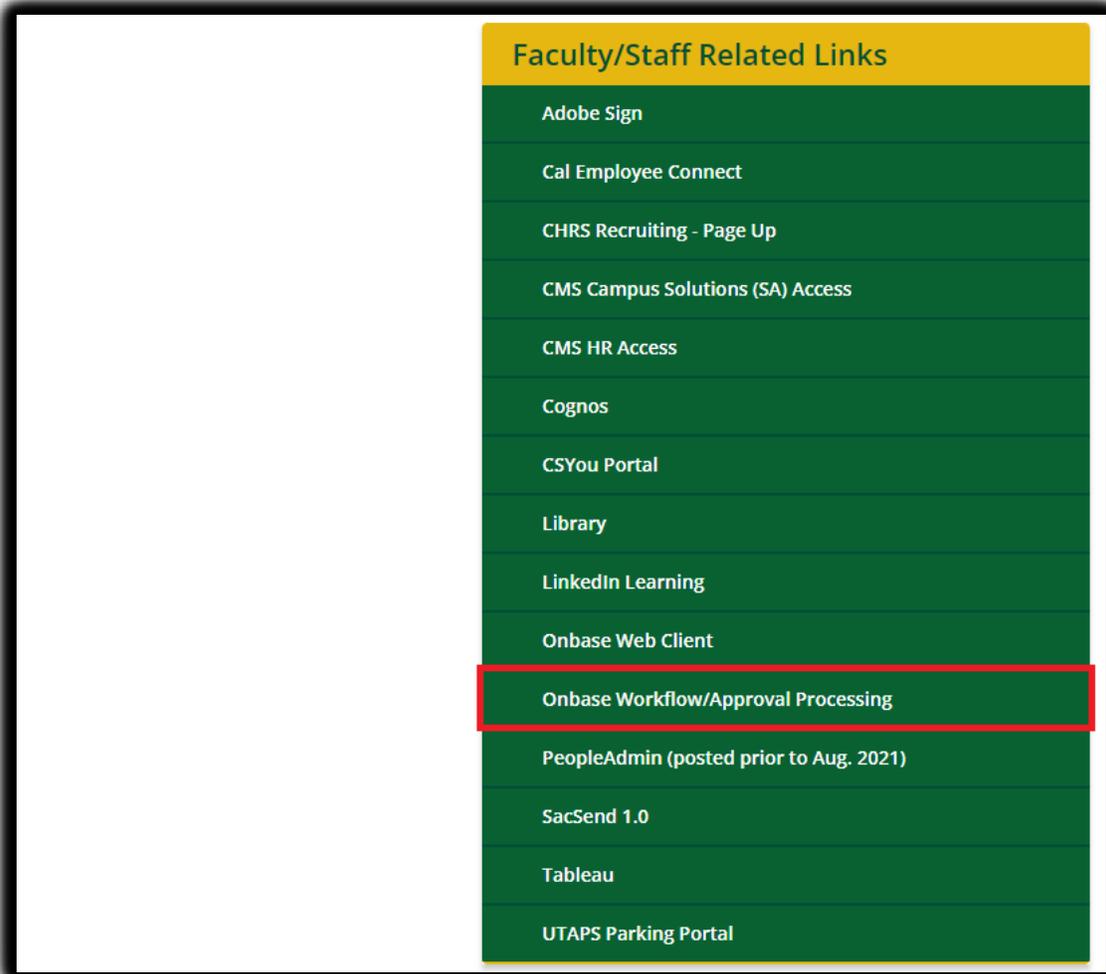


Alternative Method of Accessing Approval folder

1. Log into My Sac State
2. Navigate to the Onbase Workflow/Approval Processing link on the Faculty/Staff Related Links table



The image shows a screenshot of a web application interface. On the right side, there is a vertical list of links under the heading "Faculty/Staff Related Links". The list includes various system links such as Adobe Sign, Cal Employee Connect, CHRS Recruiting, CMS Campus Solutions, CMS HR Access, Cognos, CSYou Portal, Library, LinkedIn Learning, Onbase Web Client, Onbase Workflow/Approval Processing (highlighted with a red border), PeopleAdmin, SacSend 1.0, Tableau, and UTAPS Parking Portal.

Faculty/Staff Related Links
Adobe Sign
Cal Employee Connect
CHRS Recruiting - Page Up
CMS Campus Solutions (SA) Access
CMS HR Access
Cognos
CSYou Portal
Library
LinkedIn Learning
Onbase Web Client
Onbase Workflow/Approval Processing
PeopleAdmin (posted prior to Aug. 2021)
SacSend 1.0
Tableau
UTAPS Parking Portal

3. Select Life Cycle View
4. Select the Approval drop down arrow and navigate to the Pending Approvals folder
5. Select a PTF from the Inbox

Continue onto Step 6 on page 3

The screenshot displays the OnBase software interface. On the left side, the navigation pane shows the following structure:

- LIFE CYCLE VIEW** (highlighted with a red box)
- WORK FOLDER
 - Combined Inbox
 - APPROVAL** (highlighted with a red box)
 - Pending Approvals (1)** (highlighted with a red box)
 - Submitter Review (2)
 - Additional Review (0)
 - HR New Hire Docs
 - HR Personnel Transaction
 - HR Retention Approval Workflow
 - ORIED1

On the right side, the 'Inbox' view is shown with the following details:

- Drag a column header here to group by that column.
- NAME
- Contains...
- HR Personnel Transaction Form - 000000000 , 7/8/2021 3:02:27 PM** (highlighted with a red box)

At the bottom of the interface, the Sacramento State logo is displayed with the tagline 'Redefine the Possible' and the text 'Personnel Transaction Form'.

Note: A PTF can only be in one approval folder at a time. Therefore, if the PTF is still in your inbox, it is still pending your approval.