

FOR APPROVERS

HOW TO APPROVE OR DENY A REQUEST



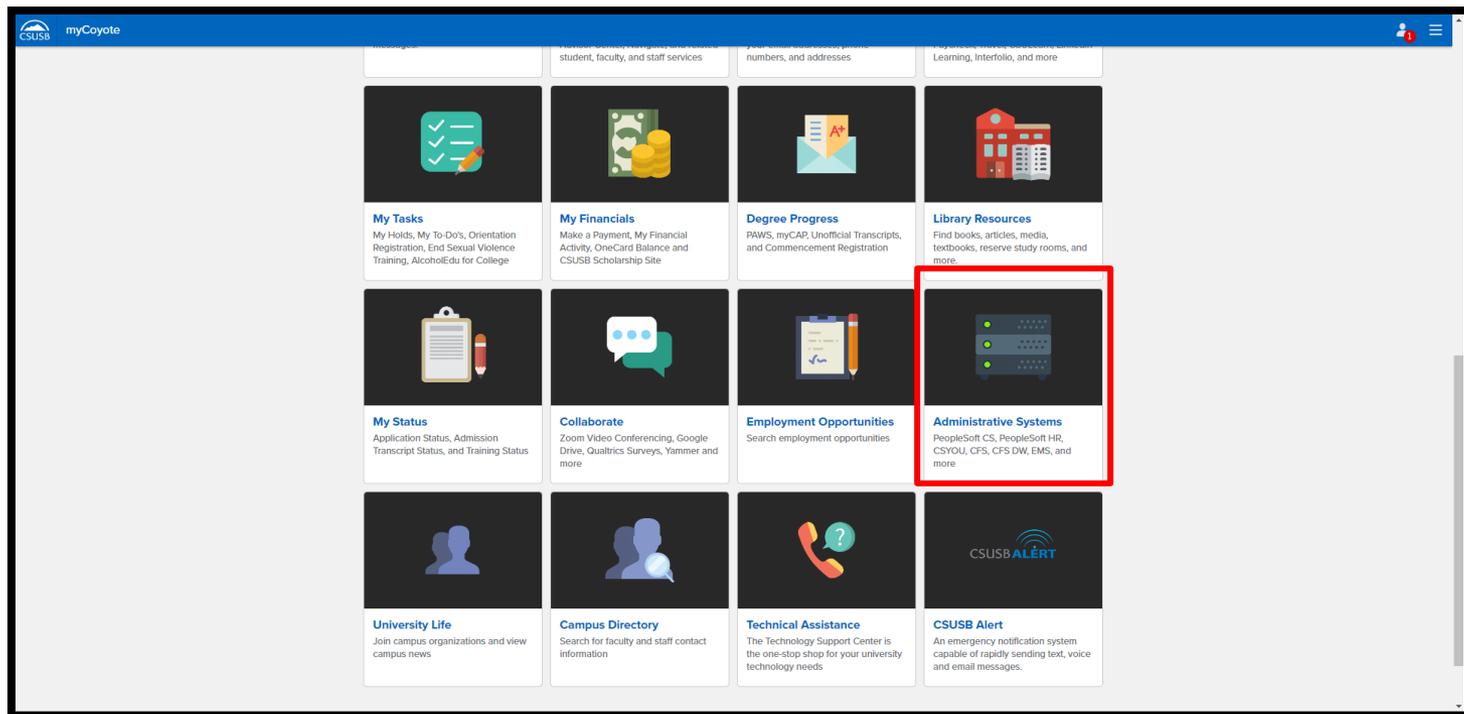
CSUSB

WE DEFINE THE *Future*

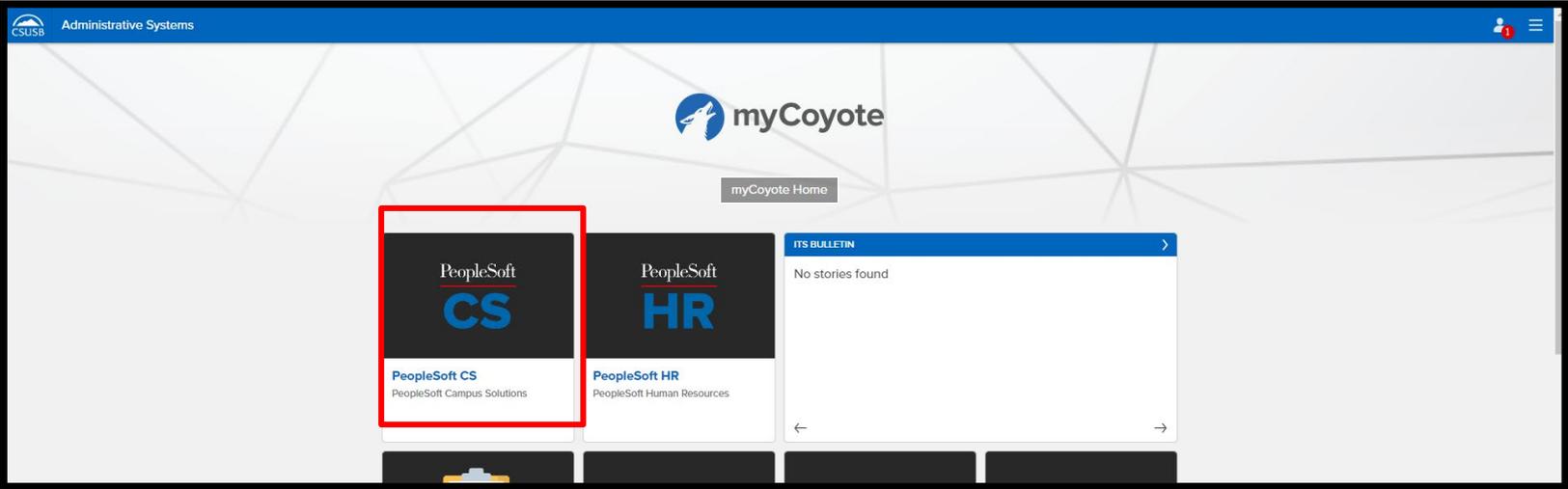
From the csusb.edu top menu bar select MyCoyote:
Log into MyCoyote using your credentials.



