
1. The Campus Entry Safety Form/Protocol will be accessible through My Sac State portal/OnBase forms. All MPPs, Faculty and Staff will be able to submit the form.

2. The form will be utilized for two purposes: to fill out the Campus Entry Safety Protocol for a department; or to submit a request to bring more employees/student employees to the department in case the protocol had previously been submitted or approved.

If the question on the form: “Has the Return to Work Protocol for your Department been Submitted or Approved?” is answered YES, the form serves to receive an approval to bring more employees/student employees to campus and has only two tabs to fill out. If NO – the form gets converted to the Entry Safety Protocol and has an additional tab to fill.

- A request to bring more employees/student employees or volunteers to campus:
3. Depending on the type of the Department submitting the form, it will electronically route either through the first **Reports-to Managers** of the submitting employee and **VPs** (non-academic departments); or **Department Chairs, Deans** and the **Provost’s office** (academic departments/colleges).

4. After the appropriate **Vice-President** approves the request/protocol, it will route to the **Risk Management** team for Risk Assessment, and then to the **Health Center** to be reviewed by AVP Joy Stewart-James. After Joy approves the request, it will route to **President Nelsen** for his final review and approval in turn.

5. When the form routes to the approver, they will receive an email with the link to the form – click on the link to access the form:
6. When the OnBase Web Client opens, please click on the form you would like to review and then on the “Administrator Reviews & Authorization” Tab to Approve, Deny or Return:

![OnBase Web Client screenshot showing the approval process]

7. Depending on the level, approvers will have the following options: Approve, Return to Submitter or Deny.

![OnBase Web Client screenshot with options for approval and return]

**Approve:** the form routes to the next level of approval

**Return to Submitter:** the form routes back to the submitter. The Notes for Submitter section will become required.

**Deny:** the process stops and the form gets automatically archived. An automatic email notification will be sent to the submitter and the previous approvers.

8. After clicking Approve, Return to Submitter or Deny, click **Save Form** at the bottom of the form. The form will route to the next approver. To remove the processed form from your queue, please click the **refresh button** on the top right of the Web Client window.
9. If the form is returned to the submitter, they will receive an email asking them to review/correct the form. When they open it up, there will be a note for them on the top of the form explaining what needs to be adjusted:

10. The Submitter will adjust the form and will click **SAVE FORM** at the bottom of the form and then, click the “**Review Complete**” button on the top left of the screen.

   The form will enter the workflow again and will go through the same approvers.

11. If the form is denied by any of the approvers/approving offices, an automatic email will be sent to the submitter and all approvers.

12. When the form is approved by President Nelsen, an automatic email will be sent to everyone in the workflow with the form attached.