To approve a proposal in PeopleSoft:

<u>Log into my-ufl</u> https://my.ufl.edu/ps/signon.html

Got to your "Worklist."

[Either choose worklist from the menu list on the left, or from the blue quicklist at the top right of the page.]

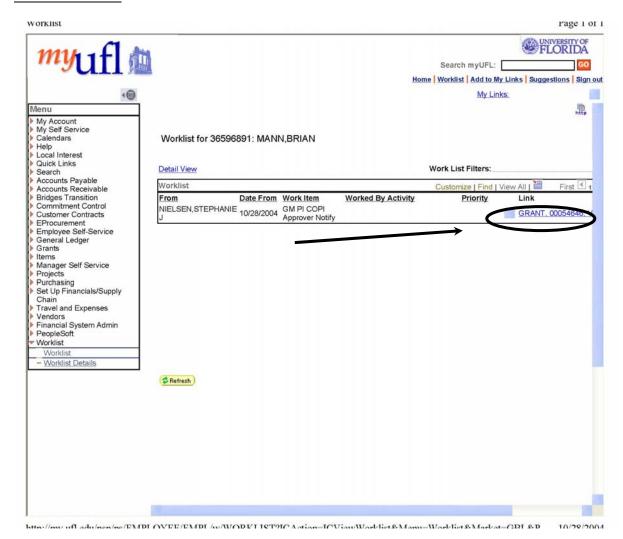


http://my.ufl.edu/psp/ps/EMPLOYEE/HRMS/e/ROLE EMPLOYEE.TL EMPLOYEE HOME.GBL?NAVSTACK=Clear&ps... 10/27/2004

The proposal will appear in your worklist as "GRANT, XXXXXXXXX." You may have other tasks in your worklist, but proposal will always begin with "GRANT."

The worklist will show who initiated the proposal (From) and the date (Date From).

Click on the link.



A new screen will appear. This is the proposal interface. You may view all the proposal information by clicking on the tabs across the top. The last tab on the right (scroll to the extreme right of the screen) is "WF Approval."

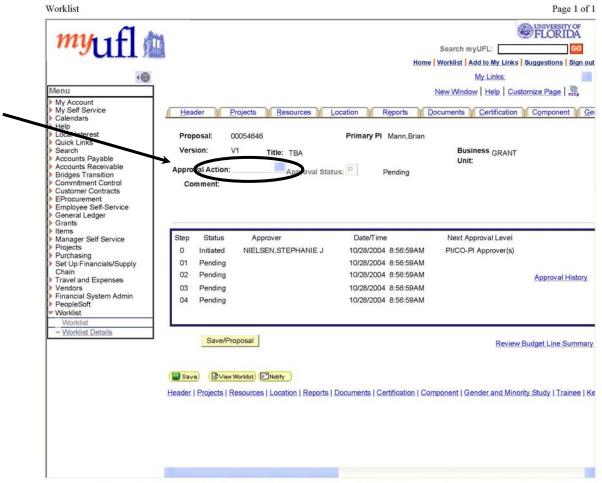


http://my.ufl.edu/psp/ps/EMPLOYEE/EMPL/w/WORKLIST?ICAction=ICViewWorklist&Menu=Worklist&Market=GBL&P... 10/28/2004

On the "WF Approval" screen, click on the blue drop down box.

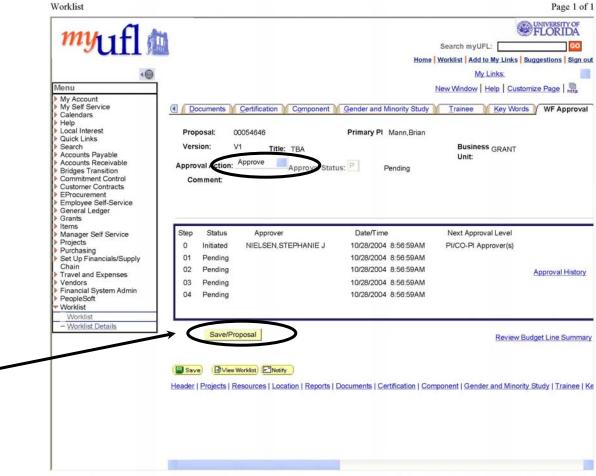
Choose "Approve."

[NOTE: Please NEVER choose "Deny." If you do, the proposal will have to be recreated from scratch. If there is a problem with the proposal, call and have it fixed.]



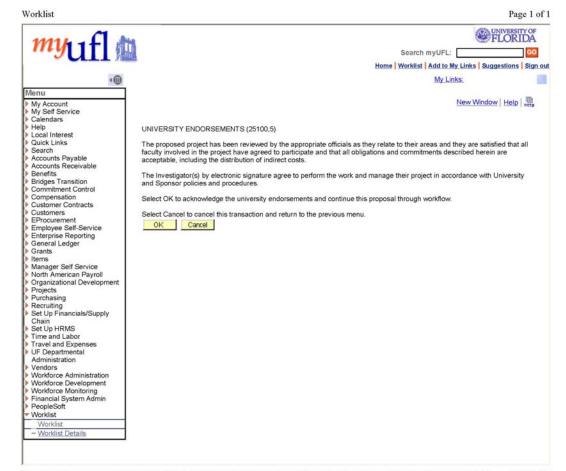
Once "Approve" shows in the box,

click "Save/Proposal."



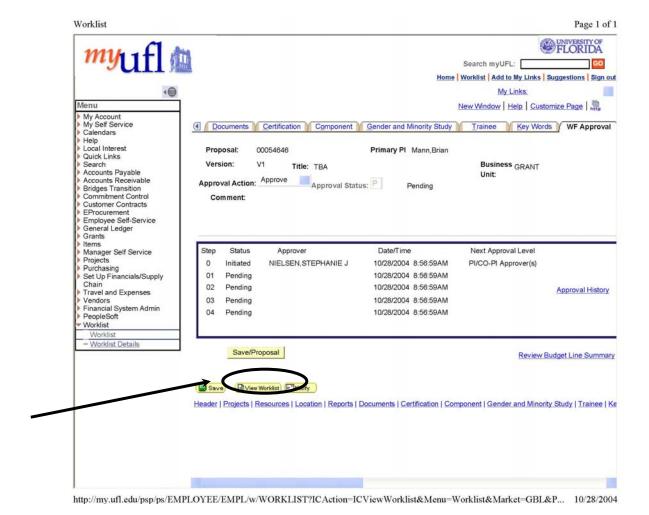
http://my.ufl.edu/psp/ps/EMPLOYEE/EMPL/w/WORKLIST?ICAction=ICViewWorklist&Menu=Worklist&Market=GBL&P... 10/28/2004

A warning screen will appear. This is "normal." Click "OK."



Last step!

Click "View Worklist"



The proposal should no longer appear on your worklist.