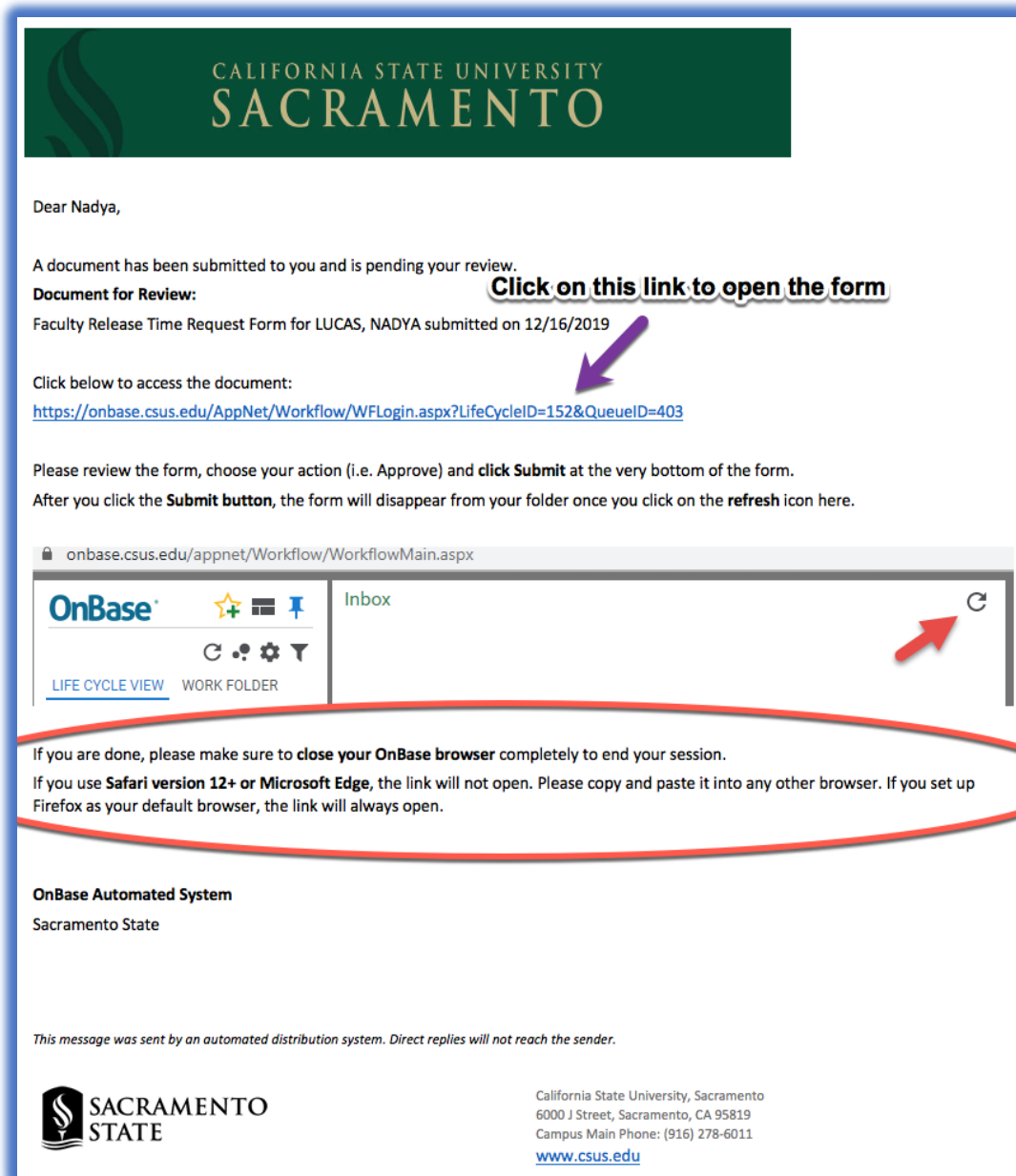


Faculty Release Time Request OnBase Form and Workflow User Guide for Faculty

***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. The faculty member will receive an email with the link to the form:



The screenshot shows an email from OnBase Automated System. The header features the California State University Sacramento logo. The body of the email includes a greeting to Nadya, a notification that a document is pending review, and a link to the form: <https://onbase.csus.edu/AppNet/Workflow/WFLogin.aspx?LifeCycleID=152&QueueID=403>. A purple arrow points to this link with the text "Click on this link to open the form". Below the link, instructions are provided for reviewing and submitting the form, and for refreshing the page. A screenshot of the OnBase web interface is shown, with a red arrow pointing to a refresh icon in the top right corner. The email concludes with a note to close the browser and a warning about browser compatibility. The footer includes the Sacramento State logo and contact information for California State University, Sacramento.

