Approve Funding Outside Worklist – Organizational Development Module

Overview: This guide provides instruction on approving funding outside Worklist.

In version 8.9, Oracle/PeopleSoft has changed the name of Develop Workforce to Organizational Development.

Note: The screen shots used in this guide may not be representative of your access.

1. Navigate to Funding Approval page
   □ Organizational Development
   □ Position Management
   □ Maintain Positions/Budgets
   □ Funding Approval

2. Funding Approval page displays
   □ Enter one or more search fields
   □ Click Search
3. Funding Approval page displays

- System defaults to Funding Approval page
- Notice that all tabs of Funding Info may be reviewed
- Change Funding Status from Proposed to Approved or Rejected
- View/record any comments in Funding Notes

- Check for previous unapproved rows and approve or reject
- Click Save