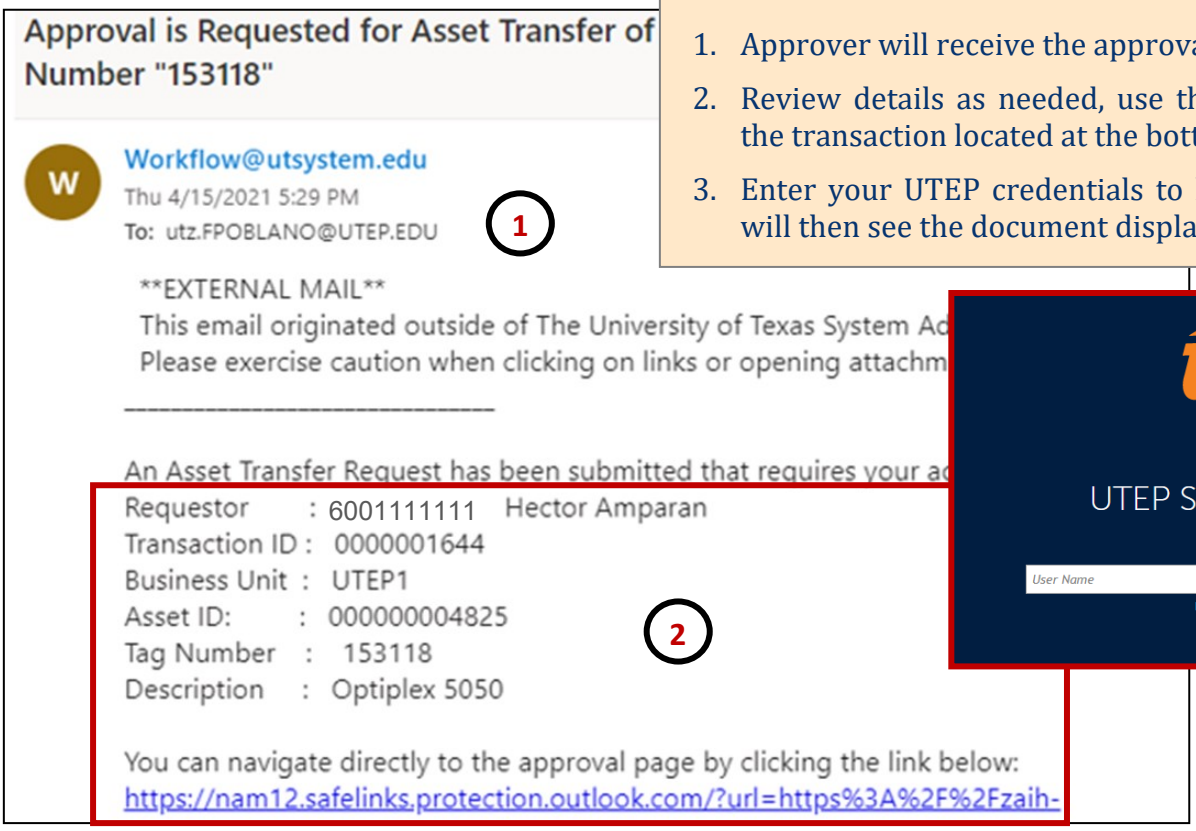
Asset Workflow– Approver

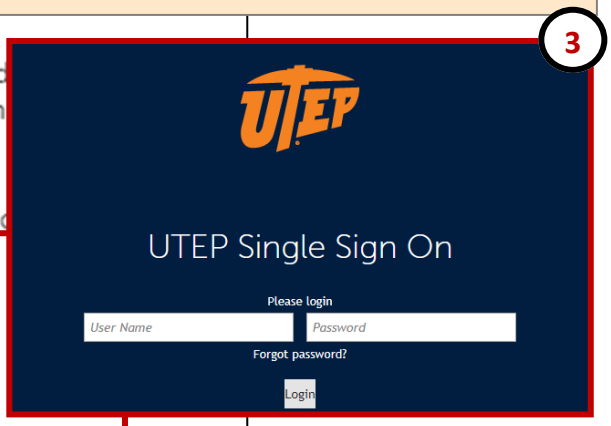
Assets can be approved via two methods, an approver will receive an e-mail notification and can use the hyperlink to access the transaction or they can also use the Financial Approvals tile on the Employee Self-Service homepage.

Option 1:

E-mail Method:

1. Approver will receive the approval e-mail notification.
2. Review details as needed, use the hyperlink to approve the transaction located at the bottom of the e-mail.
3. Enter your UTEP credentials to log into PeopleSoft, you will then see the document displayed.

