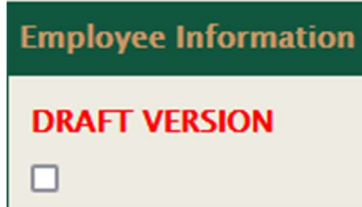


Faculty Release Time Request OnBase Form

NEW DRAFT Feature

You now have the option to prepare your release time forms and save them in **DRAFT** form. This would allow you to prepare the forms one day and return another day to submit them. To utilize this option, follow the steps below.

1. At the top of the release time form, check the **DRAFT VERSION** box.



2. Once you are finished with your DRAFT form, click the SUBMIT button at the bottom of the form.
3. After the form is submitted, it automatically routes to the submitter's inbox. The submitter will receive an email with the link to the form:

Hello ,

A form has been returned to you for review.

Please see the following approver's notes and make the necessary adjustment(s) to the form:

Click here to access the document:

<https://onbase.csus.edu/appnet/Workflow/WFLogin.aspx?LifeCycleID=152&QueueID=512&DocID=60116598>

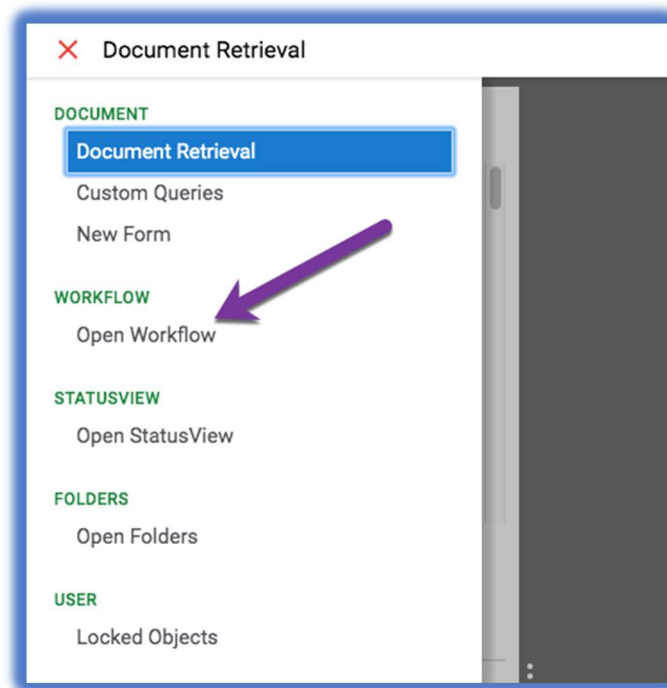
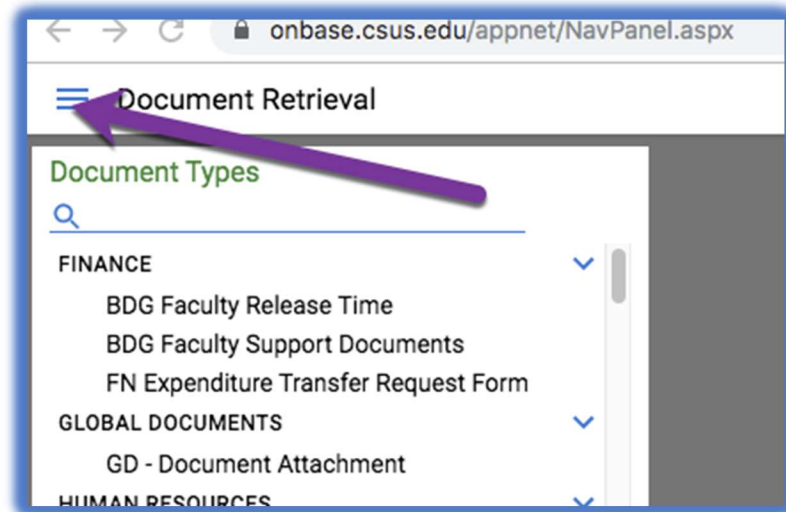
After you click the SAVE FORM button, please select REVIEW COMPLETE above the form to resubmit.

OnBase Automated System

Sacramento State

4. Click on the link and it will open in your default web browser. **If your default browser is Safari**, the form will not open – please copy and paste the link into the Firefox.

5. If you cannot locate the email with the link, you can always just sign into OnBase - <https://onbase.csus.edu/>. Click on the little “hamburger” button on the top left and then click Open Workflow.



6. In the workflow window, click on the arrow next to the APPROVAL folder to see the Submitter Review folder (or double-click on the word “APPROVAL”). Then click on the Submitter Review folder to see the form appear in your inbox to the right.

OnBase

LIFE CYCLE VIEW WORK FOLDER

Combined Inbox

AA Faculty Release Time

APPROVAL

Budget Authority (1)

Pending Approvals (0)

Submitter Review (7)

Additional Review (0)

SYS Process Approver (0)

HR Personnel Transaction

IS01 CARS Request Approval

ORIED1

Inbox

Drag a column header here to group by that column.

NAME

Contains...

(NEEDS CORRECTION) FACULTY RELEASE TIME REQUEST FORM for QUINTANA, MARIA submitted on 8/9/2023

(NEEDS CORRECTION) FACULTY RELEASE TIME REQUEST FORM for DEMIR, MELIKSAH submitted on 8/9/2023

(NEEDS CORRECTION) FACULTY RELEASE TIME REQUEST FORM for FIELDS, BRONWYN submitted on 8/9/2023

(NEEDS CORRECTION) FACULTY RELEASE TIME REQUEST FORM for MOHAGHEGH MOTLAGH, AMIR submitted on 8/9/2023

(NEEDS CORRECTION) FACULTY RELEASE TIME REQUEST FORM for KRAUEL, MATTHEW submitted on 8/9/2023

(NEEDS CORRECTION) FACULTY RELEASE TIME REQUEST FORM for YANG, JENNIFER submitted on 8/10/2023

(NEEDS CORRECTION) FACULTY RELEASE TIME REQUEST FORM for PEREZ, SUSAN submitted on 8/10/2023

Items: 7

Review Withdraw

Click on the form in the “Inbox” at the top of the screen to see the form open at the bottom of the screen.

7. Review the form and make any adjustments needed.
8. Once form is complete, scroll down to the bottom of the form and hit SAVE FORM.



9. If you are now ready to submit, hit the REVIEW COMPLETE button. If you discover that the form should be withdrawn, hit the WITHDRAW DOCUMENT button instead.



10. The form will now route to the faculty member.