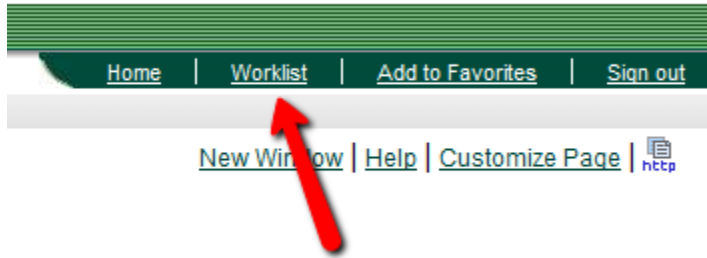


Finding your worklist in Peoplesoft 9.0 or Peoplesoft Financials

Each user of Peoplesoft 9.0 Student/HR has a personal worklist that will display transactions that are pending. Some examples include:

- Payroll Authorizations to Approve
- Payroll Authorizations that have been sent back for revision
- Expense Reports/Travel Authorizations to approve
- Expense Reports/Travel Authorizations that have been sent back for revision

Although the majority of these tasks generate an email notification, it's a good idea to get in the habit of checking your worklist. You can find your worklist in the upper right hand corner of your main Peoplesoft 9.0 Student/HR screen and Peoplesoft Financials Screen.



Worklist for etowne:

[Detail View](#) Work List Filters: Feed ▾

From	Date From	Work Item	Worked By Activity	Priority	Link		
Erin Towne	12/17/2013	CU_PAYAUTH_APPROVE	CU_PAYAUTH_APPROVE	<input type="text"/>	Payroll Authorization Change 0000000062	Mark Worked	Reassign
Kerry Ashworth-King	12/17/2013	WL PayAuth Send Back	CU_PAYAUTH_SEND_BACK	<input type="text"/>	Payroll Authorization Modification 0000000062	Mark Worked	Reassign