

Checking the status of a submitted Payroll Authorization

Once you have submitted a Payroll Authorization there might be need to check where it is in the approvals process. To do that in Peoplesoft 9.0 Student /HR navigate to Main Menu > Manager Self-Service > CU Payroll Authorizations > Payroll Authorization Status.

You can search for the Payroll Authorization ID, First Name, Last Name and Status. Click on the link of the authorization you wish to view. **Notice that the changes you made are still highlighted in yellow for reference.**

At the bottom of the page, you will see a section that shows who each person is that needs to approve the Payroll Authorization, the status of the approval from that person, the Date/Time they approved, sent back or denied the authorization and comments that they left.

Payroll Authorizations now only require two signatures, both 1st and 2nd Level Supervisor. Additional approvals will be required if changes were made to compensation or if a research budget was charged. Finally the Payroll Authorization will be sent for approval by Human Resources and Payroll.

Please Note: Changes can not be made to the Payroll Authorization once it has been submitted. An approver in the workflow would need to "Send Back" the authorization for changes if they feel something is incorrect.

Form Generated			
<u>Name (LN, FN)</u>	<u>Status</u>	<u>Date/Time</u>	<u>Comments</u>
Towne, Erin	Form Generated	12/17/13 11:10AM	

Budget			
<u>Name (LN, FN)</u>	<u>Status</u>	<u>Date/Time</u>	<u>Comments</u>
Fiske, Joshua	Pending		

1st Level Supervisor			
<u>Name (LN, FN)</u>	<u>Status</u>	<u>Date/Time</u>	<u>Comments</u>
Ashworth-King, Kerry John	Pending		

2nd Level Supervisor			
<u>Name (LN, FN)</u>	<u>Status</u>	<u>Date/Time</u>	<u>Comments</u>
Fiske, Joshua A	Pending		

Human Resources			
<u>Name (LN, FN)</u>	<u>Status</u>	<u>Date/Time</u>	<u>Comments</u>
McGaheeran, Amy	Pending		

Payroll			
<u>Name (LN, FN)</u>	<u>Status</u>	<u>Date/Time</u>	<u>Comments</u>
Bancroft, Sue	Pending		