Employee Expense Report Certification

Option 1: Email Approval
1. Approver will receive the following email notification: "Approval requested for..."
2. Click the hyperlink to navigate to the employee certification review page.
3. Enter your University credentials to log into PeopleSoft.

Option 2: Worklist Approval
1. Click the Worklist link located at the upper right corner of the home page.
2. If available, select Approval Routing form the Worklist Filters dropdown box.
3. Select document Link to open document to review/approve.
4. Review **General Information** section.
5. Review **Expense Line Items** entered for employee reimbursement.
6. Pending Actions section shows the pending employee Certifier.
7. Click **Attachments** link to see all the receipts included with the employee reimbursement.
8. Certifier Actions:
   - **Reviewed**: Employee “**Certifies**” that all the attached invoices are correct, accounts are true and unpaid.
   - **Send Back**: Document is returned back to the **Initiator** for correction and modification.
   - **Refresh**: Shows the budget authority who received the document for review and approval.
9. Click the **OK** button to submit confirmation.
If the Approver receives an “Error” message:

1. A Message box will appear when Errors exist on the document.
2. Click OK to continue.
3. Add new Approver comments or descriptions in the Comments section.
4. Click Send Back to return document to the Initiator for correction.
5. Click OK to Submit Confirmation. Document will be returned to the Initiator for correction.