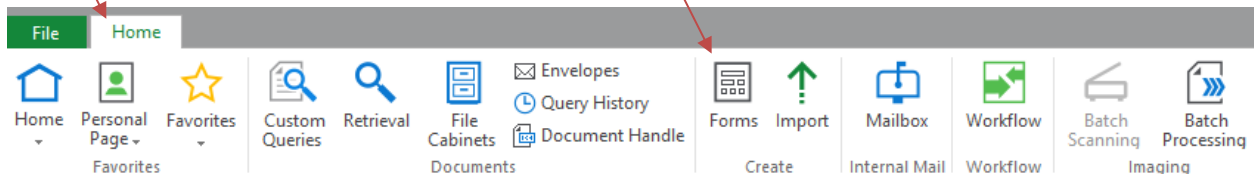


Project Compensation Completion

I. Department Administrator (Initiator) the initiator completes the Course Release or Project Compensation form in OnBase.

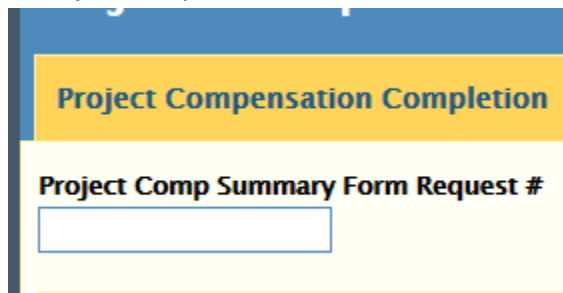
1. Log into OnBase Unity Client
2. While on the home tab, click Forms – top ribbon



3. Click on the Course Release Form or the Project Compensation Completion Form on the left hand side of the screen



4. At the top of both form is the form request number field – enter the corresponding Project Compensation Form number in this field. This will auto populate most of the remaining fields on the form from the original Project Compensation form.



NOTE: All fields with a red asterisk (*) are required.

5. After the form populates, the following fields can be edited if the information changed:
 - Project Start Date
 - Project End Date
 - Total Hours
 - Approver Selections

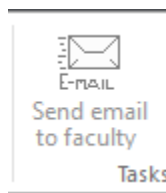
| | | |
|---------------------------|----------------------|-----------------------------------|
| Project Title * | Project Start Date * | Project End Date * |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Autorizaation for Payment | | |
| Total Hours * | Hourly Rate | Amount of Payment |
| <input type="text"/> | <input type="text"/> | <input type="text" value="0.00"/> |

6. Attach project hours log to “Supplemental Information” if necessary

7. Click “Submit.” Form will be automatically forwarded to the project supervisor and Dean for their approval.

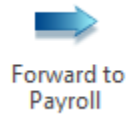
II. **After Approved by Project Supervisor and/or Dean, Project Comp Completion Form routes to the Initiator queue to enable the initiator to send the faculty member the acceptance email.**

1. Within the initiator queue, the initiator clicks the “Send email to faculty” ad hoc button to send the Faculty an email informing them that there is a Course Release or Project Compensation form requiring approval and attachments.



2. Once the Faculty approves via email, the email is attached to the Form.

3. Form can now be forwarded to the Payroll office for processing. Click the “Forward to Payroll” ad hoc button.



Please note: The second page of the form, Audit Details, automatically captures the Initiator's information upon submission of the form. It also automatically captures the Dean's, Project Supervisor's (if applicable), and Contract/Grant Control Agent's (if applicable) Name, Approval Status, and Date when the applicable task button is chosen.

3. If the Dean/Associate Dean approves the form, it routes to other approvers as necessary and then exits the workflow.

If any of the approvers (Dean/Associate Dean, Project Supervisor, and Contract/Grant Control Agent) sends the form back to the initiator for correction, the form will reroute through the workflow again after corrections are made and has been resubmitted by task button.

4. The form is accessible through the retrieval process in OnBase Unity. The best way to retrieve the form is by using the form request number.

