Instructions to Approve a Requisition

Approval

Requisition approvals must be done by someone who is set up with ‘Approval’ authority in PeopleSoft and maintains the Manager or PI status. Approvers are not permitted to add requisitions. Conversely, requesters are not permitted to approve requisitions.

The Approval process is fairly simple!

When the requisition has been submitted for approval, it will generate an email notification.

Click on the link

The requisition will then appear

You can see where the requisition is being charged by clicking View Line Details

The following screen appears showing the distribution details.
You can then continue with approving the requisition.

Click “Approve”
You will then get a confirmation screen showing the approval was successful.
Approving the Requisition using the Worklist.

If the email notification is not available the requisition can be pulled up using the Worklist.

From the Main Menu, Click on Worklist

Requisitions requiring approval will be displayed. Click on the requisition using the Link
The Approval window below will be displayed.

You can then look at the line details and approve the requisiton using the same steps as on page 1 & 2.