Approve Online Role Request

In this topic, you will learn the basic steps to approve an electronic online role request (eORR). Approvals for online role requests are done in OMNI Human Resources for both HR and Financials security roles. Information on HR Security roles can be obtained on the <u>OMNI HR</u> <u>Security Site</u> or in myFSU BI (Security Reports > myFSU Security > Role Descriptions).

STEP 1: Log into <u>OMNI HR</u> with your FSUID and password.

STEP 2: Select the **Approve Online Role Reque**st under MY SECURITY CENTER or the HR icon (Manager Self Service > eORR Online Role Request).

MYTSU LINKS	MY EMPLOYEE SHAPSHOT	Welcome, Christinet
FSU 😳 Ma My 👬 📔 📩 👬 🌯	Timesheet Paycheck Benefits	EMPLID
🛱 C. 📶	Current leave as of Dec 6, 2019	FSUID:
Admissions	ACCESS TIMESHEET	Student Email:
Advising •		Employee Email:
Alumni and Former Students		SUPPORT SIGN OUT
Benefits & Resources 🔹 🔻		
Career Development 🔹		MET VILLING LING
Financials 🔻		
Human Resources 👻	MY FRANCES	
myFSU Identity Management 🔹	No outstanding amounts were found.	
Reporting •	Account Quicklinks	
Research 🔻		e-ORR - Online Role Requests
Student Central	CAMPUS SAFETY AND TITLE IX INFORMATION	Approve Online Role Request

STEP 3: Click search.

K Manager Self Service	
Approve Role Request	Approve Role Request
Submit Request-Add/Remove Role	Enter any information you have and click Search. Leave fields blank for a list of all values.
View Role Request	▼ Search Criteria
	Search by: Request ID V begins with
	Search Advanced Search

The role request approval page will be displayed. If there is more than one role request to approve, a list list will be displayed.

F Approve Role Request					
Submit Request-Add/Remove Role	Approve Role Request Role Request Summary for	or Human Resource	es Application		
Tiew Role Request	Suzie Seminole General Information	Employee ID 000077488	Empl Record 1	Request ID 00000	050553
	Reason for Request: Change in Jo Request Status: Submitted fo Department: 025000 Supervisor: 000066040	ob Duties r Approvals Human Resources Noles,Garnet Vanese to this employee in Human R	Comments: Per por response signed Created On: 07 Last Updated: 07	sition description the en Isible for ensuring all Fa I by all Faculty members 7/19/2019 By: /19/19 11:09:02AM By:	nployee is now cutty Contracts are when applicable SANDRES SANDRES
	FSU_GRAD_EX_PILOT FSU_HR_CORE_VIEW FSU_HR_DEPARTMENT_USER FSU_NATIONAL_ID_DO				,
	Roles Requested	ole(s). Scroll down to the but	tons at the bottom of t Personalize	ne page. e Find 🖓 📑	First 🕚 1 of 1 🕑 Last
	Role Name		Description	Action	Approve
	FSU_HR_FACULTY_CONTRACT_VIEW		Description	Add	

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STEP 3: Review the role request and click Approve or Deny as appropriate. After the supervisor approval, the roles are approved by role owners in the respective central office. Once approved, the employee's user profile is updated providing the appropriate access.

	Emp	lovee ID	Empl Record	Request ID	000005128	0	
eneral Information	Emp		Empriveoord	request to	00000120	~	
Reason for Request	New Employee		Comments: Ne	w Student Program (Coordinator r	needs role to	o access
Request Status:	Approvals in Process		tim	e management/recru	uiting activitie	is, etc.	
Department:							
Supervisor:							
			Created On:	08/16/2019	By:		
			Last Updated:	12/09/19 1:11:55P	M By:		
ou can either Approve	or Deny this request	Scroll down to	the buttons at the botto	m of the page.			/i
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ole Name			Description	Action		Approve	
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