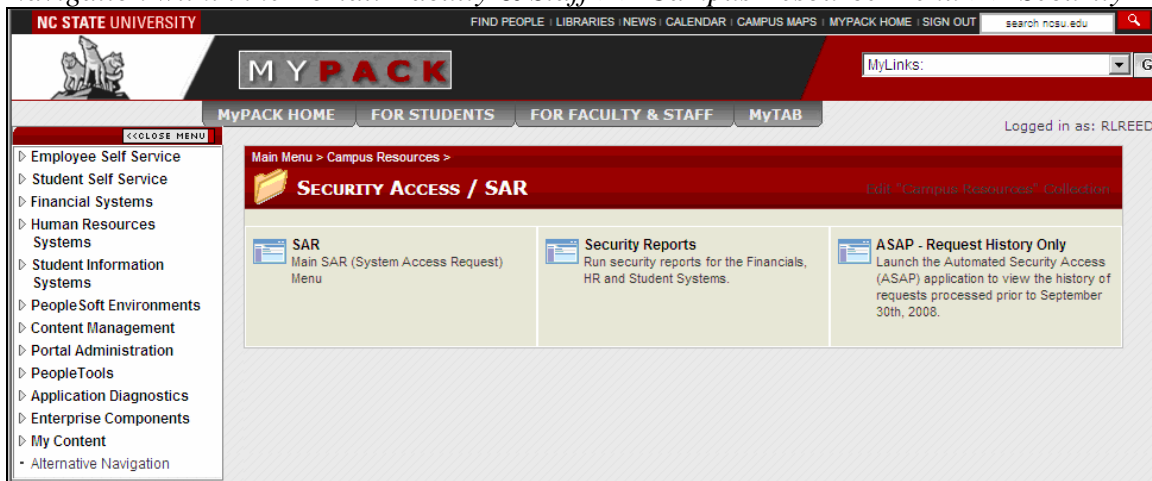


Travel Authorization Approver Setup

(Step 1 – Travel Approver Admin Access)

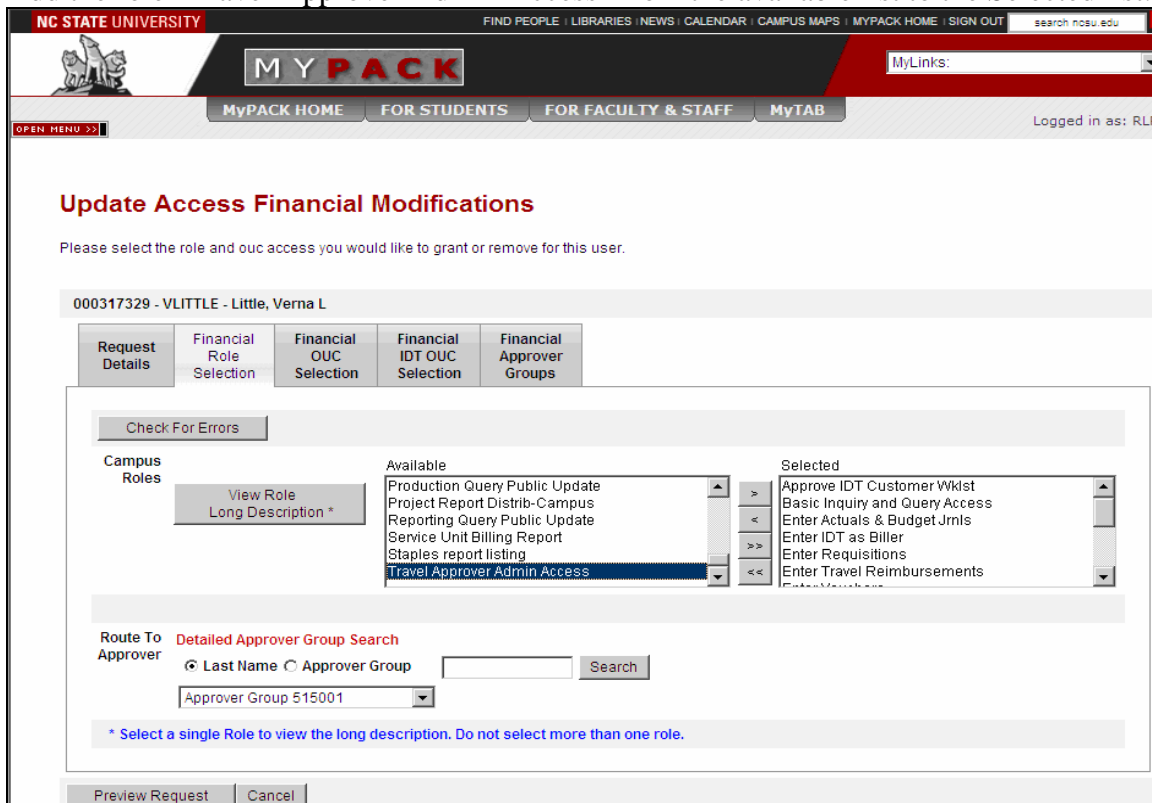
- The purpose of this application is to allow authorized personnel the ability to specify the workflow approvers for each employee within their OUC's
- In order to have access to, and use of the application the following security requests (SAR) must be completed:
 - A security request is needed for getting the role “Travel Approver Admin Access” to each authorized user
 - A security request is needed for getting Travel Authorization access to the pertinent OUC's

