

Submit Request to Add/Remove Role

Purpose

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.

Background Info

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.

There are certain instances where the online role request cannot be completed and/or a hard copy form must be done to supplement the eORR Request. This form should only be used for requests that cannot be handled via the OMNI eORR security request module. Click the appropriate links below to the form needed.

[Financials Security Access Form](#)

[HR Department Table Update Form](#)

Step 1

From the myFSU portal, expand the Human Resources link. Click the > **Request a Role** link.

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.

Name	Employee ID	Rcd Nbr	Job Title	Department
Courtney Ryals	000064297	0	W9185	POL_SCI
Courtney Ryals	000064297	2	M9182	POL_SCI
Mari Ryals	000013360	0	91669S	MANAGEMENT
Ruthie Ryals	000060945	0	9292	PEPPER_CTR
Sharon Ryals	000020788	0	9412	ERP

Step 2

Select the OMNI application for which roles are requested.

Click [Continue](#).
[Create Role Request](#)

Select the Application

Ruthie Ryals Employee ID 000060945 Empl Record 0

Progress: 1 of 5 steps

- Financials ?
- Human Resources ?
- Student OBI ?
- External Application(Non-OMNI) ?
- Customer Relations Management ?
- Campus Solutions ?

[Continue](#)

Step 3

Select the action for the role request.

Click **Continue**.

Create Role Request
Select Action
Ruthie Ryals Employee ID 000060945 Empl Rcd# 0
Do you want to add or delete role(s) for the this employee?
 Add
 Delete
Back Continue

Step 4

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

Click **Continue**.

Create Role Request
Select type of Roles for Human Resources Application
Ruthie Ryals Employee ID 000060945 Empl Rcd# 0
Central Office Roles
Department Roles
Both
Central Office Roles should only be selected for individuals who work in Purchasing, Travel, Sponsored Research, Human Resources OR the Controller's office.
Back Continue

Step 5

Select 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.

Click **Continue**.

Select the Roles for Human Resources Application
Ruthie Ryals Employee ID 000060945 Empl Rcd# 0
Following roles are already assigned to this employee in Human Resources Application
FSU_BN_ON_DEMAND
FSU_BN_VIEW
FSU_DEP_ALL
Select Roles Customize | Find | First 1-9 of 9 Last
 FSU_HR_DEPARTMENT_USER Department User Role
 FSU_HR_UPDATE_PI Department User Role
 FSU_ORI_ANS_DHR_RO Department users
 FSU_ORI_ANS_DHR_RW Department users
 FSU_PR_DEPARTMENT_USER Department User Role
 FSU_SS_ADDL_APPROVER Department User Role
 FSU_SS_RECRUITING_APPROVER Department User Role
 FSU_SS_VP_APPROVER Department User Role
 FSU_TL_REP T&L Representative for Dept.
Back Continue

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.

Step 6

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**.

The screenshot shows the 'Create Role Request' form. The 'General Information' section includes a dropdown for 'Reason for Request', a text field for 'Justification' (containing 'Department ID, Indicate Reason for Request'), and fields for 'Request Status' (Pending), 'Department' (025000 Human Resources), and 'Supervisor' (00008943 Thurston, Eydie R). It also shows 'Created On' (01/15/2009) and 'By' (SANDRES). Below this, a section titled 'Following roles are already assigned to this employee in Human Resources Application' lists several roles. A table below that shows the role 'FSU_TL_REP' with the description 'T&L Representative for Dept.'. At the bottom, there are 'Back' and 'Submit' buttons, with 'Submit' highlighted in red.

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.

The screenshot shows the 'Submit Confirmation' dialog box. It displays the user's name 'Ruthie Ryals', 'Employee ID' '00060945', and 'Empl Rcd#' '0'. A red text block contains a disclaimer: 'In requesting these roles, more specifically defined as a right to perform certain business functions within the OMNI ERP system, I hereby affirm that each role is necessary for me to conduct official business for Florida State University. I acknowledge that I occupy a position of special trust with duties that require bringing me into contact with information or information resources that are of value to the State University System and that require protection. I further acknowledge that I am required to uphold University policies and procedures adopted to safeguard the information and associated resources that may be entrusted to me or with which I have contact. I agree to report violations of such policies or procedures to my supervisor, the Information Security Manager, or other person designated the responsibility for handling security violations. I further agree to protect my User ID and related password from unauthorized use at all times and understand that activity logged to my User ID is my sole responsibility. I ACKNOWLEDGE THAT MISUSE OF MY AUTHORITY IN THIS ROLE COULD LEAD TO DISCIPLINARY OR CRIMINAL ACTION AGAINST ME.' At the bottom, there are 'OK' and 'Cancel' buttons.

If someone submits the role request on behalf of the employee, they will be prompted with this confirmation statement.

This screenshot is identical to the one above, showing the 'Submit Confirmation' dialog box. The 'OK' button at the bottom left is highlighted with a red rectangular box.

Step 8

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.

The screenshot displays the 'Create Role Request' application interface for a 'Role Entry for Human Resources Application'. The request is for 'Ruthie Ryals' (Employee ID: 00000945, Enpl Rcd: 1, Request ID: 00000053). The request status is 'Submitted for Approval', and the justification is 'Ruthie will be our HR department rep.'. The department is '165000 Claude Pepper Center' and the supervisor is '00000531 Jacques de la Fontaine'. The request was created on 02/29/2008 by SSMTHE and last updated on 02/29/08 2:17:00PM by SSMTHE.

Below the request details, a table lists existing roles assigned to the employee:

Role Name	Description
FSU_HR_DEPARTMENT_USER	Department User Role
FSU_SS_MANAGER	Department User Role

The 'Approval Monitor' section shows the following workflow:

- Employee Acknowledgement:** The request ID is 00000053 (Pending). The employee's acknowledgement is 'Pending' for the role 'Fulltime Spouse' (FSU_FOPI_SPL_AOINLO). The approval comment is 'Ruthie will be our HR department rep.'.
- Supervisor Approval:** The request ID is 00000053 (Pending). The supervisor's approval is 'Not Requested' for the role 'Fulltime Spouse' (FSU_FOPI_SPL_AOINLO). The approval comment is 'Ruthie will be our HR department rep.'.
- Role Approval:** The request ID is 00000053, and the role name is 'FSU_HR_DEPARTMENT_USER'. The role approval is 'Not Requested' for the role 'Fulltime Spouse' (FSU_FOPI_SPL_AOINLO). The approval comment is 'Ruthie will be our HR department rep.'.