

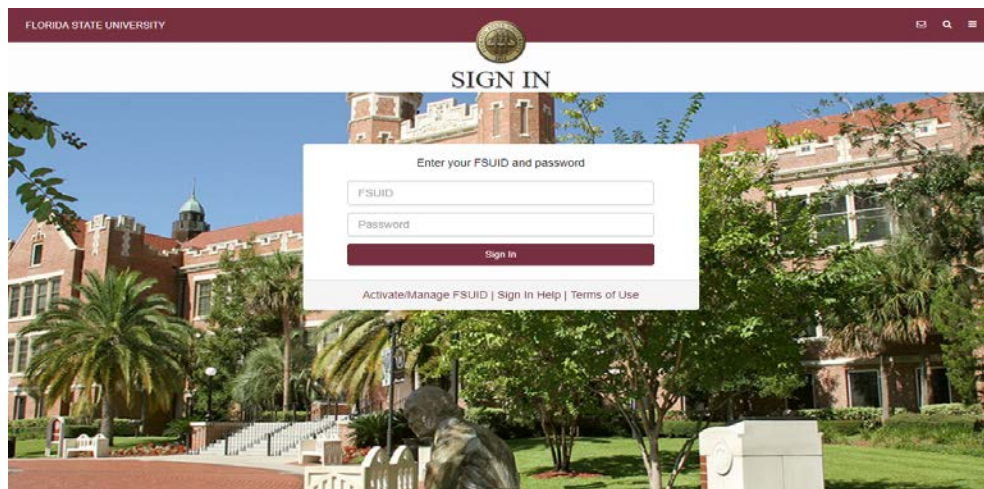
## Submitting an eORR Request

### Overview:

This topic you will learn the basic steps to submit an online role request (eORR). Security roles are required in order to give access to certain functionality and pages in OMNI. Roles may also be removed from user profiles when needed via an online role request.

This job aid outlines the basic steps to submit an online role request (eORR). Security roles are required in order to give access to certain functionality and pages in OMNI. Roles may also be removed from user profiles when needed via an online role request. Online role requests are done in OMNI Human Resources for HR, Financials, Student OBI, Campus Solutions, Customer Relationship Management, and certain non-OMNI security roles. Roles for only one OMNI application can be completed in a single request. Also, only one type of action (Add/Delete) per transaction can be completed at any one time. Example: If there is a request to add roles to a user profile in the OMNI Financials system, this can be done in one transaction. If the same user needs to have roles added in the OMNI HR system, this will need to be requested in a separate transaction.

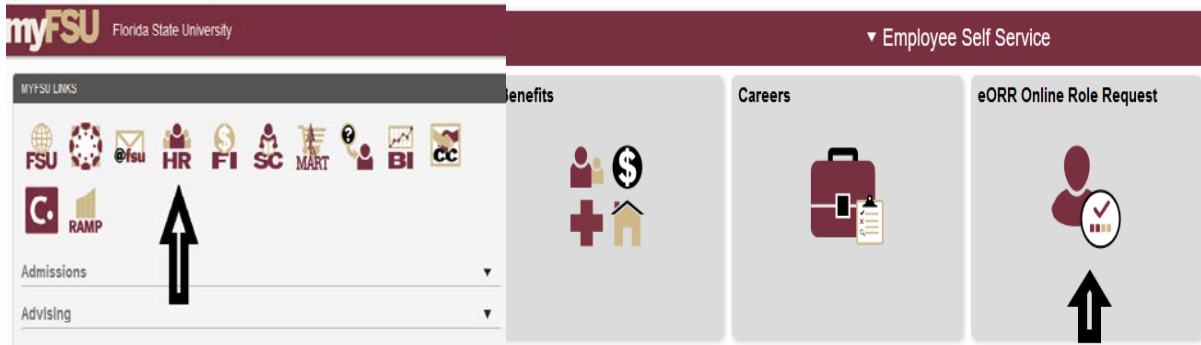
**STEP 1:** Log into [OMNI HR](#) with your FSUID and password.



# Training Guide

## Submitting an eORR Request

**STEP 2:** Select the **Human Resources** button, then request a role, or **HR** icon (Employee Self Service > eORR Online Role Request).



**STEP 3:** Search by Last Name, First Name or Employee ID and select employee from search results verifying that it is the correct Employee ID, Record Number, and Department

### Online Role Request

#### Employee Search

Specify your search parameters.

\*Search by

Last Name

Search

#### Search Results

1-1 of 1

Name ^	Employee ID	Empl Record	Job Title	Department
Suzie Seminole	000077488	1	9252A	HUMAN_RES

\* Required Field

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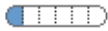
**STEP 4:** Click on your name, then select the OMNI application for which roles are requested, click continue.

Create Role Request

### Select the Application

Suzie Seminole

Employee ID 000077488 Empl Record 1



- Financials <sup>?</sup>
- Human Resources <sup>?</sup>
- Student OBI <sup>?</sup>
- External Application(Non-OMNI) <sup>?</sup>
- Customer Relations Management <sup>?</sup>
- Campus Solutions <sup>?</sup>
- Noli <sup>?</sup>

Continue

**STEP 5:** Select the action for the role request, then click continue.

Create Role Request

### Select Action

Suzie Seminole

Employee ID 000077488 Empl Record 1



Do you want to add or delete role(s) for this employee?

- Add
- Delete

Back

Continue

**STEP 6:** Select the type of roles for the role request. Do not select Central Office Roles unless the

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## Submitting an eORR Request

employee is employed in Purchasing, Travel, Sponsored Research, Human Resources or the Controller's offices, (for HR and/or Financials role), or other applicable Central Office for roles in the other applications.

