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.

Step 2

Select the OMNI application for which roles are requested.

Click Continue.

Create Role Request

Select the Application

Employee ID

Continue
Step 3
Select the action for the role request.
Click 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.

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.

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.

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.
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.