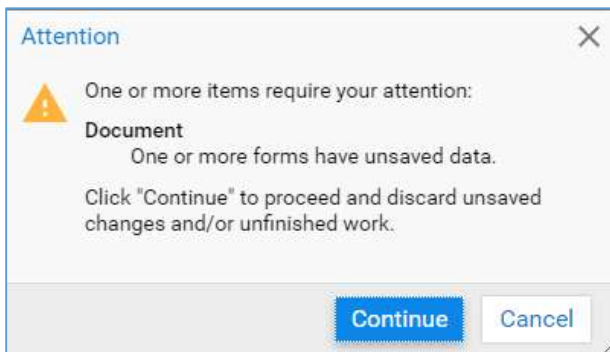
Checking the Status of PRFs

You may check the status of PRFs using the Reporting tool in OnBase or by retrieving individual documents and viewing their keywords.

Reporting

You may access a report of all items currently in the PRF Workflow by clicking ☰ then **Gallery** under **Reporting Dashboards.** Select the item **GS – Graduate Employee PRF – Workflow Inbox** to view all items in workflow.

Tips for Using the Report
- You may **Sort** each column by clicking the column header.
- You may **Filter** by first right-clicking on the column header and choosing Filter Row, then entering your search term in the applicable columns and clicking enter.
- **Document Date** is the time the PRF was submitted to OnBase.
- **Content ID** is the unique ID of the document. If you ever need to refer to an in-process PRF, for instance, if you need to make a revision and want to note it in the Submitter Remarks, you can refer to it by this number.
- **Entry Time** is the time the PRF entered the queue listed in the Queue Name column.
- **Queue Name** will inform the status of the Workflow processing.
  - **Department Review**: Awaiting Department review
  - **Graduate Studies Review**: Awaiting Graduate Studies review
  - **Payroll Review - Initial:** Awaiting Payroll review / processing
  - **Payroll Review - Additional Info Needed:** Awaiting additional information before payroll processing can be completed
  - **Payroll Review - Ready for Banner Update:** Job data ready to be added in Banner
  - **Complete:** Processing is complete and the job data has been added in Banner.
  - **Canceled:** The PRF submission was canceled by the submitter.
- You may **Export** the filtered report data by clicking the Export Data button at the top-right.

Viewing PRFs in the System

Document Retrieval

You may want to retrieve a PRF document in the system for reference.

Navigate to Document Retrieval by clicking ☰ then **Document Retrieval**. Next, select the document type **Graduate Employee PRF – BA**. You will then be able to narrow the results using a Document Date range and by specifying keyword values and clicking **Search**. By right-clicking a document and choosing **Keywords**, you can view many data elements such as whether the GE has accepted their Notice of Appointment. As previously noted, if you need to print a copy of the form for your records, it is advised that you take a screenshot of the form and print the image to maintain formatting.

Appendix A, B & C: GE PRF Process Terms, Descriptions, and Examples

Appendix A: Appointment Types

Create New Appointment

Purpose Type	Purpose Description	Examples
Hire a New Graduate Employee	Create an appointment for a student who has never had a GE appointment	1. Incoming new graduate student 2. Current graduate student who has never held a GE position
Additional Appointment	Create an additional GE appointment in the same term another GE appointment exists. This means there are two GE appointments concurrently in a term.	1. GE has a .20 teaching appointment and the department wants to hire same GE for a .20 research appointment 2. GE has an existing .40 appointment in their home department. Another department wants to hire the GE for .09.
Reappointment	Create a GE appointment for a student that has previously held a GE appointment.	1. Student had a GE appointment in previous year and will be hired again (for any type of GE position)
Other	COLA or One-time payment for an existing GE	1. COLA payments to GEs working in CERN 2. GE is hired for a one-time, limited performance

Revise Existing Appointment

This purpose should be selected to revise a PRF that has already been submitted. The appointment may or may not be in Banner. If the appointment is already in Banner, you will select the appointment to revise.

Multiple changes can be done on one ePRF. Select all changes that apply and explain the changes in the remarks sections.

Purpose Type	Purpose Description	Examples
Level Change	GE's level changed	GE advanced to candidacy in fall term and need to promote to level III effective winter term
FTE Change	GE's FTE is increased or decreased	1. Department increases GE workload which results in an FTE increase 2. Department changes the GE's workload such that fewer hours will be worked, resulting in an FTE decrease
Job Location Change	GE's job location change	If the GE's work location is moving to another city, state, or country, submit a Location Change so we can apply the appropriate taxes and deductions
Position Change	Changing an existing GE appointment from one position type to another type within a term	A GE has a teaching appointment for fall but the department decides it should be a research appointment. This option allows you to change the position from BUOG9T to BUOG9R • After selecting this button, the form will prompt you to enter the old and new position • This is *not* a reappointment. This is a change to an already-existing appointment
Labor Distribution Change	Update labor distribution of an existing appointment	Department decides to pay GE from a different index than what was listed on original ePRF

Terminate Appointment

- Use this ePRF to cancel a GE appointment if there is a termination or resignation
  - It is helpful to add a note in the remarks section to specify the last day worked.
  - Please email Keri Bartow, kbartow1@uoregon.edu, and Gina (Ledesma) Thomason-Allen, gina5@uoregon.edu, if you are submitting a termination. This helps Keri and Gina to prioritize processing of the termination so that the GE is not overpaid.

Appendix B: GE Levels

Level	Support Documents Required
Level I: Regularly enrolled graduate students admitted to a graduate degree program or doctoral students who are not eligible for a GE II or GE III appointment.	None
Level II: Students qualify for Level II under one of three conditions: a) Master's degree in the same or cognate field b) Successful completion of a qualifying examination toward a doctoral degree c) Completion of 45 credit hours toward a doctoral degree and written recommendation of the head of major department *Level promotions are effective at the beginning of the term immediately following that during which the criteria for advancement were met.*	a) No Support Documentation – official transcripts must be on-file in the University's imaging system, OnBase b) Statement from department head confirming that the student has completed the qualifying exam c) Statement from department head confirming completion of 45 credit hours and recommendation
Level III: Regularly enrolled doctoral students who have advanced to candidacy *Level promotions are effective at the beginning of the term immediately following that during which the criteria for advancement were met.*	None – The Division of Graduate Studies will verify the advancement to candidacy.

Appendix C: Appointment Dates

Term	Appointment Dates	Notes
Fall	September 16 – December 15	• If hiring for Fall & Spring, but not Winter, submit two ePRFs – one for Fall and one for Spring. • If position type will change between terms, submit separate ePRFs to reflect correct position type for each term
Winter	December 16 – March 15	
Spring	March 16 – June 15	
Summer	June 16 – September 15 June 16 – July 15 June 16 – August 15 July 16 – September 15 July 16 – August 15 August 16 – September 15	
Fall, Winter, Spring	September 16 – June 15	
Fall, Winter	September 16 – March 15	
Winter, Spring	December 16 – June 15	