

Specialized Access to HR Documents in the Nolij Document Management System


| Role | Document Examples |
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| Business Center Payroll Staff, and Finance/Accounting Management Staff | Award Pay, Irregular/Flexible Schedules for Classified Staff, Job Forms, Leave Forms, Name Changes, Notices of Appointment, Offer Letters, Overload Compensation Requests, Personal Demographic Information, Sabbatical Applications, Tenure Relinquishment Agreements, Timesheets, Vacation Payment Requests for Classified Staff. |
| Payroll / Office of Business Affairs | Award Pay, Irregular/Flexible Schedules for Classified Staff, Job Forms, Leave Forms, Overload Compensation Requests, Timesheets, Vacation Payment Requests for Classified Staff. |
| Office of Equity and Inclusion (2 people) | Ethnicity/Race/Veteran Status forms. Older (pre-PeopleAdmin) position descriptions available in the HR_Position role (all the PDs for a position number are grouped together in one image; click through the page 1 cover sheet and various pages to view them). |
| Office of Academic Affairs (1 person) | Job Forms, Letters, Notices of Appointment, Overload Compensation Requests, Outside Activities Requests, Resumes, Sabbatical Applications, Tenure Relinquishment Agreements. |

Selected OHR Nolij Policies and Procedures:

- All users agree to comply with the Acceptable Use of University Information Policy, the Acceptable Use of University Computing Resources Policy, and the University Information Security Policy and Procedures.
- The image as *annotated* is the personnel file copy or record copy. Annotation stamps are created by the OHR Nolij Administrator when annotation permission is granted.
- Sticky Notes are used for notations that are *not permanent*. They are made in yellow. These are often used for guidance when multiple forms are in process for one individual at a time. They can also direct people on where to route the form next (which tray, for example).
 - Include your full name and date on the note.
 - Last user removes the note before moving the folder to “Complete”.
- Permanent notes are text notes that are not to be removed and should be placed on the form where they will not block any information. These notes must include your full name and date.
- In a Nolij HR employee folder, tabs in the document type window will display “All” documents, display “Current” documents (documents are awaiting action prior to moving folder to “Complete”), display “Timesheets” documents, and there are tabs for fiscal years where processed documents are filed.

- About the “Timesheets” tab: Nolij contains all timesheets imaged to date; there are still original paper timesheets (not imaged) stored in the business centers. Contact the appropriate business center HR staff for assistance.
- If permission to image documents is granted, the State of Oregon record retention guidelines for personnel documents require imaging at 200 DPI. The image format must be either TIF or PDF/1A (not just PDF). No formats of any other kind are permitted.
- Emailing personnel records: for HR purposes, Nolij images or documents that are intended to ultimately be captured as Nolij images are considered personnel records. In the course of conducting internal University HR business, it may be necessary for business center HR staff or OHR to originate an email with an image. This is done in accordance with OHR Nolij Policies and Procedures. If you hold one of the Nolij HR roles above, and anticipate emailing a Nolij image, contact Jennifer Short to discuss whether or not this is permitted under OHR policy.
- Printing images from converted microfilm: older personnel documents were originally microfilmed and later converted to Nolij images. To print one of these images:
 - With the image visible to you in Nolij, click the Print button.
 - In the resulting PrintFile pdf, change the Print Format drop down menu to “Shrink to Printable Area,” then click the OK button to print.

Questions or Assistance:

- How to use Nolij: the Nolij User Guide is very helpful and is available online within Nolij. Click on the Nolij icon button, , and select ‘Open User’s Guide’.
- System Up/Down, and Troubleshooting: Systems Status & Planned Outages information can be found on the Welcome page of the myOSU portal (myosu.oregonstate.edu). You will also find announcements for OSU’s Computer Services at <http://intranet.net.oregonstate.edu/blog/>.
- Nolij HR Policies and Procedures: Jennifer Short, Human Resources Officer, 7-3609 or jennifer.short@oregonstate.edu.
- OHR Nolij Administrator: Scott Campbell, HR Technical Analyst, 7-9485 or scott.campbell@oregonstate.edu.
- System or Document Permissions: Linda Sather, Associate Director for Strategic and Technical Services, 7-8076 or linda.sather@oregonstate.edu.