**Faculty Release Time Request OnBase Form and Workflow User Guide for Department Chairs**

**\*For all reviews of the Release Time Request, please use Firefox. If you need to use Chrome, you might need to clear cache (see instructions attached). Safari 12+ is NOT compatible with OnBase.**

1. The Faculty Release Time request form will be submitted for the faculty members by the department administrative support staff in OnBase, through My Sac State portal.
2. Department Chairs now have ability to review all forms at one time rather than individually, by following the steps noted below.
	1. my.csus.edu
	2. Under Staff/Faculty Links, select Onbase Web Client
	3. Click the menu icon in the top left corner
	4. Select “Custom Queries”
	5. Select “AA Faculty Release Time”
	6. Select the Department Name from the drop down menu
	7. Select the active Benefits Semester & Benefits Year from drop down menus
	8. Enter search criteria or select department from drop down menu
	9. Click the blue SEARCH button to generate results

**Please close your OnBase browser after you complete reviewing the forms to prevent the forms from getting locked.**

