KENNESAW STATE UNIVERSITY

Job Aid EPS1
Approving & Denying Requisitions

Accessing Your Worklist

1. Log into PeopleSoft Financials using your **User ID** and **Password**
2. Click **'Worklist'** in the upper right corner of the home page
3. Click on a **Requisition ID** under the **'Link'** column to display a requisition
4. Take one of the three actions below:

- **Approving a Requisition**
  1. Review each line's allocation by clicking the checkbox to the left of each line and clicking **'View Line Details'**
  2. Review attached supporting documentation by clicking on the **comment bubble** then clicking **'View'**
  3. Enter any comments you wish to add in the **'Enter Approver Comments'** field (do not use slashes (/) in your comments)
  4. Once reviewed, click **'Approve'**
  5. After receiving your approval confirmation, click **'Return to Worklist'**

- **Denying a Requisition**
  1. Review each line's allocation by clicking the checkbox to the left of each line and clicking **'View Line Details'**
  2. Review attached supporting documentation by clicking on the **comment bubble** then clicking **'View'**
  3. If you are denying a requisition, the system requires that comments must be entered explaining why along with any directives for the Requester in the **'Enter Approver Comments'** field (do not use slashes (/) in your comments)
  4. Click **'Deny'**
  5. After receiving your denial confirmation, click **'Return to Worklist'**

- **Push-Back Function**
  1. Review each line's allocation by clicking the checkbox to the left of each line and clicking **'View Line Details'**
  2. Review attached supporting documentation by clicking on the **comment bubble** then clicking **'View'**
  3. Enter comments as to why you are pushing back the requisition to the previous approver (do not use slashes (/) in your comments)
  4. Click **'Push Back'**
  5. After receiving confirmation of the push-back, click **'Return to Worklist'**