The form will open and based on the login credentials the employee name and email will populate. This information is read only.

Once the form is submitted, the following message will appear.

Your form has been saved. You will receive a confirmation email shortly.
Based on the email address above you should receive the following email.

![Email](image)

Your Outside Consulting, Research or Other Types of Outside Employment form has been received and is pending Department, College or Provost approval.

The department head will auto populate based on the department selected. This information is a table updated from HR data. If an alternate approver needs to be selected check the box and enter the Account Id for the individual, which will also auto populate.

<table>
<thead>
<tr>
<th>Department*</th>
<th>Department/Unit Approver</th>
<th>College/Unit Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>TEST Department</td>
<td>TEST DEPT</td>
<td>TEST COLLEGE</td>
</tr>
<tr>
<td></td>
<td>□ Select Alternate Department/Unit Approver</td>
<td>□ Select Alternate College/Unit Approver</td>
</tr>
</tbody>
</table>

The account ID can be found using the NIU directory. Enter the name in the search bar and click on the person's name to open the Person Card. The account ID can be found in the email Address and by stripping off the @mail.niu.edu
Ex: A012345@mail.niu.edu is A012345
Ex: B20XXXX1@mail.niu.edu is B20XXXX1

![Table](image)

Both the Department head and alternate, if applicable, will receive an email indicating the form is ready for their review.

The Department will approve or deny the form. If the form is approved the form will route to the College. If the form is denied an email with explanation and instructions will be sent.

![Email](image)

The following Outside Consulting, Research or Other Types of Outside Employment form has been returned with the following comments.

Comments: This is the comment from the Dept. This is just a test for documentation purposes.

Please use the attached link to access and resubmit the form, [https://onbase-qn.niu.edu/Appnet/Workflow/WPLogin.aspx?ItemID=205&QueueID=1074&DodID=8017771](https://onbase-qn.niu.edu/Appnet/Workflow/WPLogin.aspx?ItemID=205&QueueID=1074&DodID=8017771)

**If using the Outlook client click on the link. If using C8003 copy and paste the link in a browser.**
Using the link in the email login using Novell credentials, make the appropriate corrections, save and click the correction complete button.

Once the correction complete button is pushed you will see the following message:

On yes, the form will move back to the department and the inbox will be empty.
The following email will be sent.

Your Outside Consulting, Research or Other Types of Outside Employment form correction has been received and is pending Department, College or Provost approval.

The department will also receive another email letting them know they have a form that needs approval.

Once corrected by the requestor the form will route back through the Department and College for review/approval.

The process will be repeated the same as above if returned by either the College or Provost Office.

When the proposed end date has ended, the following email will be sent with instructions to complete the time spent on the activity.

Dear Test Person,

Your outside consulting, research, and/or employment activity has concluded. Please report on the total time in days you spent on this activity. To complete the brief report, please log into Onbase and enter the required information: https://onbase-ga.niu.edu/appnet/Workflow/WFLogin.aspx?LifeCycleID=263&QueueID=1071&DocID=8017271

**If using the Outlook client click on the link. If using O365 copy and paste the link in a browser.**

Thank you,

William A. Pitney
Acting Vice Provost for Faculty Affairs
Division of Academic Affairs
Northern Illinois University
Using the link, log in with Novell credentials to open and complete the annual report.

The message to complete the time and click the green submit time button is included at the bottom of the form.

Once you save your total time expended, click the green submit button above.
When the submit time button is pushed there will be a prompt to say yes or no. No returns them to the form and yes verifies time has actually been submitted.

**Submit your time?**

Yes  No

If the time field is empty, the following message will appear.

**Total time is required. Please enter the time, click save and Submit Time button.**

OK

Once the time has been entered and the form submitted, the window can be closed.
Outside Consulting/Research Form Workflow

Requestor → Department Approve → College Approve → Provost Approve

Department Deny → Requestor → Department Approve

College Deny → Requestor → Department Approve → College Approve

Provost Deny → Requestor → Department Approve → College Approve → Provost Approve