Financial Approvals

1. Log into PeopleSoft and select for the **Financial Approvals** Tile on the Employee Self Service homepage.
2. Select the “**All**” link to display all financial documents pending your approval.
3. Review all pending documents appearing on the Pending Approvals page. Each document line must be selected individually to review and final approve.

**PeopleSoft Tips:**
- The Financial Approvals tile shows a number at the lower right hand corner representing the number of documents pending approval.
- The Pending Approvals page sorts documents by:
  A) **All** - to see all pending finance documents (Recommended)
  B) **Expense Report** - to only see pending Expense Report documents
  C) **Travel Authorization** - to only see pending Travel Authorization documents
  D) **Voucher** - to only see pending Voucher documents
- To return to the main PeopleSoft homepage, select the “**Home**” icon located on the right hand corner.
- Remember to select the “**Actions List**” icon and click the “**Sign Out**” link to log out of the system.