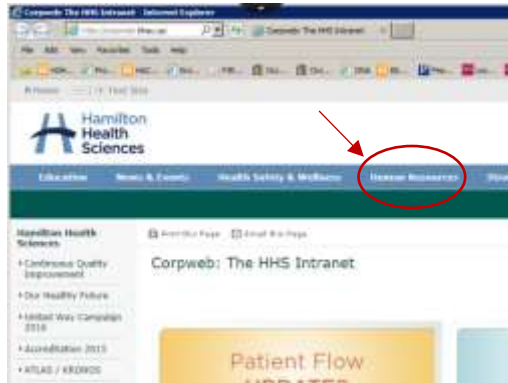


# How to Find and Complete the ONA Electronic Professional Responsibility Workload Forms

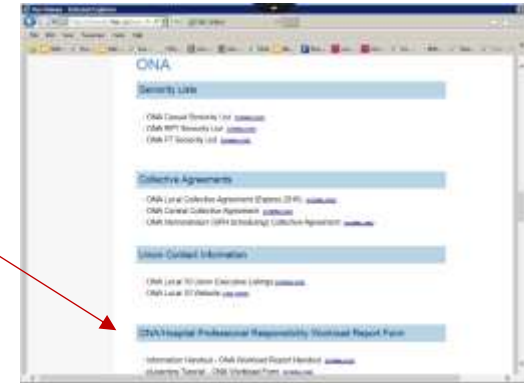
## Step 1

Open the HHS Intranet. On the home page, select Human Resources from along the headers.



## Step 4

Scroll down to the section called "ONA/Hospital Professional Responsibility Workload Report Form"



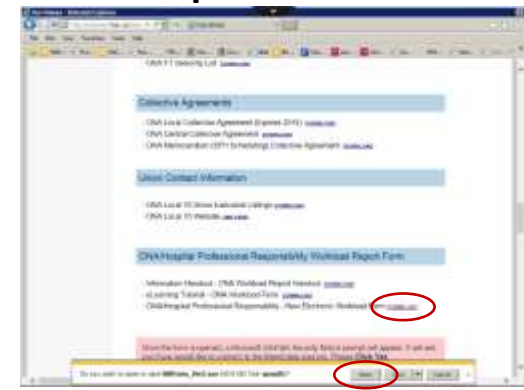
## Step 2

Select "our unions" from the left hand side of window.



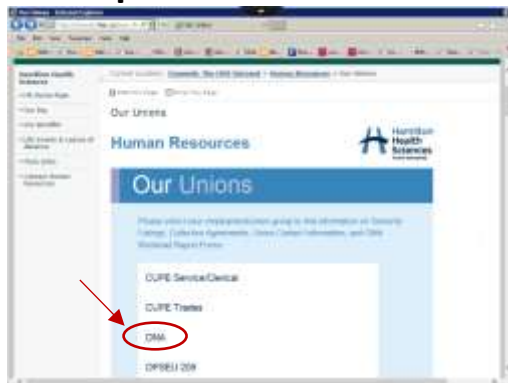
## Step 5

Click "Download" beside the 3<sup>rd</sup> line called "New Electronic Workload Form". You will see a pop up window asking you to open the file. Select open.



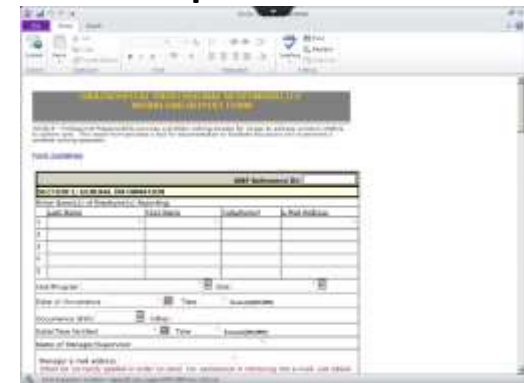
## Step 3

Scroll down on the page & select ONA.



## Step 6

This is the form. Complete all sections & at the end, click the tab "submit to manager" to submit your form.



**Remember:** your manager has 10 days to respond to the report and should meet with you to discuss the workload issue. If you have submitted a form and have not gotten a response from your manager, email the manager to follow up as well as the union (local70@ona.org).

# How to Find and Complete the ONA Electronic Professional Responsibility Workload Forms