OnBase Workflow Guide MPP Approval of CIA Requests

Using OnBase web client

Go to:





Another window will open. You are now in OnBase's Workflow area.

Click the "+" sign next to CIA Request Process to reveal the CIA MPP Authorization

Life Cycle View Work Folder
CIA Request Process

Double click on CIA MPP Authorization to recall all CIA Requests requiring your approval.

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ala 🔄 🖬	EMPLID (18)	Last Name	First Name	CIA Employee A t	MPP Name	epartment Name	
e Cycle View Work Folder	000056510	LOPEZ	ELSA	4/23/2015	TORNER IAVIER	5-INFORMATION	
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CIA Request Process	- 000058252	CARRIZALES	LAURA	4/24/2015	TORNER, JAVIER	ITS-INFORMATION	
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	Authorize 🔀	Deny					

Click on "MPP Name" to alphabetize all MPP names and group all the CIA Requests requiring your approval.

Click on a CIA Request to populate the bottom field containing employee information.

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Scroll down to "Reason for submitting this request" to review the purpose of this CIA Request. This is a required field.

Reason for submitting this requences Additional duties	st (i.e. department transfer,	additional duties, etc.)*	

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Click each tab to reveal & **Human Resources** Other Submit review what access is being Add New Human Resources Access Request requested. CIA Security Administrator Name ANABEL ESCAMILLA CIA Human Resources Component CIA Security Admin Authorization POSITION MANAGEMENT T Remove Authorize Ensure all NOTE: If requesting MPWA Access, a Master Pay Certification Authorization Form & an updated Signature Authorization Form are required to appropriate information is Click Add to Identify Department IDs filled out. Add Master Pay Warrant Authorization Department ID Look Up (List IDs used to certify pay warrants) HR Department ID Look Up (List IDs used for Absence Management Access, Hire, Rehire, View, etc.) Add **Review this** information for Additional Human Resources Information the security Requestor Comments (note any additional information) administrator

Click through all the tabs to ensure you haven't overlooked an access request.



Click the "Authorize" button. You will be asked to verify your approval which you can click "yes" or "no".

Previous Resul	ts 🕨 Next Results 🌣	Options		
EMPLID (18)	Last Name	First Name	CIA Employee Aut	MPP Nar
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Authorize 🗙	Deny			

Click the "Deny" button to remove the entire CIA Request form from the workflow queue.





Click the "Remove" button to remove an area from the CIA Request and allow the rest of the CIA Request to move through the workflow process.