Accessing Your Worklist
1. Log into PeopleSoft Financials using your User ID and Password
2. Click ‘Worklist’ in the upper right corner of the home page
3. Click on a Requisition ID under the ‘Link’ column to display a requisition
4. Take one of the three actions below:

• Approving a Requisition
  1. Review each line’s allocation by clicking the checkbox to the left of each line and clicking ‘View Line Details’
  2. Review attached supporting documentation by clicking on the comment bubble then clicking ‘View’
  3. Enter any comments you wish to add in the ‘Enter Approver Comments’ field (do not use slashes (/) in your comments)
  4. Once reviewed, click ‘Approve’
  5. After receiving your approval confirmation, click ‘Return to Worklist’

• Denying a Requisition
  1. Review each line’s allocation by clicking the checkbox to the left of each line and clicking ‘View Line Details’
  2. Review attached supporting documentation by clicking on the comment bubble then clicking ‘View’
  3. If you are denying a requisition, the system requires that comments must be entered explaining why along with any directives for the Requester in the ‘Enter Approver Comments’ field (do not use slashes (/) in your comments)
  4. Click ‘Deny’
  5. After receiving your denial confirmation, click ‘Return to Worklist’

• Push-Back Function
  1. Review each line’s allocation by clicking the checkbox to the left of each line and clicking ‘View Line Details’
  2. Review attached supporting documentation by clicking on the comment bubble then clicking ‘View’
  3. Enter comments as to why you are pushing back the requisition to the previous approver (do not use slashes (/) in your comments)
  4. Click ‘Push Back’
  5. After receiving confirmation of the push-back, click ‘Return to Worklist’