

Quick Guide: Off-Ramp Process from CAESAR to myHR

What is the Off-Ramp process?

The new Graduate Student Appointment system has been designed to process nearly all appointments for students in included academic careers, allowing data entered into CAESAR to flow to myHR on a daily basis. Certain scenarios cannot be automated, however, and will initiate an “**Off-Ramp**” process. Users will receive a pre-populated PDF form to upload to OnBase so that HR Ops can manually update the appointment.

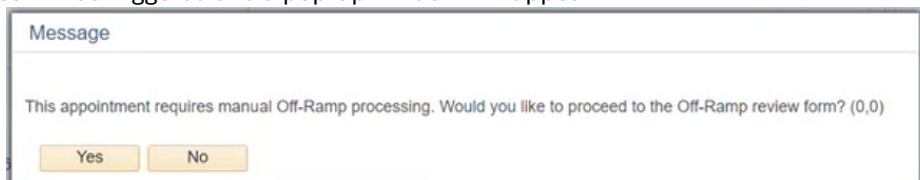
Most common scenarios where this will occur include:

- A. **Retroactive transactions:** Anything that should have been paid or processed in a prior month.
- B. **Last-minute transactions:** Urgent terminations or changes requested after the final GSA appointments interface for an individual month, as specified on the payroll calendar.
- C. **When an appointment has a mid-month funding start or end date:** Most appointments should start on the first day and end on the last day of the month; thus, would not fall in this category.
- D. **Swap/Change Appointment Type/Reclassify:** If the student was paid on the wrong type of appointment or should have been paid for a different position.
- E. **Position should never have existed:** Position was created for a student and was interfaced, but needs to be deleted (cannot be discarded) – ex. wrong position entered, person left program/on leave.

What happens when an Off-Ramp situation occurs?

For scenarios such as A-C, above

Step 1: After entering data on the **Appointment Details Page** and selecting **Submit**, the “Off-Ramp” process will be triggered and a pop-up window will appear.



Step 2: After clicking **Yes**, a new page will appear with the **Off-Ramp Information** for you to verify. On this page, you will (1) verify that all appointment information is accurate, (2) review funding, position, and appointment details for completeness, and (3) add any additional notes HR Operations may need to process the appointment.

Step 3: Once you confirm the information is correct, select **OK** to generate the **Off-Ramp Form**. The form will open in a new browser tab, where it can be downloaded. The Appointment Details Page should then display the appointment status as **Off-Ramp**.

Step 4: Upload the completed **Off-Ramp Form** to **On-Base** via [the HR Document Submission](#). If you are terminating an appointment that will cause an overpayment if not processed before this month's payroll confirm, you must also call askHR (847-491-4700) to let them know of the time-sensitive request.

Step 5: HR Ops will update the appointment status to "Interfaced" in CAESAR after the form has been processed.



REMINDER: Retroactive changes to chartstrings also require a Payroll Journal in myHR.

For scenarios such as D-E, above

There are times when an appointment needs to be either a) swapped out or replaced for another or b) needs to be canceled completely.

- If an appointment is no longer valid, and a new one will take its place, you will follow the steps below to **Cancel** the invalid appointment first, then create a new Off-Ramp form for the corrected appointment.
- If an appointment is no longer valid and should never have been processed, you will **Cancel** the appointment using the steps below. HR Ops will assess if an overpayment has occurred.

Step 1: Search for the interfaced appointment. Once located, click “**Cancel Appointment:** and confirm “OK” to generate an **Off-Ramp Form**.

Step 2: The form will open in a new browser tab, where it can be downloaded. Add comments to the bottom of the **Off-Ramp Form** to explain the situation to HR Operations. The Appointment Details Page should then display the appointment status as **Cancelled - Off-Ramp**.

Step 3: Upload the completed **Off-Ramp Form** (and make sure to include the corrected appointment form on the same upload, if applicable) to **OnBase via the HR Document Submission**. If you are terminating an appointment for the current month that requires the Off-Ramp Form, you must also call askHR (847-491-4700) to request escalation.

Step 4: HR Ops will update the appointment status to "Cancelled" in CAESAR after the form has been processed.



REMINDER: Retroactive changes to chartstrings also require a Payroll Journal in myHR.