

Accessing the COS Form

1. Go to the Web Forms portal: <https://forms.oakland.edu/forms/FormsProd>

Welcome to the OU Web Forms Main Menu.

Administrative Forms

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Find a Blank Form

2. Log in with your Net ID and password (same as email):

Web Forms Login

NetID: @oakland.edu
NetID Password:

[Click here for NetID Management assistance](#)

Please Note: If the Web Form accessed is not filled out and submitted within 4 hours of authentication, the data entered will be lost and the form will have to be re-entered. If you are unable to complete the form in the time allotted, please click the Save button. You will be sent an email that will allow you to reopen the form. Also, you can reopen the form by navigating to [Web Form Finder](#) on the [Main Menu](#) at any time and searching for the form.

Usage of all Oakland University systems, services and networks is governed by official OU IT and Security Policies. By accessing these resources you agree to use all information technology resources responsibly and comply with University policies and guidelines. [Click here for more information.](#)

Creating a New COS Form

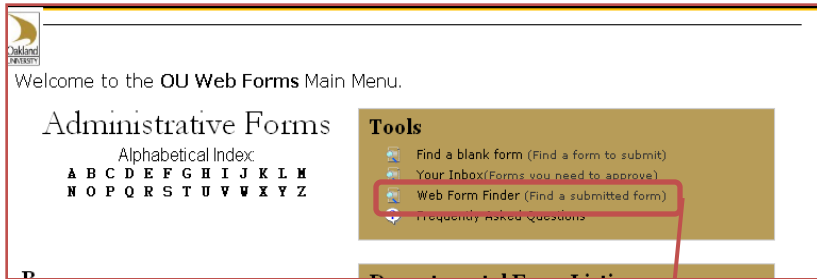
1. From the Administrative Forms Menu: Select the form you will be using (COS – AHR or COS – UHR).
2. Tab down to **Grizzly ID** field: enter GID # and <enter>. Name and Unit Name will populate.
3. Tab to **Position #**, enter correct position, <enter>. Unit #, salary & org. number will populate.
4. For UHR form, select hourly or monthly **Payroll Type**.
5. Fill in **Recommended Change(s) & Effective date(s)**. Effective date is a required field.
6. Complete the **Work Schedule** section if this is changing.
7. Add any explanation necessary in the **Remarks** section.
8. Attach any necessary documentation to the form using the **Attach** button in the **Routing** section. File types accepted are .doc; .docx; .xls; .xlsx; .pdf and .txt
9. In the **Routing** section, enter the e-mail address of the next person who needs to review and approve. See Routing Instructions for assistance. Forms being routed to the Budget Office should be sent to **Budget@oakland.edu**
10. After the e-mail address has been checked, click **Submit** to transfer the form to the next person.

Approving the COS Form

1. You will receive an email notification if a form is sent to you for approval. Click on the link to go to the Administrative Forms site.
2. Sign in using your Net ID.
3. Select **Your Inbox** under the **Tools Menu** and select form waiting for approval.
4. Review request and check for appropriate authorizations.
5. Add any explanation necessary in the **Remarks** section.
6. Attach any necessary documentation to the form using the **Attach** button in the Routing section. File types accepted are .doc; .docx; .xls; .xlsx; .pdf and .txt.
7. In the **Routing** section, enter the e-mail address of the next person who needs to review and approved. See Routing Instructions for assistance. Forms being routed to the Budget Office should be sent to Budget@oakland.edu
8. *These Online Forms maintain the routing of the form at the bottom. This will allow you to locate a form that has not been completed, or to assure that the proper authorization has been received prior to your authorization.*
9. After e-mail address has been checked, click **Submit** to transfer form to next person.
10. Once a form is locked, it cannot be modified. You can however open a locked form and click the **Duplicate** button to create a new form with the same information as the locked form.

Managing Your Forms

- To manage the forms that are awaiting your approval, you can log into the Administrative Forms site and select Your Inbox to view all forms that were sent directly to you for approval.



- If a form was not sent directly to you it will not show up in your Inbox. To access forms awaiting your departments' approval, you need to be a member of a Group.
- As a Group member, you will be able to locate, view and respond to forms by locating them through Web Form Finder under Tools.
- Use the Security Group drop down menu to select the Group, then select other criteria to help narrow your search and select Find Now button.