

To access PeopleSoft, go to UHV homepage, select Faculty/Staff, then select People Advantage Self Service (P.A.S.S) link.

Login: 0123XX
Pswd: XXXXXXXX

User ID:
 Password:

Click on "View Item" next to the document needing review

Requisition Worklist

Filter on for value

Source	From	Worklist Date	Worklist Action	Business Unit	Requisition ID	Buyer	View Item
ITS	Robinson,Aurora	04/30/2008	Approval Required	00765	0000002917	0813172	View Item
ITS	Robinson,Aurora	05/12/2008	Approval Required	00765	0000002919	RENDONML	View Item
ITS	Robinson,Aurora	05/12/2008	Approval Required	00765	0000002922	0813172	View Item

Then click on the "Documents" tab

UHS Finance Reporting DB

Form | Schedule | Approval | **Documents**

Unit: 00765 Req ID: 0000002922

[Print Requisition Coversheet](#) Include Approval History

Requisitions Document Images Display Active Documents Only

Select "Print Requisition Coversheet" to see the detailed document

UHS Finance Reporting DB

Form | Schedule | Approval | Documents

Unit: 00765 Req ID: 0000002922

[Print Requisition Coversheet](#) Include Approval History

Requisitions Document Images Display Active Documents Only

After review, close screen



To see scanned support docs, click on the "attachments" icon



After review, close screen



When finished reviewing, click on the "Approval" tab

UHS Finance Reporting DB

Form | Schedule | **Approval** | Documents

Unit: 00765 Req ID: 0000002922

Click on the down arrow next to Action and select Approval, or Deny then click "Apply"

Approval Information

Appr Inst: 1119851

Status: Pending

Action:

And click on "OK" for final approval

This transaction must be approved. If you click OK, the system will route it to someone who can approve it; if you click Cancel, you can change the transaction without forwarding it.

Click "Home" to review others, or to back out of the application

Home | Add to Favorites | Sign out

Click "Sign Out" when ready to exit the application

Home | Add to Favorites | **Sign out**