Approve Stipend Pay Request

Concept

Purpose
This business process provides managers with the information to approve stipends for employees.

Assumptions
¬ Employee must be entered into PeopleSoft.
¬ The pay conforms to the University’s Stipend Pay policy.
¬ A manager who reports to you has submitted a Stipend Pay Request.

Responsibility/Role
¬ Managers, Supervisors, and processing staff.
Procedure

This business process provides managers with the information to approve requests for stipends.

Home > Worklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Worklist link.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
</tr>
<tr>
<td>------</td>
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</tr>
<tr>
<td>2.</td>
<td>Click <strong>Joss Stone</strong> in the <strong>Link</strong> column.</td>
</tr>
</tbody>
</table>

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Step | Action
---|---
3. | Click the **Collapse Menu** button.
4. | The details of the Stipend Pay request will be displayed. Read this carefully!
5. | Click the **Add a new row** button to add your comments.
6. | Enter the desired information into the **Comment** field.
   | Enter "**Stipend for student researcher**".
<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td>Click an entry in the list that describes the approval status. Choices include:</td>
</tr>
<tr>
<td></td>
<td><strong>Approved</strong> - the request is approved. Please ensure that you have added comments specific to the approval.</td>
</tr>
<tr>
<td></td>
<td><strong>Denied</strong> - the request is denied. It will be cancelled by the system and cannot be reused. You must enter comments justifying the denial.</td>
</tr>
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<td></td>
<td><strong>Recycled</strong> - the request is denied but sent back to the requestor. You must enter comments justifying the recycle with instructions for change. After the requestor makes the changes it can be resubmitted through workflow for approval.</td>
</tr>
<tr>
<td></td>
<td>Click the <strong>Approved</strong> list item.</td>
</tr>
<tr>
<td>Step</td>
<td>Action</td>
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<td>------</td>
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<tr>
<td>8.</td>
<td>Click the <strong>Save</strong> button.</td>
</tr>
<tr>
<td>9.</td>
<td>Click the <strong>Home</strong> link.</td>
</tr>
<tr>
<td>10.</td>
<td>Congratulations! You have completed the process to Approve Stipend Pay Request. <strong>End of Procedure.</strong></td>
</tr>
</tbody>
</table>