Approve Online Role Request

Purpose

This job aid outlines the basic steps to approve an online role request (eORR). Approvals for online role requests are done in OMNI Human Resources for both HR and Financials security roles.

Step 1

In OMNI HR, navigate to eORR Online Role Request > Approve Role Request.

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

Step 2

Review the role request and click Approve or Deny as appropriate.

After supervisor approval, the roles are approved by role owners in their respective central office and the employee’s user profile is updated based on the approved role request.