Financial Approvals

1. Log into PeopleSoft, from the Employee Self Service home page select for the Financial Approvals tile.
2. Select the “All” link to view all financial documents pending your approval.
3. Review all pending documents appearing on the Pending Approvals page. Each document line must be selected individually for review and ap-

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 view all pending finance documents (Recommended)
  B) **Expense Report** - to view pending Expense Report documents
  C) **Travel Authorization** - to view pending Travel Authorization documents
  D) **Voucher** - to view 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, if needed.