

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

**\*For all approvals 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 through My Sac State portal.
2. After the form is submitted, it automatically routes to the appropriate faculty member and after they approve, to the Department Chair. The Chair will receive an email with the link to the form.

CALIFORNIA STATE UNIVERSITY  
**SACRAMENTO**

Dear Nadya,

A document has been submitted to you and is pending your review.  
**Document for Review:** **Click on this link to open the form**  
Faculty Release Time Request Form for LUCAS, NADYA submitted on 12/16/2019

Click below to access the document:  
<https://onbase.csus.edu/AppNet/Workflow/WFLogin.aspx?LifeCycleID=152&QueueID=403>

Please review the form, choose your action (i.e. Approve) and **click Submit** at the very bottom of the form.  
After you click the **Submit** button, the form will disappear from your folder once you click on the **refresh** icon here.

onbase.csus.edu/appnet/Workflow/WorkflowMain.aspx

OnBase® Inbox

LIFE CYCLE VIEW WORK FOLDER

If you are done, please make sure to **close your OnBase browser** completely to end your session.  
If you use **Safari version 12+ or Microsoft Edge**, the link will not open. Please copy and paste it into any other browser. If you set up Firefox as your default browser, the link will always open.

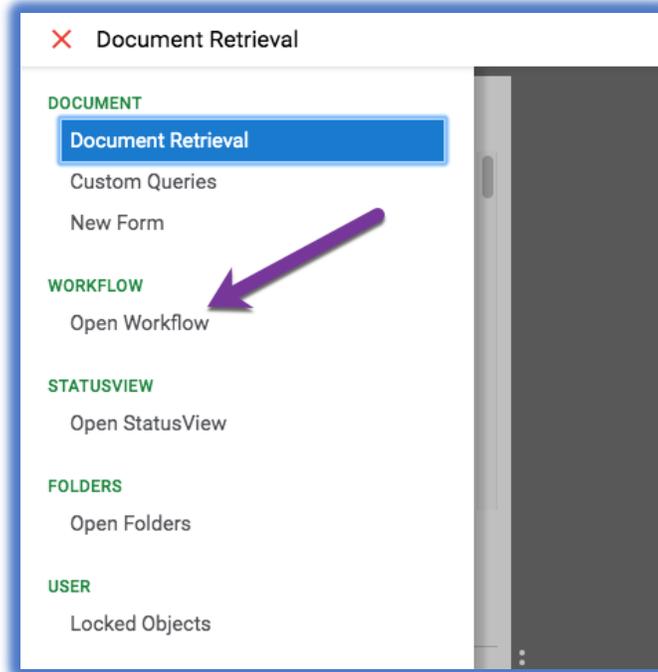
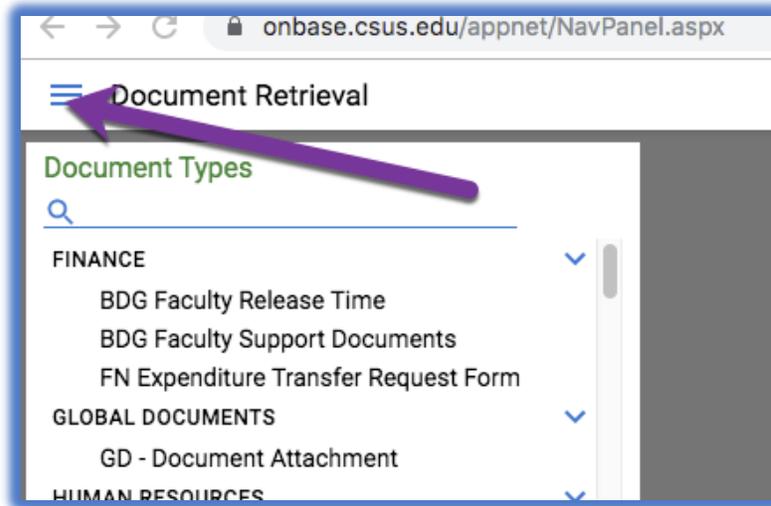
**OnBase Automated System**  
Sacramento State

*This message was sent by an automated distribution system. Direct replies will not reach the sender.*

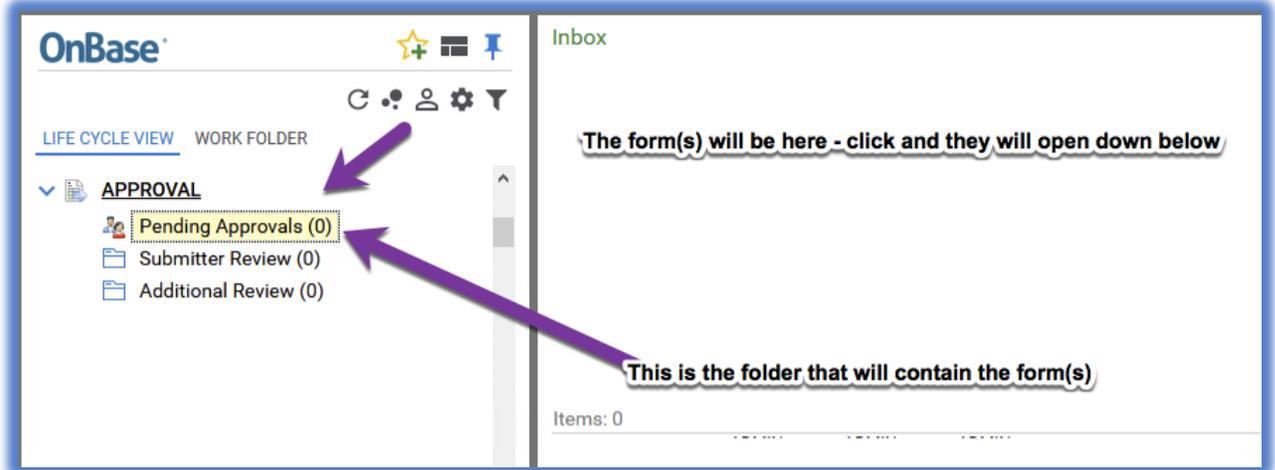
**SACRAMENTO STATE**

California State University, Sacramento  
6000 J Street, Sacramento, CA 95819  
Campus Main Phone: (916) 278-6011  
[www.csus.edu](http://www.csus.edu)

3. If you are opening the form from the email, 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.
4. 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.



- In the workflow window, click on the arrow next to the APPROVAL folder to see the Pending Approvals folder (or double-click on the word "APPROVAL"). Then click on the Pending Approvals folder to see the form appear in your inbox to the right.



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

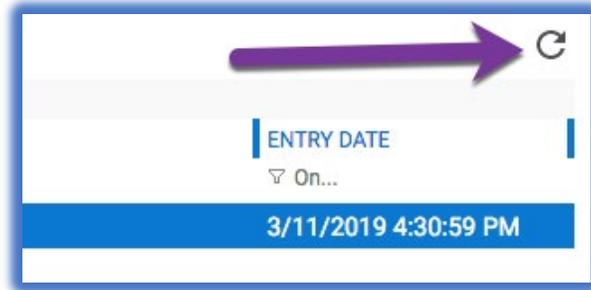
- Review the form including its attachments – click on the attachment to open it to review:

7. Scroll down to the Department Chair approval section:
  - a. If the form is correct and you approve the listed time, please select **Approve**, then click **Submit** at the bottom of the form. The form will route to your Dean's Office for review.
  - b. If something needs to be corrected on the form, you can select **Return to Submitter**. Include a comment in the **Comment** box to let them know what's wrong. Then, click **Submit** on the bottom of the form after that. The form will route back to the administrative staff who prepared it; they will be able to correct and re-submit the form, which will route back to the faculty member and then to you again.

**If the Department Chair approval section is greyed out and you're unable to click on the radio buttons:**

- a. Somebody else could have this form open at the same time, which locks the form. You could either try to find out who is looking at the form (e.g., your administrative staff person) and ask them to close it, or close your browser and try again later.
- b. If you are using Chrome, you might need to clear your cache (instructions will be attached).

8. After you click the **Submit** button, the form may not automatically disappear from your inbox at the top of the window. In order for it to leave your queue, please click **REFRESH** button on the top right of your OnBase window.



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