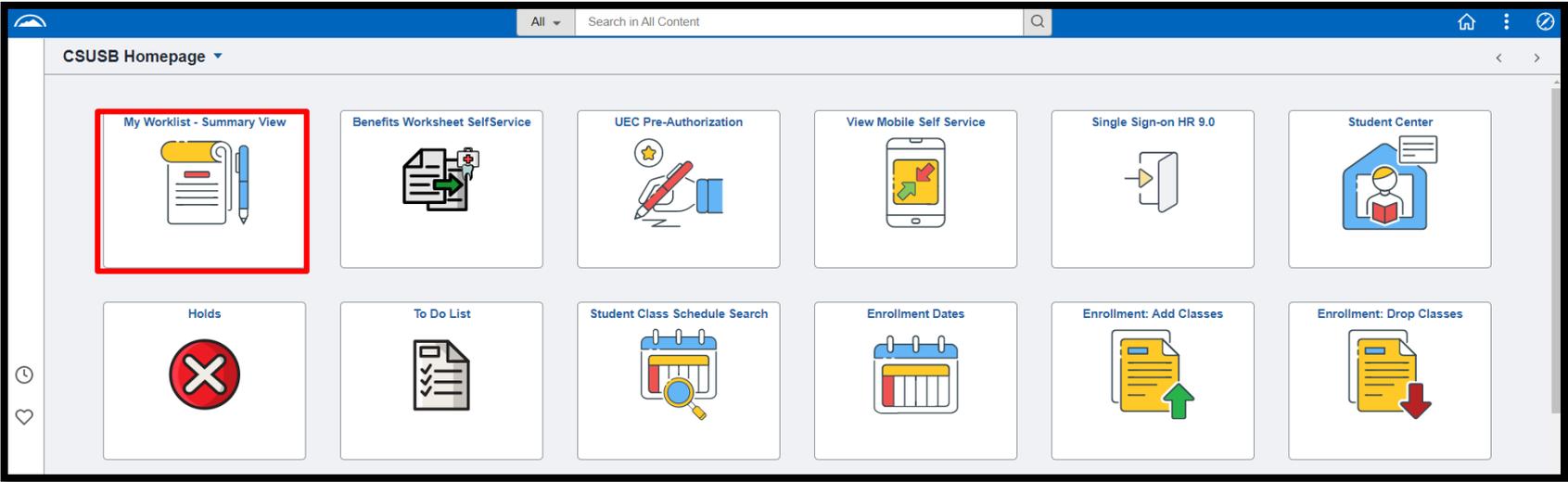
Scroll down and click on Administrative Systems:



Click on PeopleSoft CS:



Click on the icon for “My Worklist – Summary View”:



If you have any pending DOA Requests, you will see them listed under worklist items.

Click on the link highlighted in red below.

The screenshot shows the CSUSB Worklist interface. At the top left is a navigation link for 'CSUSB Homepage'. The page title is 'Worklist'. Below the title, it says 'Worklist for 00' followed by a redacted name. There are options for 'Detail View', 'Worklist Filters', and a 'Feed' icon. The main section is a table titled 'Worklist Items'. The table has columns for 'From', 'Date From', 'Work Item', 'Worked By Activity', 'Priority', 'Link', and actions. The first row is highlighted in blue, and a red box highlights the 'DACS' link in the 'Link' column of the first row. Below the table is a 'Refresh' button. The top right of the interface shows 'Personalize | Find | View All |' icons and pagination 'First 1-10 of 10 Last'.