Dear Nadya,

A document has been submitted to you and is pending your review.

Document for Review: 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.

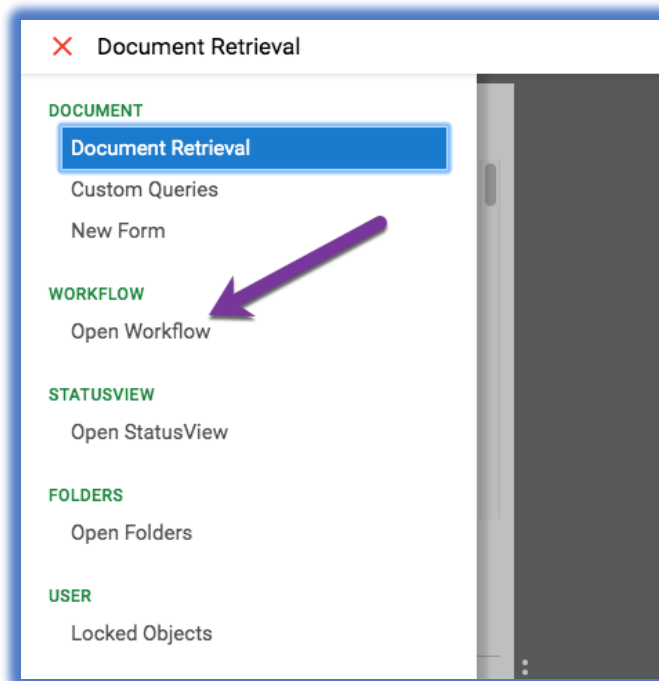
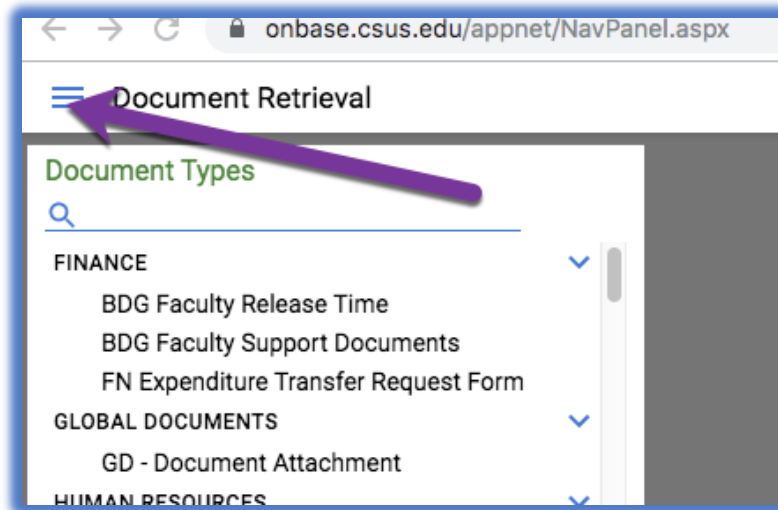
OnBase Automated System
Sacramento State

