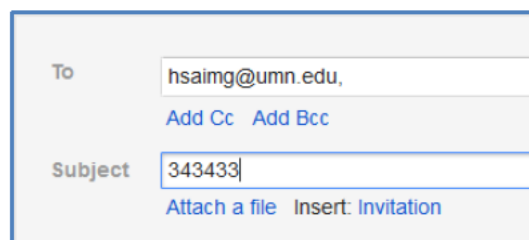




How to E-mail Historical Salary Adjustment (HSA) documents into ImageNow

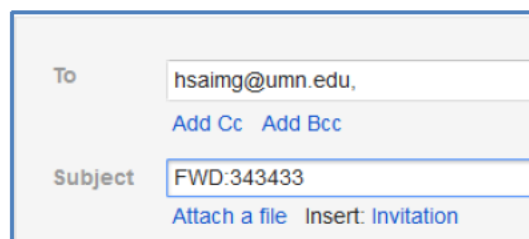
1. Open your UMN e-mail and attach any documentation (Word, Excel, PDF, etc.) needed for the HSA.
 - a. **Note** these file extensions are **not** allowed: .bat, .exe, .com, .pif, .cmd, .js, .vbs, .zip, .dll, .sit.
 - b. Multiple file attachments are accepted up to the maximum that your e-mailing system allows you to send.
 - c. E-mails will only be processed from @umn.edu accounts.
2. In the Subject line of the email make sure to enter ONLY the HSA Number (the number in the HRMS system). DO NOT add any other values or characters because the document will fail to enter ImageNow. "FWD:", "RE:", etc. in front of the HSA number will fail. If unsure how to change the Subject line on a forwarded email, review Google's documentation section for "Changes when replying or forwarding" located here: <http://support.google.com/mail/bin/answer.py?hl=en&answer=2645922>

Example of a valid HSA e-mail:



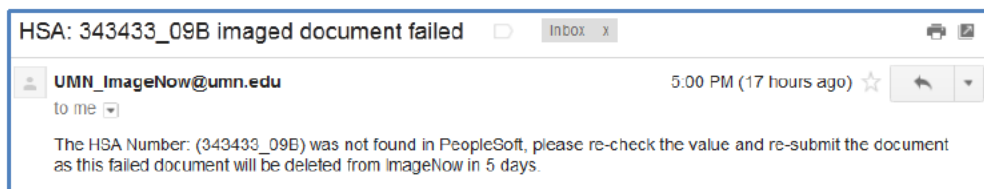
The screenshot shows an email composition window. The 'To' field contains 'hsaimg@umn.edu' with 'Add Cc' and 'Add Bcc' links below it. The 'Subject' field contains '343433' with 'Attach a file' and 'Insert: Invitation' links below it.

Example of an **invalid** HSA e-mail:



The screenshot shows an email composition window. The 'To' field contains 'hsaimg@umn.edu' with 'Add Cc' and 'Add Bcc' links below it. The 'Subject' field contains 'FWD:343433' with 'Attach a file' and 'Insert: Invitation' links below it.

3. Send the e-mail to: hsaimg@umn.edu.
4. If ImageNow cannot find the HSA number from the subject line of e-mail in HRMS, you will receive an e-mail indicating that imaging failed, see example below. Check HRMS to make sure the HSA number indeed exists and re-submit the e-mail. If there are multiple failed attempts to e-mail the document and you are positive the HSA Number is in HRMS, contact the University Financial Helpline at 612-624-1617 or e-mail finsys@umn.edu for further assistance.





Please Read: Important Additional Information

1. Any additional HSA documentation sent to ImageNow will automatically append to the existing images for that HSA in ImageNow. Any additional HSA documentation can be e-mailed using the same method in this job aid. Keep in mind that if you re-send the same documentation, there will be multiple copies of the same information associated with the HSA.
2. It can take ImageNow up to five minutes to find the HSA in the HRMS system and populate the key fields on the document in ImageNow, depending on system performance. There is no need to re-send HSA documents to ImageNow unless you receive an error e-mail.
3. If you need to submit the same HSA documentation for multiple HSA numbers, you will need to e-mail that HSA documentation multiple times: one e-mail for each separate HSA number, attaching or including the same HSA documentation.
4. If you are viewing an HSA in WebNow and receive the error shown below (which can happen for any file type), you will need to click on the rocket ship icon to open the document outside of the WebNow browser on your computer:

