







HOW TO – APPROVE A PENDING WORKFLOW

The purpose of this process is to successfully approve a pending workflow in PeopleSoft. Unapproved workflows will not reflect the updated information until its has been thoroughly approved.

Assigned approvers will receive an email from Workflow@utsystem.edu, subject line: **Action Required-UTRGV Asset Transfer. Approval for Asset ID "#####"**. See Sample:

PeopleSoft-Action Required-UTRGV Asset Transfer. Approval for Asset ID "0000067617"

 Workflow@utsystem.edu
To  Approver Name

 Reply  Reply All  Forward 



Fri 5/14/2021 9:25 AM

Asset request for "Asset Transfer" needs your attention

Transaction ID 0000012007
Business Unit UTRGV
Asset ID: 0000067617
Tag Number 67617
Description LEICA DISTO D5 LASER DISTANCE


Link:
https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzbih-prd.utshare.utsystem.edu%2Ffppsp%2FZBIHPRD%2FEMPLOYEE%2FERP%2Fc%2FUTZ_CUSTOMIZATIONS.UTZ_ASSET_RQST_CMP.GBL%3FPage%3DUTZ_ASSET_RQST_PNL%26Action%3DU%26TRANSACTION_ID%3D0000012007%26BUSINESS_UNIT%3DUTRGV%26ASSET_ID%3D0000067617&data=04%7C01%7Clinda.mares%40utrgv.edu%7C451ce9c5b737453ea73708d916e40fe1%7C990436a687df491c91249afa91f88827%7C0%7C0%7C637565991044428208%7CUnknown%7CTWFpbGZsb3d8eyJWljojoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikh1haWwiLCJXVCi6Mn0%3D%7C1000&sddata=dUWBGfm9ouh63nXiwVXjCOX6elJUAYgGsf5VNNwLqY%3D&reserved=0


1. Click the link in email to open PeopleSoft and view the workflow details.
If PeopleSoft is already open, the Notifications are listed to the right.

Notifications  

Actions Alerts

2 Actions

Asset ID 0000110683 for Business Unit UTRGV is awaiting for your approval. >
 33 minutes ago

Asset ID 00000096620 for Business Unit UTRGV is awaiting for your approval. >
 4 hours ago

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2. Review the Activity Type details. The Approver (Property Officer) has the following options:
 - a. **Approve** – approver agrees with the updates and approves to move workflow forward.
 - b. **Deny** – approver does not agree with the updates and clicks Deny. This will cancel the workflow and the asset record details remain as is. The workflow requester will receive an email when the workflow is denied.

< My Homepage
Asset Change ...

New Windc

Asset Change Request

Asset Details

| | | | |
|--------------------------------------|--------------------------|----------------------------|--------|
| Transaction ID: 0000017732 | | Approval Status In Process | |
| Business Unit: UTRGV | | | |
| Asset ID: 0000110683 | XPS 15 | | |
| Asset Tag Number: 10683 | | Building | Sector |
| Location: 2041502 | COMPUTER CENTER | E-CCTR | 1.502 |
| Location Effective Date: 06/10/2020 | | | |
| Department: 209025 | IT Governance & Services | | |
| Current Custodian: EMPLOYEE ID | EMPLOYEE NAME | | |
| Custodian Effective Date: 03/11/2022 | | | |
| Asset Class: 284 | Portable CPU (Not Apple) | | |
| Requester: EMPLOYEE ID | EMPLOYEE NAME | | |

Activity Type

Asset Transfer
 Asset Removal
 Asset Return
 Asset Transfer to Surplus

| | | | |
|-------------------------------------|----------------------------|----------|--------|
| Date of Transfer: 05/17/2022 | | Building | Sector |
| New Location: 2042614 | COMPUTER CENTER | E-CCTR | 2.614 |
| Custodian Transfer Date: 05/17/2022 | | | |
| New Custodian: EMPLOYEE ID | EMPLOYEE NAME | | |
| New Department: 209003 | IT Academic & Support Svcs | | |

Comments

Approve

Deny

Asset Transfer Approval

TRANSACTION_ID=0000017732, BUSINESS_UNIT=UTRGV, ASSET_ID=0000110683:Pending

RGV-Asset Transfer

Approved
✓
 Employee Name
Current Custodian

→

Approved
✓
 Employee Name
New Custodian

→

Pending
⌚
 Multiple Approvers
Fixed Asset Manager

Date Time: 05/23/2022 04:16 PM Status: Approved Updated by:
 Approved. It is in my possession. Thanks
 Date Time: 05/18/2022 03:50 PM Status: Approved Updated by:
 Approve

Return to Search

Add