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

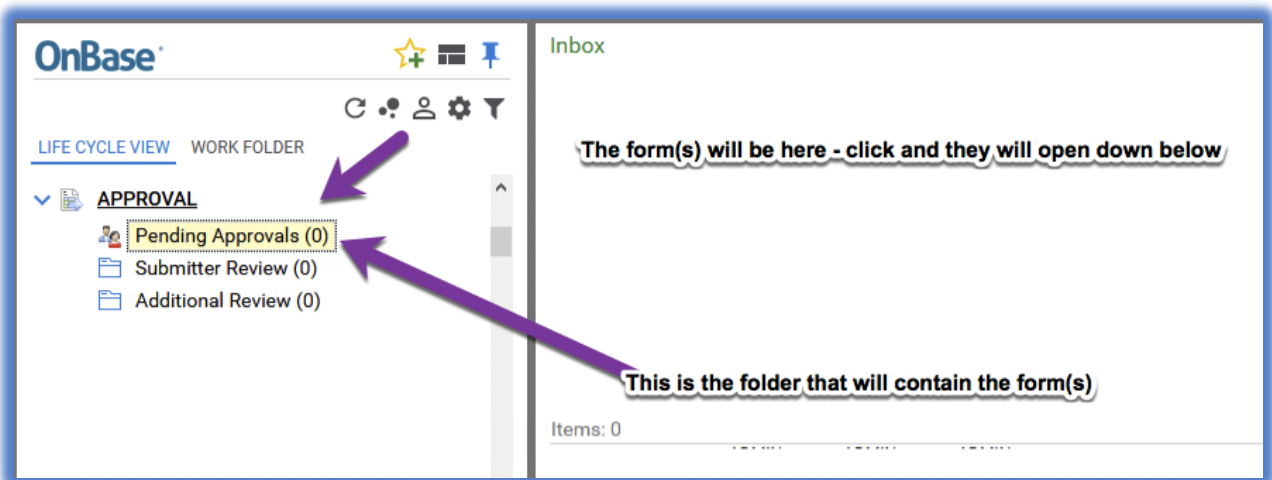
 **SACRAMENTO STATE**

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

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.

Inbox

Drag a column header here to group by that column.

NAME
Faculty Release Time Request Form for BROWN, MATTHEW submitted on 12/16/2019

Items: 1 of 200

Forward Document

Approvals

I certify that all expenditures are for appropriate purposes and in accordance with the provisions of the application and award documents or specification sheet.

Faculty

First Name	Last Name	Date	Approval Status
MATTHEW	BROWN		<input type="radio"/> Approve <input type="radio"/> Return to Submitter

Comment

Department/Division Chair

First Name	Last Name	Date	Approval Status
MICHAEL	WRIGHT		<input type="radio"/> Approve <input type="radio"/> Denied <input type="radio"/> Return to Submitter

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

Employee Information

EmpID * [] Last Name [] First Name [] Middle Name [] Acad Org Descr * Education

Department ID 25700 Department Name TEACHING CREDENTIALS College/Program Name College of Education Division Name Academic Affairs

Job Code 2360 Bargaining Units R03 Salary \$8,143.00 Semester Salary \$48858

Select Active Jobs

Base Units * 15 FTE 1.000000 Timebase * Full-Time Benefits Semester * Fall Benefits Year * 2019

Attachment

Required:
Provide assigned/reimbursed time backup documentation; memos, emails, award forms, misc. documents confirming the assigned/reimbursed time assignment.

BDG Faculty Support Documents.docx Remove ←

Attach

7. Scroll down to the Faculty approval section:

- a. If the form is correct, please select **Approve**, then click **Submit** at the bottom of the form. The form will route to your Department Chair.
- b. If something needs to be corrected on the form, you can click **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 to you via email again.

Approvals

I certify that all expenditures are for appropriate purposes and in accordance with the provisions of the application and award documents or specification sheet.

Faculty

First Name MATTHEW Last Name BROWN Date []

Comment []

Approval Status

Approve

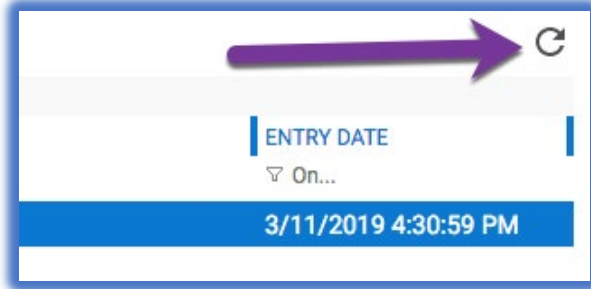
Return to Submitter

Please leave a comment if needed

If the Faculty 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.