ISSUE: APPROVING REQUISITIONS

Updated: September 5, 2018

Summary: Due to phishing scams, the USG removed the link to approve requisitions from approval emails.

Workaround: Using “Manage Requisition Approvals” to approve requisitions

Area(s) Affected: Marketplace and Special Request Requisitions

First, click on the NavBar in the top right of PeopleSoft. This will drop down a few items to choose from, after which you will click on “Navigator” from the choices.
From the Navigator, choose “eProcurement” followed by “Manage Requisition Approvals”: 
This brings up the following screen, which allows you to search for all requisitions requiring your approval:

Note that you do not need to change any of the values on this screen. Click “Search” and then any requisitions pending your approval will appear in the search result, as shown below:

Click on the Requisition ID to bring up more information about the requisition. From here, you can either approve or deny the requisition.
To add this page to your home screen, click on the three bars in the top right of the screen, to the right of the NavBar and click on “Add to Homepage”:

Choose “Employee Self Service” from the pop-up window to add it to the home screen:

Your new homepage will show the tile you added, as shown below:

Each time you receive a notification that you have a requisition to approve, you can click on this tile, which will then bring you to the “Manage Requisition Approvals” page below: