

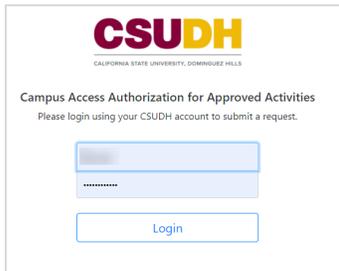
CAMPUS ACCESS AUTHORIZATION FOR APPROVED ACTIVITIES

SUSTAINED RETURN TO CAMPUS REQUEST FOR NON-INSTRUCTIONAL STAFF

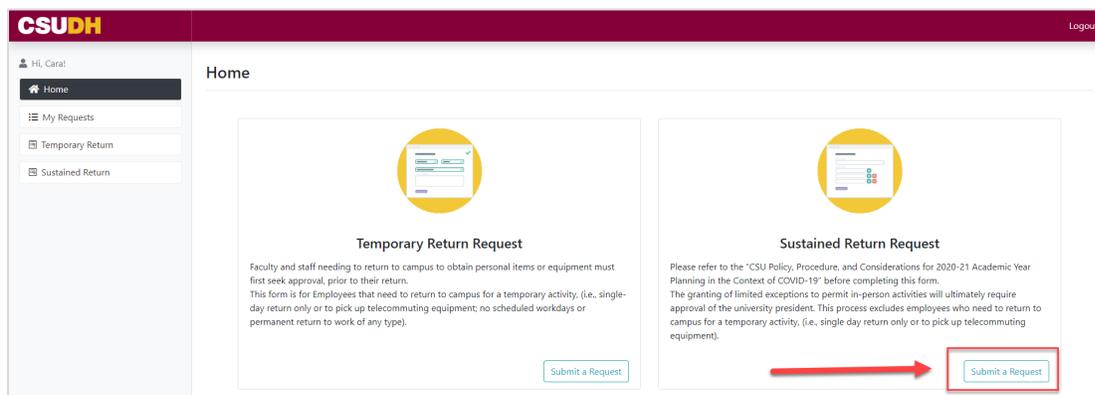
The Sustained Return Request can only be submitted by managers/MPP.

Important Note: Use this form to request access for non-instructional staff who were not identified as essential during the time the campus moved to telecommuting model in March 2020.

- Using your campus username and password, log in to <https://return.csudh.edu/>



- Click on **Sustained Return Request** and click **Submit a Request**.



- The form will pre-populate with your information.
- Click on **Add Employee** to add the name(s) of the employees who will be on campus.

CSUDH Logout

Hi Carol

- Home
- My Requests
- Temporary Return
- Sustained Return**

Request for Sustained Return

Name Employee ID Email

Department Name Department ID Division

Employee Name	Building	Room	From	To	Days	Time Frame
Please add employee using add employee button down below						
Add Employee						

Provide a brief justification or description of the service or support that needs to be provided in person.

The justification should cover all employees listed above.

5. In the **Add New Employee** page, provide the following information about the employee:
 - A. Employee First Name
 - B. Employee Last Name
 - C. Building Name
 - D. Building Room Number
 - E. Date(s) on Campus
 - Enter **From** and **To** Dates for range of dates employee will be on campus.
 - F. Time(s) on Campus
 - Enter Start and End Time for days selected.
 - G. Day(s) on Campus
 - Days of week employee will be on campus for date/times indicated.

Important Note: If the employee schedule or location varies depending on days of the week, (e.g., if employee will be on campus 9AM-12PM on Mon/Wed and 1PM-5PM on Tue/Thurs), please create additional entry (or entries) for the same employee using the **Add Employee** button, so all times and locations are included in your request.

For any employee who will be conducting their work in more than one location, complete a row for each location.

6. Click **Add**.

The screenshot shows the 'Add New Employee' form with the following fields and callouts:

- A:** Employee First Name (text input)
- B:** Employee Last Name (text input)
- C:** Building Name (dropdown menu)
- D:** Room Number (dropdown menu)
- E:** Date (From: 2020-09-22, To: 2020-12-16)
- F:** Time (From: 09:00 AM, To: 05:00 PM)
- G:** Day(s) (Monday, Tuesday, Wednesday, Thursday, Friday, Saturday)
- 6:** Add button

7. You may continue to **Add Employees**. You can also **Edit** or **Remove** the details of an employee you have already submitted for approval.
8. Provide a brief justification or description of the service or support that needs to be provided in person.

Important Note: The justification should cover all employees listed. You may list multiple staff who will be on campus for sustained periods for *non-instructional* purposes.

The screenshot shows the 'Request for Sustained Return' form in the CSUDH system. The form is titled 'Request for Sustained Return' and has a sidebar on the left with navigation options: Home, My Requests, Temporary Return, and Sustained Return. The main form area contains several input fields: Name, Employee ID, Email (with a placeholder '@csudh.edu'), Department Name, Department ID, and Division. Below these fields is a table with the following columns: Employee Name, Building, Room, From, To, Days, and Time Frame. A red circle with the number 7 is positioned to the right of the table, and 'Edit' and 'Remove' buttons are located below the table. A green 'Add Employee' button is also present. Below the table is a text area for justification, with a red circle and the number 8 next to it. At the bottom right of the form, there is a red circle with the number 9 and 'Submit' and 'Cancel' buttons.

9. Click **Submit**.
 - A. The form will be routed through the workflow for approvals: VP or Provost > Risk Management > Emergency Preparedness.
 - B. Once approval has been granted the employee may be scheduled to begin their on-campus work

Important Note: Employees must complete COVID-19 safety awareness training prior to any return to campus. All employees have been assigned the training in CSU Learn. For any questions on this safety training, please email ehs@csudh.edu. You will be notified by email when approvals or complete or request is rejected.

PENDING REQUESTS

If you are a manager or MPP, you will receive request notifications to **Approve** or **Reject** Return to Campus Requests via email.

1. In the left navigation, click on **Pending Requests**.

The screenshot displays the 'Pending Requests' page in the CSUDH system. On the left is a navigation menu with options: Home, My Requests, Pending Requests (highlighted with a notification badge), and Temporary Return. The main content area shows a table of pending requests. The table has the following columns: Req. ID, Req. Date, Name, Building, Room, Time Frame, Manager, Reason, and an Approve/Reject button. Two rows of data are shown, both for 'Equipment Pickup' requests on 2020-09-22.

Req. ID	Req. Date	Name	Building	Room	Time Frame	Manager	Reason	Approve/Reject
[Redacted]	2020-09-22	[Redacted]	[Redacted]	G021-A	08:00 - 17:00	[Redacted]	Equipment Pickup	Approve/Reject
[Redacted]	2020-09-22	[Redacted]	[Redacted]	B021	08:00 - 17:00	[Redacted]	Equipment Pickup	Approve/Reject

2. Click Approve/Reject button to see the request detail and process as well as the status at each level.