

To approve a proposal in PeopleSoft:

Log into my-ufl <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.]

The screenshot shows the myUFL interface. On the left is a vertical menu with 'PeopleSoft' and 'Worklist' circled in red. At the top right, a navigation bar contains 'Home | Worklist | About My Links | Suggestions | Sign out', with 'Worklist' circled in blue. A black arrow points from the 'myufl' logo to the 'Worklist' link. The main content area is titled 'Time Reporting Home' and contains three main sections: 'Report and Request Time', 'View Time and Schedules', and 'View Forecasted and Payable Time'. Each section includes a brief description and several blue hyperlinks for further actions.

http://my.ufl.edu/ps/ps/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TL_EMPLOYEE_HOME.GBL?NAVSTACK=Clear&ps... 10/27/2004

The proposal will appear in your worklist as “GRANT, XXXXXXXX.” 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.

The screenshot displays the 'myUFL' Worklist interface. At the top left is the 'myUFL' logo. At the top right is the 'UNIVERSITY OF FLORIDA' logo and a search bar labeled 'Search myUFL:'. Below the search bar are navigation links: 'Home | Worklist | Add to My Links | Suggestions | Sign out'. A 'My Links' section is also visible. The main content area is titled 'Worklist for 36596891: MANN, BRIAN'. Below this title is a 'Detail View' link and 'Work List Filters:'. A table with the following columns is shown: 'From', 'Date From', 'Work Item', 'Worked By Activity', 'Priority', and 'Link'. The table contains one row: 'From: NIELSEN, STEPHANIE J', 'Date From: 10/28/2004', 'Work Item: GM PI COPI Approver Notify', 'Worked By Activity: (blank)', 'Priority: (blank)', and 'Link: GRANT, 00054646...'. The 'Link' cell is circled in red, and a black arrow points from the 'Work Item' column to it. A 'Refresh' button is located below the table. On the left side, there is a 'Menu' with various options like 'My Account', 'My Self Service', 'Calendars', etc. The bottom of the page shows a URL: 'https://www.ufl.edu/pantheon/EMPI/COPI/EMPI/.../WORKLIST?ICAction=ICViewWorklist&Menu=Worklist&Market=GR&P... 10/28/2004'.

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.”

Worklist Page 1 of 1

myufl UNIVERSITY OF FLORIDA

Search myUFL: GO

Home | Worklist | Add to My Links | Suggestions | Sign out

My Links:

New Window | Help | Customize Page |

Header | **Projects** | Resources | Location | Reports | Documents | Certification | Component | Ge

Proposal: 00054646 Primary PI Mann, Brian

Version: V1 Title: TBA Business Unit: GRANT

Approval Action: Approval Status: Pending

Comment:

Step	Status	Approver	Date/Time	Next Approval Level
0	Initiated	NIELSEN,STEPHANIE J	10/28/2004 8:56:59AM	PI/CO-PI Approver(s)
01	Pending		10/28/2004 8:56:59AM	
02	Pending		10/28/2004 8:56:59AM	Approval History
03	Pending		10/28/2004 8:56:59AM	
04	Pending		10/28/2004 8:56:59AM	

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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.]

Worklist Page 1 of 1

myufl UNIVERSITY OF FLORIDA

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Once "Approve" shows in the box,


click "Save/Proposal."

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Menu

- ▶ My Account
- ▶ My Self Service
- ▶ Calendars
- ▶ Help
- ▶ Local Interest
- ▶ Quick Links
- ▶ Search
- ▶ Accounts Payable
- ▶ Accounts Receivable
- ▶ Bridges Transition
- ▶ Commitment Control
- ▶ Customer Contracts
- ▶ EProcurement
- ▶ Employee Self-Service
- ▶ General Ledger
- ▶ Grants
- ▶ Items
- ▶ Manager Self Service
- ▶ Projects
- ▶ Purchasing
- ▶ Set Up Financials/Supply Chain
- ▶ Travel and Expenses
- ▶ Vendors
- ▶ Financial System Admin
- ▶ PeopleSoft
- ▶ Worklist

Worklist
- Worklist Details


Search myUFL:
[Home](#) | [Worklist](#) | [Add to My Links](#) | [Suggestions](#) | [Sign out](#)
[My Links:](#)
[New Window](#) | [Help](#) | [Customize Page](#)

WF Approval

Proposal:	00054646	Primary PI	Mann,Brian
Version:	V1	Title:	TBA
Approval action:	<input checked="" type="button" value="Approve"/> <input type="button" value="Approve"/>	Status:	P Pending
Comment:			

Step	Status	Approver	Date/Time	Next Approval Level
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A warning screen will appear. This is “normal.” Click “OK.”

The screenshot shows the myUFL website interface. At the top left is the myUFL logo. At the top right is the University of Florida logo and a search bar labeled "Search myUFL:". Below the search bar are navigation links: Home, Worklist, Add to My Links, Suggestions, and Sign out. A "My Links:" section is also visible with a "New Window" link and a "Help" link with a help icon.

On the left side, there is a "Menu" box containing a list of application areas, each with a right-pointing arrow. The "Worklist" item is highlighted with a mouse cursor. Below the menu box, the main content area displays the following text:

UNIVERSITY ENDORSEMENTS (25100,5)

The proposed project has been reviewed by the appropriate officials as they relate to their areas and they are satisfied that all faculty involved in the project have agreed to participate and that all obligations and commitments described herein are acceptable, including the distribution of indirect costs.

The Investigator(s) by electronic signature agree to perform the work and manage their project in accordance with University and Sponsor policies and procedures.

Select OK to acknowledge the university endorsements and continue this proposal through workflow.


Select Cancel to cancel this transaction and return to the previous menu.

At the bottom of the text are two buttons: "OK" and "Cancel".



Last step!

Click “View Worklist”

Worklist Page 1 of 1


Menu

- ▶ My Account
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- Worklist
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DocumentsCertificationComponentGender and Minority StudyTraineeKey WordsWF Approval

Proposal: 00054646 **Primary PI:** Mann,Brian

Version: V1 **Title:** TBA **Business Unit:** GRANT

Approval Action: Approve **Approval Status:** P Pending

Comment:

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The proposal should no longer appear on your worklist.