HRMS Approvals

1. Log into PeopleSoft, from the Employee Self Service home page select for the **HRMS Approvals** tile.
2. Select the “**All**” link to view all HRMS 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-

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**PeopleSoft Tips:**

- The HRMS 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 HRMS documents (Recommended)
  B) **eForms** – pending eForms (e.g. Appointment Requests)
  C) **Reported Time** – pending Timesheet submissions
  D) **Absence Request** – see pending Leave Requests
- 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.