From	Date From	Work Item	Worked By Activity	Priority	Link	
[Redacted]	11/01/2022	Approval Routing	Approval Workflow	[Dropdown]	DACS	Mark Worked / Reassign
[Redacted]	11/01/2022	Approval Routing	Approval Workflow	[Dropdown]	DACS	Mark Worked / Reassign
[Redacted]	11/01/2022	Approval Routing	Approval Workflow	[Dropdown]	DACS	Mark Worked / Reassign
[Redacted]	11/01/2022	Approval Routing	Approval Workflow	[Dropdown]	DACS	Mark Worked / Reassign
[Redacted]	11/01/2022	Approval Routing	Approval Workflow	[Dropdown]	DACS	Mark Worked / Reassign
[Redacted]	11/01/2022	Approval Routing	Approval Workflow	[Dropdown]	DACS	Mark Worked / Reassign
[Redacted]	11/01/2022	Approval Routing	Approval Workflow	[Dropdown]	DACS	Mark Worked / Reassign
[Redacted]	11/01/2022	Approval Routing	Approval Workflow	[Dropdown]	DACS	Mark Worked / Reassign
[Redacted]	11/01/2022	Approval Routing	Approval Workflow	[Dropdown]	DACS	Mark Worked / Reassign
[Redacted]	11/01/2022	Approval Routing	Approval Workflow	[Dropdown]	DACS	Mark Worked / Reassign

Here you will see what the employee currently has authorization for and what is being requested.

Click on either the Approve or Deny buttons. Notice that there are multiple approvers (once one of the approvers takes an action on this request it will fall off from all approvers worklists)

Current Authorization

Business Unit: SBCMP Division: DVD00 Department: D0200

Fund Code: ALL Project: ALL Class Field: ALL

FS Function ID	Approver Level	Limit	Eff Date	End Date
Direct Expenditure	Level 1 Approver		09/05/2019	
Printing Services Approval	Level 1 Approver		09/05/2019	
Travel Approval	Level 1 Approver		09/05/2019	

Change Authorization

*Business Unit: SBCMP *Division: DVD00 *DeptID: D0200

*Fund Code: ALL *Project: ALL *Class Field: ALL

	Limit Amt	Eff. Date	End Date
<input checked="" type="checkbox"/> ALL			
<input checked="" type="checkbox"/> Travel (TA)		09/05/2019	
<input checked="" type="checkbox"/> Printing Services (PS)	100	09/05/2019	
<input checked="" type="checkbox"/> Direct Expenditure (DE)		09/05/2019	

Comments

Comment	Date Time	User
1		

Approve Deny Add Comments

Delegation Approver

Delegation of Authority (set in getThreadDescr): Pending

1	Pending Multiple Approvers Approvers
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If you choose to **Approve** the request, you will see this confirmation on the next screen.

The screenshot shows the 'Change Authorization' interface. At the top, there are tabs for 'Names' and 'Job Info'. Below this is a table with columns for 'Last Name', 'First Name', and 'Middle Name', with a single row containing the number '1'. The main section is titled 'Change Authorization' and contains several input fields: '*Business Unit' (SBCMP), '*Division' (DVE00), '*DeptID' (E0401), '*Fund Code' (ALL), '*Project' (ALL), and '*Class Field' (ALL). There are four checked checkboxes: 'ALL', 'Travel (TA)', 'Printing Services (PS)', and 'Direct Expenditure (DE)'. Below these is a table with columns 'Limit Amt', 'Eff. Date', and 'End Date'. A 'Comments' section at the bottom has a table with columns 'Comment DateTime', 'User', and 'Comment', with one row containing '1'. An 'Add Comments' button is located below the comments table. At the bottom of the screen, under the heading 'Delegation Approver', there is a dropdown menu showing 'Delegation of Authority (set in getThreadDescr): **Approved**'.

If you choose to **Deny** the request you will be required to input a comment as to why you are denying the request.

(Please make this meaningful, as the employee will see this comment). Your confirmation screen will look like the screen below:

The screenshot shows the 'Change Authorization' interface. At the top, there are tabs for 'Names' and 'Job Info'. Below this is a table with columns for 'Last Name', 'First Name', and 'Middle Name', with a single row containing the number '1'. The main section is titled 'Current Authorization' and contains several input fields: 'Business Unit' (SBCMP), 'Division' (DVD00), 'Department' (D0200), 'Fund Code' (ALL), 'Project' (ALL), and 'Class Field' (ALL). Below these is a table with columns 'FS Function ID', 'Approver Level', 'Limit', 'Eff Date', and 'End Date', containing three rows of data. The 'Change Authorization' section below has input fields: '*Business Unit' (SBCMP), '*Division' (DVD00), '*DeptID' (D0200), '*Fund Code' (ALL), '*Project' (ALL), and '*Class Field' (ALL). There are four checked checkboxes: 'ALL', 'Travel (TA)', 'Printing Services (PS)', and 'Direct Expenditure (DE)'. Below these is a table with columns 'Limit Amt', 'Eff. Date', and 'End Date', with values 500 and 09/05/2019. A 'Comments' section at the bottom has a table with columns 'Comment DateTime', 'User', and 'Comment', with one row containing '1', '01/10/20 10:00:00AM', a redacted user name, and 'Test'. An 'Add Comments' button is located below the comments table. At the bottom of the screen, under the heading 'Delegation Approver', there is a dropdown menu showing 'Delegation of Authority (set in getThreadDescr): **Denied**'.