

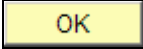



## Job Aid


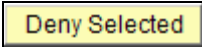
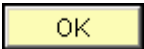






### Approve Scholarship Payments

Step	Action
1.	<p>You will be notified via email before Payroll cutoff each pay period when there are Scholarship payments awaiting approval.</p> <p>There may also be times when you are contacted directly by the Student Payments Administrator (Grad/Undergrad) in situations where an immediate approval of a payment is required.</p> <p><i>Please note for the Faculty of Medicine, Scholarship Payments requiring approval are not reviewed by the Research Support Team like other transactions you approve.</i></p>
2.	<p><b>Log into Enterprise Systems &gt; Human Resources &gt; Human Resources PeopleSoft</b></p> <p>Click the <b>Manager Self Service</b> link.  <a href="#">▶ Manager Self Service</a></p>
3.	<p>Click the <b>Job and Personal Information</b> link.  <a href="#">Job and Personal Information</a></p>
4.	<p>Click the <b>Scholarship Approval</b> link.  <a href="#">Scholarship Approval</a></p>
5.	<p>The <b>Scholarship Approval</b> page displays all payments entered for scholarships charged to your budget. <i>This page may take a few moments to populate so please be patient.</i></p> <p>This page has been designed to provide you with all of the necessary information at a glance for approval purposes, and the ability to individually or mass approve (or deny) Scholarship payments.</p>
6.	<p>As mentioned, payments can be individually selected (via a checkbox) for approval or denial.</p>
7.	<p>You also have the option of viewing the details of the payment should you require more information or want to enter a comment with regard to your approval/denial of the payment.</p>

## Job Aid

Step	Action
8.	<p>If you do decide to view the Scholarship payment details, it is important to keep the sequence number in mind as there may be more than one payment entered for a particular student within the specified timeframe.</p> <p>Always double-check to ensure that you are displaying the correct sequence number that corresponds with the Scholarship payment you want to approve or deny.</p>
9.	A new field, <b>Payment Type</b> , is now displayed to identify the type of award/payment.
10.	From and End Dates are displayed indicating the time period over which the Scholarship award is to be disbursed.
11.	The total amount of the Scholarship award is provided.
12.	And the monthly amount to be disbursed is displayed as well.
13.	<p>The ChartFields to which this Scholarship payment is charged are displayed.</p> <p>If you scroll further to the right, you will also see a description of the project to which the payment is charged.</p>
14.	<p>Click the <b>View</b> link.</p> 
15.	<p>The <b>Scholarship Payment</b> page is displayed.</p> <p>As mentioned, be sure to confirm that you are looking at the correct sequence number for the Scholarship payment.</p>
16.	Should you need to scroll through sequence numbers to reach your sequence number, you can do that here.
17.	If there is more than one payment entered for a sequence, you can scroll through those to find yours here.
18.	If you decide to deny a payment or want to enter additional comments regarding your approval, you can enter those in the <b>Comments</b> field.
19.	<p>Click the <b>Comments</b> button.</p> 
20.	Enter the desired information into the <b>Notes</b> field. Enter " <b>Denied -- more information regarding "other award" required.</b> ".
21.	<p>Click the <b>OK</b> button.</p> 
22.	<p>Click the <b>Back to Scholarship Approval Page</b> link.</p> 

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Step	Action
23.	To action your denial of this payment, you must first select it.  Click the <b>Select</b> option. 
24.	Click the <b>Deny Selected</b> button. 
25.	Click the <b>OK</b> button. 
26.	Note that the payment you denied is no longer visible under the <b>Pending Transactions</b> list.
27.	You have the option to <b>Select All</b> payments, then either approve or deny.  Click the <b>Select All</b> link. 
28.	If you have selected all in error, click <b>Deselect All</b> .  Click the <b>Deselect All</b> link. 
29.	Again, you can select payments individually for approval or denial.  Click the <b>Select</b> option. 
30.	Click the <b>Approve Selected</b> button. 
31.	Click the <b>OK</b> button. 
32.	Again, note that the payment you approved is removed from the <b>Pending Transactions</b> list.
33.	Click the <b>Home</b> link. 
34.	<b>End of Procedure.</b>