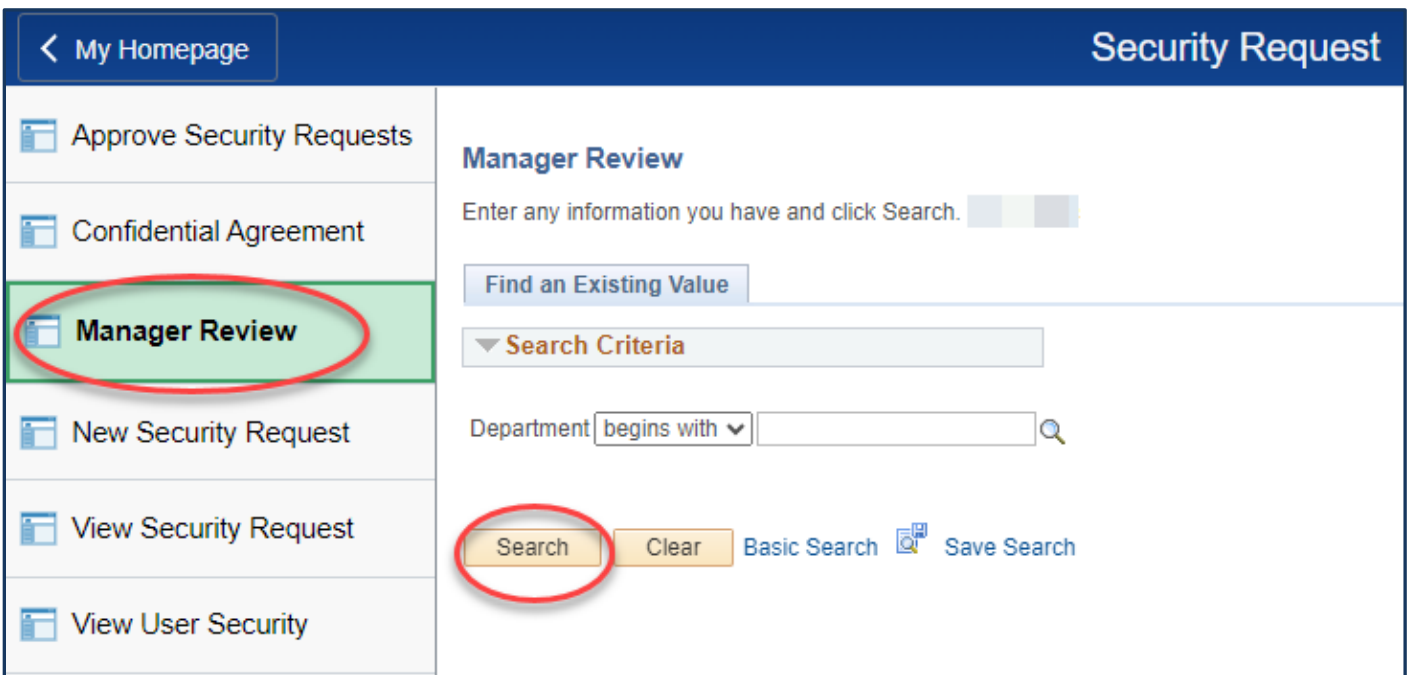


1. Log into [My Fresno State Portal](#)
2. Click on the **Security Requests** tile



3. Click on Manager Review, click on Search

- You may enter your department number or leave it blank.
- Only departments and users that you have been assigned to review will appear.



4. All the records are on **Pending Approvals** status because they are pending for the manager to review them.
 - a. Click on Expand Display for Download to see the roles' description.

