Approving eForms

An eForm can be approved via two approval methods, an approver will receive e-mails regarding pending documents and can approve using the eForms section in the PeopleSoft home page.

Two approval methods:

**Option 1– E-mail Method:**

1. Approver will receive the approval e-mail notification.
2. At the bottom of the e-mail, click on the hyperlink to open the document.
3. Enter your University credentials to log into PeopleSoft.

**Option 2– eForms Section:**

1. Log into PeopleSoft, on the homepage look for the eForms section.
2. Under My Pending Approvals, select the document to review/approve.

A Position Funding Change request is pending your review and approval.

<table>
<thead>
<tr>
<th>eForm Action</th>
<th>Position Funding Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request ID</td>
<td>00016086</td>
</tr>
<tr>
<td>Request Date</td>
<td>2018-11-05</td>
</tr>
<tr>
<td>Department ID</td>
<td>600000</td>
</tr>
<tr>
<td>Position Number</td>
<td>10019458</td>
</tr>
<tr>
<td>Effective Date</td>
<td></td>
</tr>
</tbody>
</table>

You can navigate directly to the page for more information by clicking the link below:

[URL]
For the Position Funding Change eForm review the following items:

1. Review **Justification**
2. Review the **Position ID** selected

The **Incumbents** section displays the Empl ID/Name of the individual currently holding the position. If the position has not been assigned, the section will be blank.

This section shows detailed information on the Position selected.
3. Review the **Proposed Funding** section to ensure the correct funding source(s)/distribution percentage(s) are selected.

4. Review **Attachments**, if any.

5. Review **Comments**, if any.

6. Use the **Check Funds** button, if needed, to review the available funds for the funding source(s) selected.

7. Once the document has been reviewed:
   - Click the **Approve** button to process the document.
   - To return the document to the creator use the **Send back** button.
   - Select the **Deny** button to terminate a document that will no longer be processed.

**Please note:** Comments are required for any document that will be sent back or denied.