

## Campus Entry Safety Form/Protocol OnBase User Guide for Submitters and Approvers.

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:

A screenshot of the "Campus Entry Safety Protocol" form. The "Exposure Assessment" tab is selected and highlighted with a red box and a red arrow. The form contains the following fields:

- Contact Information:** EmplID\*, First Name\* (NADYA), Email\* (N.LUCAS@CSUS.EDU), Department Name (IRT-INFO RESOURCES & TECH), Department Type\* (Academic Department (College) selected), This Form/Protocol Is for:\* (Both selected), How Many Student Employees/Student Volunteers Entering Campus?\*, One-Time Entry (No longer than one business day)\* (No selected).
- Exposure Assessment:** Form # (4653), Middle Name, Last Name\* (LUCAS), Title\* (Info Tech Consultant 12 Mo), University Relationship\*, Phone\*, Has Return to Work Protocol for your Department been Submitted or Approved?\* (Yes selected).

- **Campus Entry Safety Protocol** for a department:

**Campus Entry Safety Protocol**

Contact Information | Safe Physical Workspace | **Exposure Assessment**

In an effort to maintain a healthy and safe environment for staff, faculty and students returning to campus, Risk Management  
 If you need to visit campus for a brief time to pick up equipment or supplies, you DO NOT need to submit this form.

**SUBMITTER INFORMATION**

This form initiates a safety protocol process only. Your proposed activity must be approved by your department and protocol.

EmplID \* [ ] Form # [4653]

First Name \* [NADYA] Middle Name [ ]

Email \* [N.LUCAS@CSUS.EDU] Title \* [Info Tech Consultant 12 Mo]

Department Name [IRT-INFO RESOURCES & TECH] University Relationship \* [ ]

Department Type \*  
 Academic Department (College)  
 Non-Academic Department

This Form/Protocol is for: \*  
 Self  Other Employee(s)  Both  Student Employee(s)/Student Volunteer(s) Only

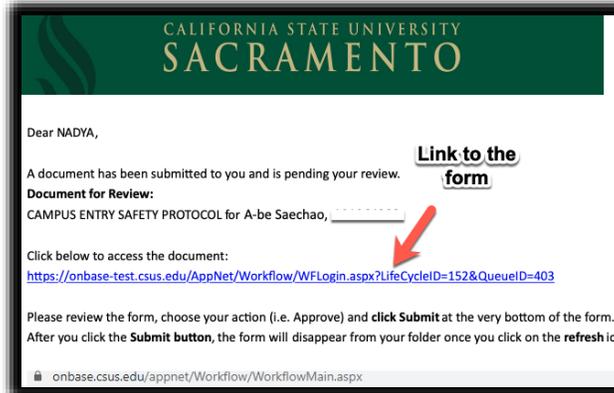
How Many Student Employees/Student Volunteers Entering Campus? \*  
 [ ]

One-Time Entry (No longer than one business day) \*  
 Yes  No

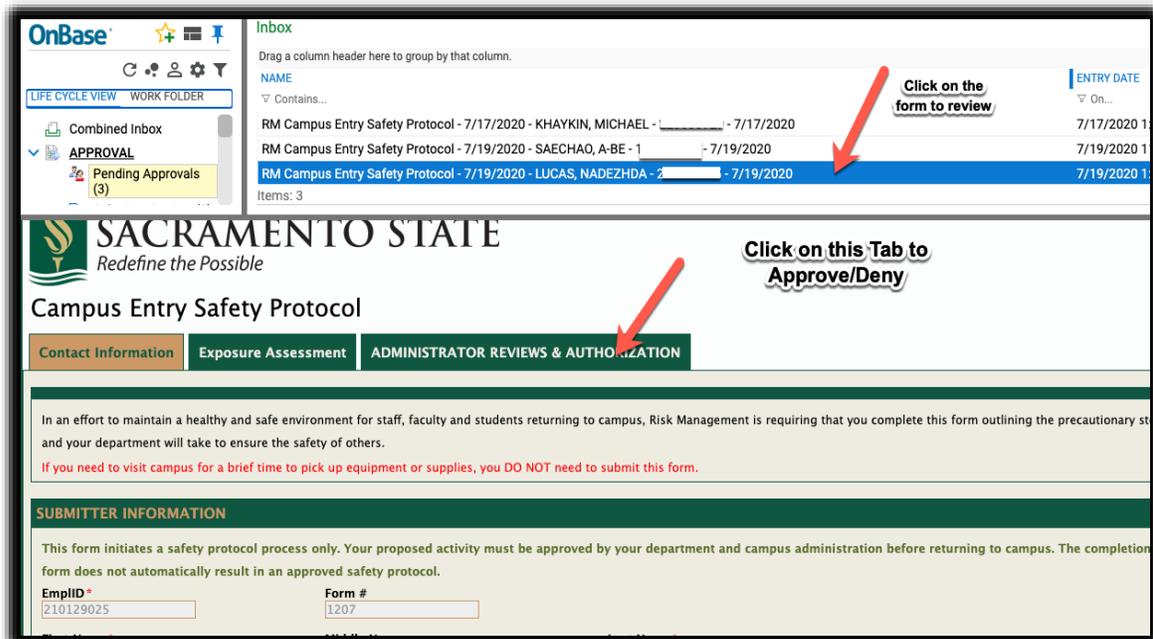
Has the Return to Work Protocol for your Department been Submitted or Approved? \*  
 Yes  No