Online Security
Manager Review

Department 0000001 Dept A Approver 111122222 Joe Doe

Mark All As Approved Year 2024 *Approval Status Pending Approvals Save Changes

Personalize | Find | First 1-464 of 464

Approve/Deny Administrative Roles Expand Display for Download

Name	User ID	Role Assigned	Approve	Deny	Comments
1 Mark Rock	22222	HR Absence Management - Timekeeper	<input type="checkbox"/>	<input type="checkbox"/>	
2 Mark Rock	22222	Human Resources User	<input type="checkbox"/>	<input type="checkbox"/>	
22 Mark Rock	22222	Student Administration User	<input type="checkbox"/>	<input type="checkbox"/>	
23 Mark Rock	22222	Student Advising (Non-Faculty)	<input type="checkbox"/>	<input type="checkbox"/>	

Manager Review

Department 0000001 Dept A Approver 111122222 Joe Doe All Recorded

Mark All As Approved Year 2024 *Approval Status Pending Approvals Save Changes

Personalize | Find | First 1-5 of 5 Last

Approve/Deny Administrative Roles Expand Display for Download

Name	User ID	Role Name	Role Description	Navigation	Confidential Level	Approval Status	Comment
1		HR Absence Timekeeper	Absence Management - Timekeeper This Human Resource role is given to staff in departments who will review leave time entered by department employees for accuracy. It gives access to view Absence entered for employees, enter Absence on the part of other employees, view Absence Balances for employees and run Absence Balance reports for departments that the user is approved to review. ----		L2 - Sensitive Information	N	
3		HR Users	Human Resources User This general Human Resource role is given to all users with administrative access to Human Resources application. It grants very basic access to screens and reports required for all HR role users. Does not provide any confidential access or information by itself. ----		L2 - Sensitive Information	N	

5. Review employees' roles

a. Approve or Deny each role with a checkmark

- i. If all the roles will be approved, just click on the **Mark All As Approved** button.

Manager Review

Department 0000001 Dept A Approver 111122222 Joe Doe

Mark All As Approved Year 2024 *Approval Status Pending Approvals Save Changes

Personalize | Find | First 1-120 of 120 Last

Approve/Deny Administrative Roles		Expand Display for Download				
Name	User ID	Role Assigned	Approve	Deny	Comments	
1 Mark Rock	22222	HR Student/Hourly Time Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2 Mark Rock	22222	Human Resources User	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3 Mark Rock	22222	Student Advising (Non-Faculty)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4 Mark Rock	22222	Student Administration User	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

- ii. If some roles will be denied, click on the **Mark All As Approved** button, then put a checkmark on the roles that will be denied and enter a comment.

Manager Review

Department 0000001 Dept A Approver 111122222 Joe Doe

Mark All As Approved Year 2024 *Approval Status Pending Approvals Save Changes

Personalize | Find | First 1-464 of 464 Last

Approve/Deny Administrative Roles		Expand Display for Download				
Name	User ID	Role Assigned	Approve	Deny	Comments	
2 Mark Rock	22222	Human Resources User	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
22 Mark Rock	22222	Student Administration User	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
23 Mark Rock	22222	Student Advising (Non-Faculty)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

b. Change the Approval Status to **Completed Review**

Manager Review

Department 0000001 Dept A Approver 111122222 Joe Doe

Mark All As Approved Year 2024 *Approval Status **Completed Review** Save Changes

Personalize | Find | First 1-120 of 120 Last

Approve/Deny Administrative Roles		Expand Display for Download				
Name	User ID	Role Assigned	Approve	Deny	Comments	
1 Mark Rock	22222	HR Student/Hourly Time Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2 Mark Rock	22222	Human Resources User	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3 Mark Rock	22222	Student Advising (Non-Faculty)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4 Mark Rock	22222	Student Administration User	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

c. Click on **Save Changes**

Manager Review

Department 0000001 Dept A Approver 111122222 Joe Doe

Mark All As Approved Year 2024 *Approval Status **Completed Review** **Save Changes**

Personalize | Find | First 1-120 of 120 Last

Approve/Deny Administrative Roles		Expand Display for Download				
Name	User ID	Role Assigned	Approve	Deny	Comments	
1 Mark Rock	22222	HR Student/Hourly Time Review	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2 Mark Rock	22222	Human Resources User	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3 Mark Rock	22222	Student Advising (Non-Faculty)	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4 Mark Rock	22222	Student Administration User	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

- i. If you deny any roles, the PeopleSoft Security group will remove them from the users.
- ii. This is an annual requirement; you will have the opportunity to revise your employee’s PS roles again next year.