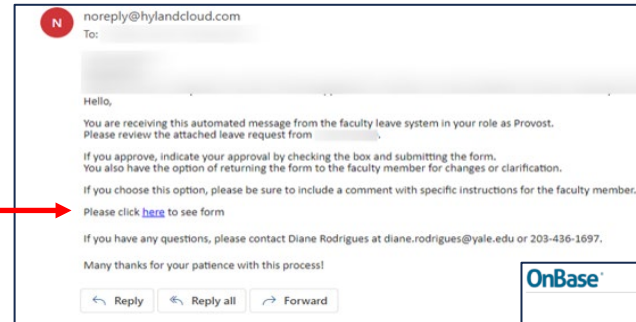


Faculty Academic Leave Approval Process

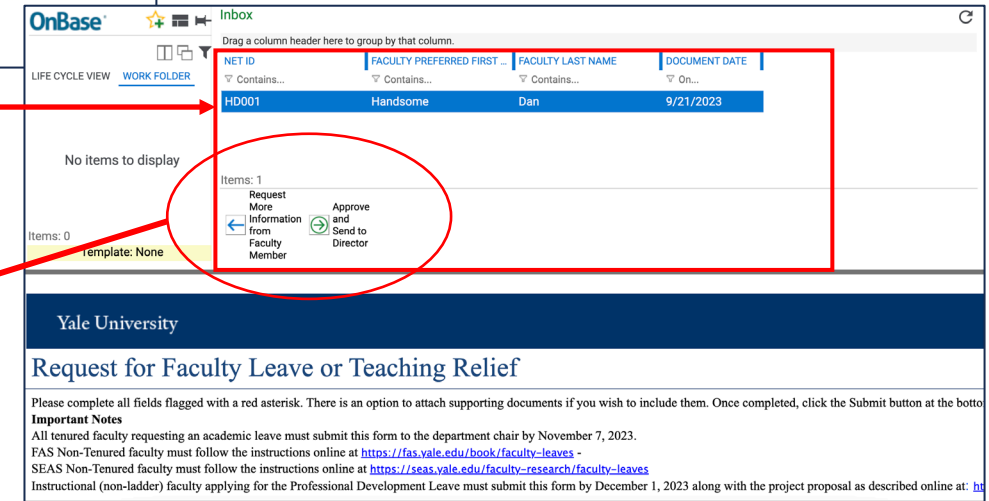
This guide provides the basic steps for reviewing faculty leave and time off requests in Hyland OnBase.

Note: Your view may differ slightly from the screenshots below depending on your role.

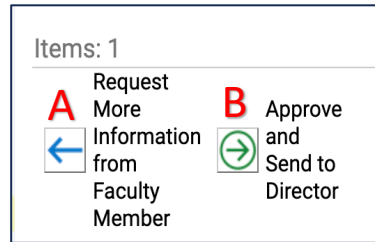
1. You will receive an email when a request is submitted for your review. Follow the link in the email to the OnBase Web Client.



2. Click once on each request in the list to view the form. The corresponding form will appear in the window below.



3. Review the request and choose to return the form for more information (A) or approve the request (B).



4. If you clicked on 'Request More Information' (A) in the last step, add comments and click 'Submit' to send the application back to the faculty member. Otherwise, click 'Submit' to send it forward.