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/Supervisors, Deans** and the **Provost's office** (academic departments/colleges).
4. If the form is being submitted by Faculty, they will have to choose between **Return to Research** and **Return to Work** options. All Faculty returning to do research will need to also go through the Office of Research, Innovation & Economic Development **COVID-19: Restarting Research on Campus [process](#)**.
5. All Return to Research forms will be reviewed by **AVP Yvonne Harris** and **Provost Steve Perez**. All Return to Work forms will be reviewed by Interim **Vice-Provost Christine Miller**.
6. 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.

- 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:



- 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:



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

The screenshot shows the OnBase web client interface. At the top, there is a navigation bar with 'OnBase' logo and various icons. Below it, there is a sidebar with 'LIFE CYCLE VIEW' and 'WORK FOLDER' tabs. The main content area is titled 'ADMINISTRATOR REVIEWS & AUTHORIZATION' and is divided into two sections: 'MANAGER' and 'VICE PRESIDENT'. Each section contains a 'Name' field, a 'Date' field, a 'Comment' field, and an 'Approval Status' section with radio buttons for 'Approve', 'Deny', and 'Return to Submitter'. Red arrows point to the 'Return to Submitter' option in the Manager section and the 'Return to Submitter' option in the Vice President section. A red arrow also points to the 'Notes for Submitter\*' field in the Manager section.

**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.

- 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 BOTTON** on the top right of the Web Client window ( a little round arrow).

**OnBase** | Inbox

Drag a column header here to group by that column.

**REFRESH BUTTON** →

NAME

Contains...

RM Campus Entry Safety Protocol - 7/17/2020 - KHAYKIN, MICHAEL - 223008929 - 7/17/2020

RM Campus Entry Safety Protocol - 7/19/2020 - SAECHAO, A-BE - 101064323 - 7/19/2020

Items: 3

**Name**: Joy Stewart-James

**Date**: [Empty]

**Approval Status**:  Approve,  Deny,  Return to Submitter

**Comment**: [Empty]

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**OFFICE OF THE PRESIDENT**

**Name**: ROBERT S. NELSEN

**Date**: [Empty]

**Approval Status**:  Approve,  Deny

**Comment**: [Empty]

**Save Form** ←

- 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:

**OnBase** | Inbox

Drag a column header here to group by that column.

NAME

Contains...

RM Campus Entry Safety Protocol - 7/19/2020 - SAECHAO, A-BE -

Items: 1

Review Complete

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**SACRAMENTO STATE**  
*Redefine the Possible*

**Campus Entry Safety Protocol**

Contact Information | Exposure Assessment

In an effort to maintain a healthy and safe environment for staff, faculty and students returning to campus, Risk the safety of others.

If you need to visit campus for a brief time to pick up equipment or supplies, you DO NOT need to submit this fo

**NOTES FROM THE DEPARTMENT**

Please correct the first tab of the form.

SUBMITTER INFORMATION

12. 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.

13. If the form is denied by any of the approvers/approving offices, an automatic email will be sent to the submitter and all approvers.
14. When the form is approved by President Nelsen, an automatic email will be sent to everyone in the workflow with the form attached.