PeopleSoft V9.1

Adding an Approver to Workflow
From the PAWS Employee Portal (https://paws.gru.edu), select the All Apps Icon from the Quick Access Bar.
From the PAWS Employee Portal All Apps page, select the PeopleSoft HRMS link.
Log in using your GRU NetID and Password. This would be the same ID and Password that you use to log into Outlook.
Navigate to Review Transactions.
Main Menu > Manager Self Service > Review Transactions
Select the drop down box next to the Transactions field and select “I have submitted” from the drop down list.

Select the “Refresh” button
Find the transaction that you want to add an approver to and select “View Details”.
Select any of the green "+" signs to add an Approver/Reviewer to the process.

You may also select the green "+" button in the approval header to start a new approval path.
Select the search button and select your required approver/reviewer from the list.

Note: If your approver does not show up in the list it is because they do not approval access. Please email PS_HRMS_SECURITY@gru.edu if you need assistance adding an approver.

Select the radio button next to Approver or Reviewer and then select the “Insert” button.

Note: If you select Approver the transaction will not be able to update the database until the individual selected approves. If you select Reviewer, you are simply adding the individual to the workflow as a notification. They will not be required to approve.
Your approver/reviewer has been added to the workflow.
This is an example of what the transaction looks like when you start a new path.

Additionally, the individual has been added as a Reviewer.
You have successfully added an approver.