Navigation within the Portal: Faculty & Staff >> Campus Resource Menu >> Security Access / SAR



Once logged into SAR proceed to choose the Employee and Account.

Add the role “Travel Approver Admin Access” from the available list to the Selected list.



Next, add the Travel Authorization transaction type for each of the needed OUC's

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MYPACK MyLinks: _____

MyPACK HOME FOR STUDENTS FOR FACULTY & STAFF MyTAB

OPEN MENU >> Logged in as:

Update Access Financial Modifications

Please select the role and ouc access you would like to grant or remove for this user.

000317329 - VLITTLE - Little, Verna L

Request Details | **Financial Role Selection** | Financial OUC Selection | Financial IDT OUC Selection | Financial Approver Groups

[Please add the following OUC Modules: [Travel Authorization Admin]]

Check For Errors

Search OUC Add OUC

Enter at least first 2 digits of OUC

OUC List	Available	Selected
		461001 :EADS-Enterprise App & DB Svcs
		462001 :Budget Office
		467001 :Communication Technologies
		515001 :Enterprise Application Svcs
		972301 :Major IT-Student System

Selected OUC	OUC	Module						
	515001	Transaction List						
		<table border="1"> <thead> <tr> <th>Available</th> <th>Selected</th> </tr> </thead> <tbody> <tr> <td>MrkdPlace,Travel,Voucher,P Requisitions</td> <td>All</td> </tr> <tr> <td>Travel Authorization Admin</td> <td>WRS-Payroll Reports *</td> </tr> </tbody> </table>	Available	Selected	MrkdPlace,Travel,Voucher,P Requisitions	All	Travel Authorization Admin	WRS-Payroll Reports *
Available	Selected							
MrkdPlace,Travel,Voucher,P Requisitions	All							
Travel Authorization Admin	WRS-Payroll Reports *							
		<table border="1"> <thead> <tr> <th>Selected Transactions</th> <th>Access Level</th> </tr> </thead> <tbody> <tr> <td>All</td> <td><input checked="" type="radio"/> Access <input type="radio"/> No Access</td> </tr> <tr> <td>WRS-Payroll Reports</td> <td>Not Applicable</td> </tr> </tbody> </table>	Selected Transactions	Access Level	All	<input checked="" type="radio"/> Access <input type="radio"/> No Access	WRS-Payroll Reports	Not Applicable
Selected Transactions	Access Level							
All	<input checked="" type="radio"/> Access <input type="radio"/> No Access							
WRS-Payroll Reports	Not Applicable							

*: indicates a required field

Once security has been granted the authorized users will have access to the Travel Approver Setup page (See Step 2).