Approval Process
Approval Basics

- **ALL** RA, TA and UGF awards must have a minimum of 1 (one) approval, completed by someone other than the person who added/edited the award.
  - The system will not allow you to approve your own entries regardless of your PeopleSoft/GPortal “role”
- Award Approvals may only be done by persons with the “Acad Unit RA/TA/UGF Apprvl Mgr” PeopleSoft role **AND** whom are designated as a 1st Approver, 2nd Approver or Primary for the academic org that student is enrolled in
- Upon approval, awards “push” to the Financial Aid system
- Upon rejection, GPPortal Financial will send an email notification to the person who entered the award; at that point, if the award is still desired, a new entry will be required.
Approval Basics

Award approvals are done through the MyInbox feature

1. Select “My Inbox” from the GPortal Financial Homescreen. Approvers (Primary, 1st or 2nd Approvers) will be able to see all awards waiting in their queue and act on them from here.
Approval Basics

Approvers have several choices on this page:

2. Select “Show All” to see additional fields

2a. “Approve” or “Reject” individual awards
Approval Basics

2b. Select several awards to “approve” at once (this is not an option for “rejecting”)

Check off each award approving and click “Approve Selected Awards” from bottom of list
Approval Basics

3. Confirm approval/rejection of award(s)

- Upon selecting to “approve”, you will get a confirmation “pop-up”
- Upon selecting “reject”, you will be asked to provide a reason from several choices
  - Selecting “other” which will require you to enter a reason
- The reason selected will be included in the email sent to the user who entered this award