Approval Manager Self-Service (MSS) User Guide

Landing Page

Each manager’s personal landing page will have a slightly different look which is based on security roles assigned in PeopleSoft MSS.

From the MSS landing page managers can get to the Approvals screen by clicking Approval Tile.

Approval Tile
One you click on the Approvals Tile, it will bring a Pending Approvals screen that will have a list of items that are pending your approval. On that screen, managers can also sort requests by type.

In order to get additional details on the pending request or approve/deny it, managers need to click on the request in order to be taken to the actual request.