PeopleSoft V9.1

Accessing Your Approvals
via Manager Self-Service

Log in using your AU NetID and Password. This would be the same ID and password that you use to log into Outlook.

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User ID:

Password:

Sign In

Select a Language:

English   Español
Dansk   Deutsch
Français   Français du Canada
Italiano   Magyar
Nederlands   Norsk
Polski   Português
Suomi   Svenska
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한국어   Русский
ไทย   简体中文
繁體中文   العربية
UK English

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You will receive an email notification when there is a transaction pending your approval. You will be able to select the url that is included in the email to access the transaction for approval.

In addition, there are two ways to access your pending approvals via Manager Self-Service. These methods will be outlined in these instructions.

Navigate to "Review Transactions"

Main Menu > Manager Self Service > Review Transactions

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Review Transactions

Duane Ritter

This page allows you to view the status and relevant information for any transaction you either submitted for approval or have reviewed yourself. For each request you can get detailed information by selecting the hyperlink.

Transactions: [Pending my review ▼]   [Refresh]

Process ID: [GRU_AdHoc_Salary_Change] 🔍

Approval Transactions
Find | First ◄ 1-3 of 3 ► Last

Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status	
GRU AdHoc Salary Change R	Princess Tiana		12/14/2016 - 10:22 AM	Pending	Approve/Deny

Transaction Details

EMPLID	EMPLRCD
018461	0

Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status	
GRU AdHoc Salary Change R	Princess Tiana		12/15/2016 - 2:37 PM	Pending	Approve/Deny

Transaction Details

EMPLID	EMPLRCD
028064	0

Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status	
GRU AdHoc Salary Change R	Princess Tiana		12/14/2016 - 12:55 PM	Pending	Approve/Deny

Transaction Details

EMPLID	EMPLRCD
008843	0

The page will open and automatically default a transaction and process ID. Select the drop down arrow next to "Transactions" and select "Pending my review".

Select the magnifying glass beside "Process ID" and select the transaction you are choosing to review for pending items.

Select "Refresh". Pending items for the selected transaction will appear.

Select the "Approve/Deny" link located in the transaction header to access the transaction.

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Select "Approve" or "Deny" to route the transaction. This completes Method 1.

Navigate to Manager Dashboard

Main Menu > Manager Self Service > Manager Dashboard

Menu Search, located under the Main Menu, now supports type ahead which makes finding pages much faster.

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All transactions that are pending approval/review are located in the "Pending Approvals" portlet.

You can open the transaction by selecting the transaction from the list.

Note: the red (!) indicates that the transaction effective date is past due. A yellow (!) indicates the transaction effective date is within 7 days.

Manager Dashboard

Pending Approvals

Personalize

	Approval	Name	Effective Date	Approval Receipt Date
❗	GRU AdHoc Salary Change	Elsa Frozen	12/14/2016	12/14/2016
❗	GRU AdHoc Salary Change	▮▮▮▮▮	12/15/2016	12/15/2016
❗	GRU AdHoc Salary Change	Disney Princess	12/14/2016	12/14/2016
	GRU Additional Pay	Disney Princess	01/01/2017	12/14/2016
	GRU Distribution Change	N/A	01/01/2017	12/14/2016

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Select "Approve" or "Deny" to route the transaction. This completes Method 2.

You have successfully accessed your transactions pending approval.