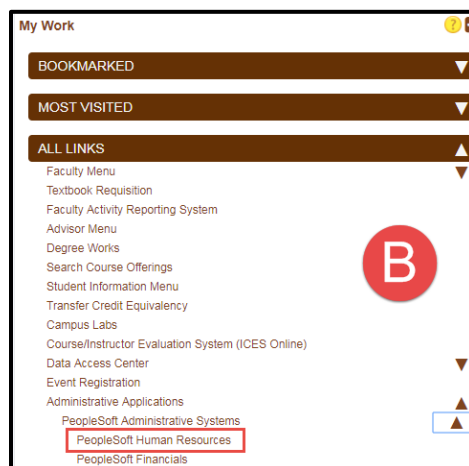
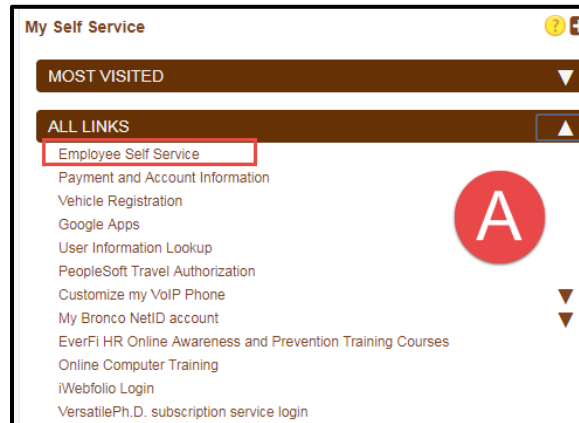
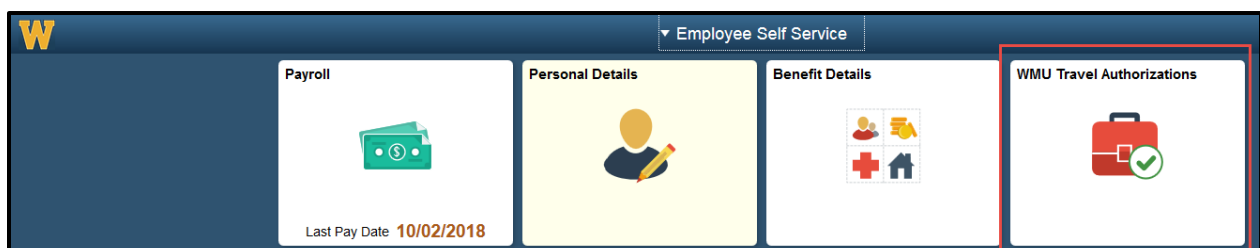


WMU Single Service Sign-On – Accessing Employee Functions and Travel Authorization Transactions

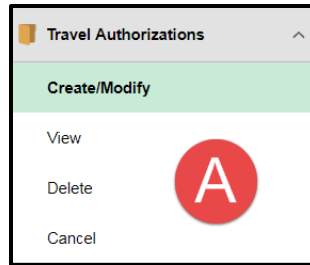
- 1) Log in to the PeopleSoft Human Resources system through GoWMU through one of two ways:
 - a. “My Self Service” → “All Links” → “Employee Self Service”
 - b. “My Work” → “All Links” → “Administrative Applications” → “PeopleSoft Administrative Systems” → “PeopleSoft Human Resources”



- 2) On the home screen, you should now see a white tile with the “**WMU Travel Authorizations**” heading. Click on this tile.
 - a. **PLEASE NOTE** – if this is the first time you have logged into the Travel Authorization system, there is an overnight process that needs to run in order for you to gain full functionality. Once you click this tile, please wait overnight before continuing.

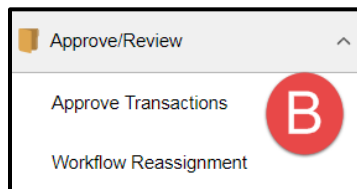


- 3) On the ensuing screen, you should see a navigation pane on the left side of the screen that will take you to several prominent areas within the PeopleSoft Financials system




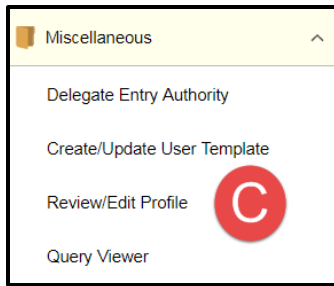
a. **“Travel Authorizations”**

- i. **“Create/Modify”** – Used to create a new travel authorization (**“Add a New Value”** tab) or to edit a saved authorization that has not yet been submitted (**“Find an Existing Value”** tab)
- ii. **“View”** – Used to view an authorization from any point after it has been saved. Can also be used to print an authorization or to view where an authorization currently sits in the workflow process.
- iii. **“Delete” & “Cancel”** – Used to delete or cancel an authorization after it has been fully approved or while still in the “pending” status



b. **“Approve/Review”**

- i. **“Approve Transactions”** – If you have the “Approver” or “Reviewer” status and have an authorization that is sitting with you requiring approval, this screen will show you information about the authorizations and allow you to select them to approve. This can also be done by selecting the  icon on the top right of the screen.
- ii. **“Workflow Reassignment”** – If you have the “Approver” or “Reviewer” status and want to have another individual replace you within the workflow you can enter their information into this screen and set a date range to give them authority to do so. This can rather be long term, or if the approver knows they will be on annual or sick leave or away on an assignment for a period of time.



c. **“Miscellaneous”**

- i. **“Delegate Entry Authority”** – If you desire to give authority to another individual to create, edit or view authorizations on your behalf, you can enter their information into this screen to give them this authority.
- ii. **“Create/Update User Template”** – Used to create templates for travel authorizations if desired
- iii. **“Review/Edit Profile”** – Used to set preferences for defaults while creating travel authorizations
- iv. **“Query Viewer”** – Used to run miscellaneous reports that provide detailed information about travel authorizations for a specified department