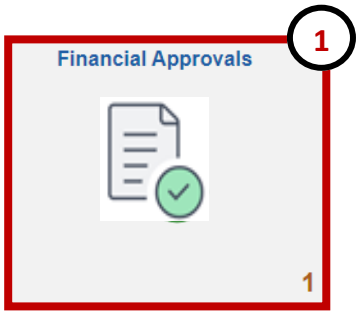


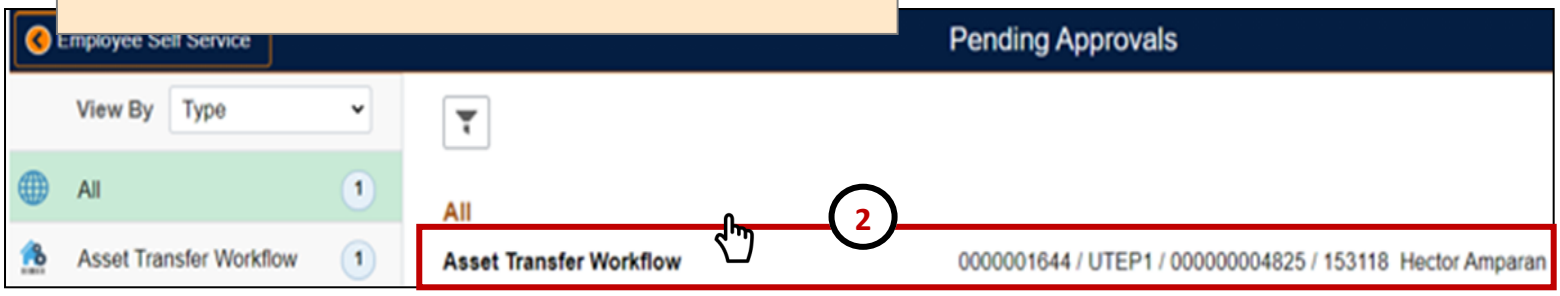


Option 2:

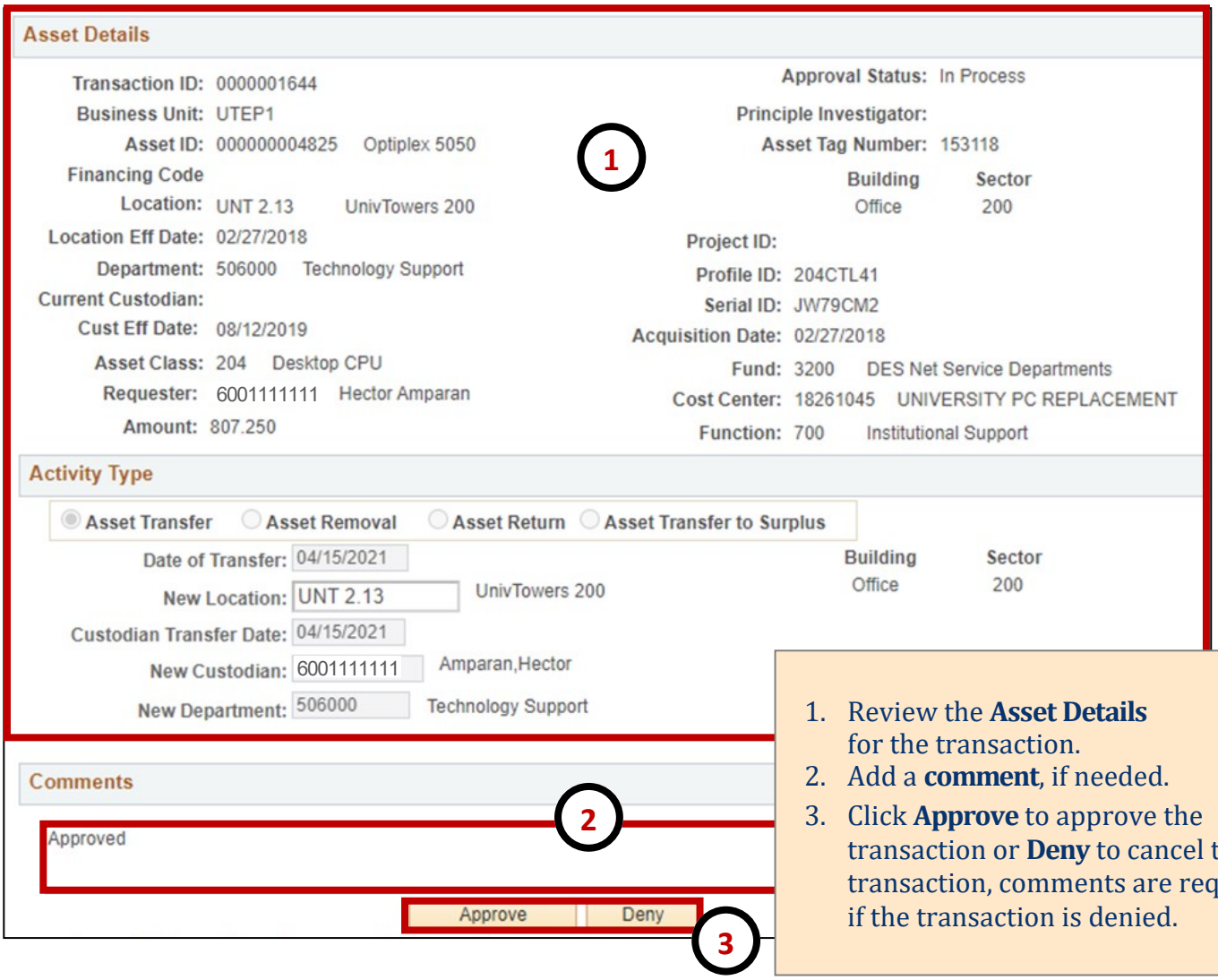
Financial Approvals Tile:

1. Log into PeopleSoft, from the Employee Self-Service homepage select the **Financial Approvals Tile**.
2. Under **Pending Approvals**, select the document to review/approve.





Asset Workflow– Approver



1. Review the **Asset Details** for the transaction.
2. Add a **comment**, if needed.
3. Click **Approve** to approve the transaction or **Deny** to cancel the transaction, comments are required if the transaction is denied.