Create Role Request

### Select type of Roles for Human Resources Application

Suzie Seminole

Employee ID 000077488 Empl Record 1



Central Office Roles

Department Roles

Both

**Central Office Roles should only be selected for Individuals who work in Purchasing, Travel, Sponsored Research, Human Resources of the Controller's office**

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Continue

**STEP 7:** Elect the roles to update on the employee's user profile. The roles listed in the grey box are the roles already granted to the employee. Click the role name to view a description of the role and the functionality associated with it.

Create Role Request

### Select the Roles for Human Resources Application

Suzie Seminole

Employee ID 000077488 Empl Record 1



To see the description of the role, click on the role name.

**Following roles are already assigned to this employee in Human Resources Application**

FSU\_GRAD\_EX\_PILOT  
FSU\_HR\_CORE\_VIEW  
FSU\_HR\_DEPARTMENT\_USER

Back

Continue

Select Roles	Personalize	Find	First	1-391 of 391	Last
<input type="checkbox"/> FSU_EB_DELEGATE		Promotion and Tenure Delegate			
<input type="checkbox"/> FSU_FACET_AOR_REP		Departmental User			
<input type="checkbox"/> FSU_FACET_CORE_VIEW_ONLY		FACET view only			
<input type="checkbox"/> FSU_FACET_COURSE_REP		FACET Course Rep			
<input type="checkbox"/> FSU_FACET_REP		FACET department rep			
<input type="checkbox"/> FSU_HR_FACULTY_CONTRACT_VIEW		Faculty Contracts - View All			
<input type="checkbox"/> FSU_HR_UPDATE_PI		Department User Role			
<input type="checkbox"/> FSU_OBL_ANS_BASE		Answers			
<input type="checkbox"/> FSU_OBL_ANS_DHR_RO		Departmental users			
<input type="checkbox"/> FSU_OBL_ANS_FACET		FACET Subject Area			

**Note:** The TL\_REP Role should only be used if the employee will be the Time and Labor Representative for an entire department. You must follow the prompt instructions and enter a department number when requesting the TL\_REP role.

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**STEP 7:** Select a reason for the request and enter comments appropriate for the request. Verify that the supervisor and department are correct for this employee. If not, do not proceed with the role request. Contact HR to determine why this information is not correct. The person listed as the supervisor will be the first approver for the role request. Verify that the roles listed are the desired roles to be added or deleted. Click Submit.

Create Role Request

### Role Entry for Human Resources Application

Suzie Seminole Employee ID 000077488 Empl Record 1

General Information	
*Reason for Request:	Change in Job Duties
Request Status:	Pending
Department:	025000 Human Resources
Supervisor:	000066040 Noles, Garnet Vanese
*Justification:	Per position description the employee is now responsible for ensuring all Faculty Contracts are signed by all Faculty members when applicable
Created On:	07/19/2019
By:	SANDRES
Last Updated:	By:

Following roles are already assigned to this employee in Human Resources Application

FSU\_GRAD\_EX\_PILOT  
FSU\_HR\_CORE\_VIEW  
FSU\_HR\_DEPARTMENT\_USER  
FSU\_NATIONAL\_ID\_DO  
FSU\_PR\_DEPARTMENT\_USER

Roles	
Role Name	Description
FSU_HR_FACULTY_CONTRACT_VIEW	Faculty Contracts - View All

Back

Submit

**STEP 7:** Click OK to submit the request. If the employee submits the request, they will be prompted with an acknowledgment statement at the time of submittal. If someone submits the role request on behalf of the employee, they will be prompted with this confirmation statement.

### eORR : Submit Confirm page

×

Help

Create Role Request

### Submit Confirmation

Suzie Seminole Employee ID 000077488 Empl Record 1

Click ok to submit the request. You can click cancel to go back to previous page without submitting the request.

OK

Cancel

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After the role request is submitted, the approvals are created. If the role request is created by the employee, they will be presented with an acknowledgement of acceptance of the roles. If someone creates a role request on behalf of the employee, the employee will receive email notification and worklist item indicating that acknowledgement is required for the addition of roles.

If the request is for the deletion of roles, no acknowledgment is needed and the employee will not be prompted for an acknowledgment. After the acknowledgment of roles by the employee, the supervisor will be sent an email notification and worklist item to approve the role request. After the supervisor approves the role request, the final approval is done by those central office role owners.

Review Role Request  
 Review Role Request for Human Resources Application

Suzie Seminole Employee ID 000077488 Empl 1 Request ID 0000050553  
 Record

**General Information**

Reason for Request: Change in Job Duties      Comments: Per position description the employee is now responsible for ensuring all Faculty Contracts are

Request Status: Submitted for Approvals

Department: 025000 Human Resources

Supervisor: 000086040 Noles, Garnet Vanese

Created On: 07/19/2019 By: SANDRES  
 Last Updated: 07/19/19 11:09:02AM By: SANDRES

**Roles Requested** Personalize | Find | First 1 of 1 Last

Role Name	Description	Action	Approval Status
FSU_HR_FACULTY_CONTRACT_VIEW	Faculty Contracts - View All	Add	Submitted for Approval

**Approval Monitor**

**Employee Acknowledgement**

REQUEST\_ID=0000050553:Pending

Employee Acknowledgement

Pending

Ashlee Shafer  
 FSU\_EORR\_EMPL\_ACKNLG

**Supervisor Approval**

REQUEST\_ID=0000050553:Awaiting Further Approvals

Supervisor Approval

Not Routed

Tracey Pearson  
 FSU\_EORR\_SUP\_APR

**Role Approval**

REQUEST\_ID=0000050553, ROLENAME=FSU\_HR\_FACULTY\_CONTRACT\_VIEW:initiated

Role Approval

Not Routed

Danielle Staats  
 FSU\_EORR\_ROLE\_APR

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