

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.

Approve Role Request

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search by: Request ID begins with

Search [Advanced Search](#)

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.

The screenshot displays the 'Approve Role Request' application interface. At the top, it shows the 'Role Request Summary for Human Resources Application' for Ruthie Ryals, with Employee ID 000060945 and Request ID 000000053. The request is for a 'New Employee' in the 'Approvals in Process' status, with a department of 165000 and a supervisor of 000060531. The summary includes fields for 'Reason for Request', 'Request Status', 'Department', 'Supervisor', 'Created On', 'Last Updated', 'By', and 'Dy'.

Below the summary, a section titled 'Following roles are already assigned to this employee in Human Resources Application' shows 'None'. A table of 'Roles Requested' lists 'FSU_HR_DEPARTMENT_USER' and 'FSU_SS_MANAGER' with 'Add' and 'Approve' actions. A 'Comments' field is also present.

The 'Approval Monitor' section shows the following status:

- Employee Acknowledgement:** REQUEST_ID=000000053:Approved (indicated by a red arrow and a note: 'Note that the employee has already acknowledged acceptance of roles.')
- Supervisor Approval:** REQUEST_ID=000000053:Pending (with a 'View Comments' link and a 'Pending' status box for Jacques Fontaine).
- Role Approval:** REQUEST_ID=000000053, ROLENAME=FSU_HR_DEPARTMENT_USER:Initiated (with a 'Not Routed' status box).
- Role Approval:** REQUEST_ID=000000053, ROLENAME=FSU_SS_MANAGER:Initiated (with a 'Not Routed' status box).

At the bottom of the interface, there are 'Approve' and 'Deny' buttons, both highlighted with a red box.