

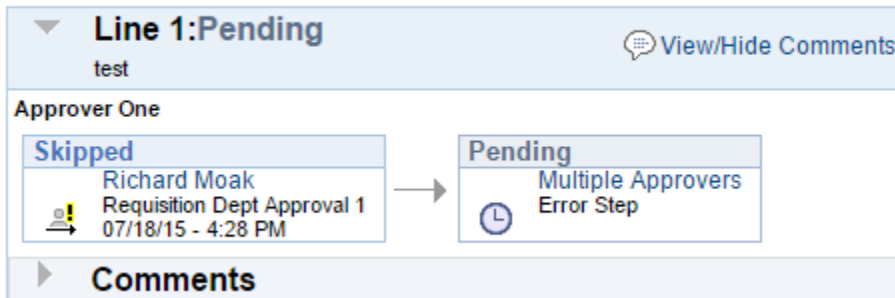
## Finance IT

### PeopleSoft WorkFlow Tip

I am looking at the workflow approval and it states I am being “skipped”, why?

When you look at the workflow approval and see that you are skipped, as shown below;

### Dept & Project Approval One



This normally indicates one of two issues:

1. Self-Approval  
If you entered the transaction (requisition, request, journal...) or was entered on your behalf, then the automated / required approval steps will not allow you to self-approve the transaction. This includes requisitions where you are listed as the Requester.  
NOTE: You can be inserted as an ad-hoc approver, but this is in addition to the automated / required steps and is not replacing those approvals.
2. Security / Profile  
Workflow approval is checking for some, but not all, required security and profile settings. If your userid isn't setup properly, it will also skip your approval.  
Once your userid is setup properly, then approval needs to be restarted. Normally changing the transaction, including adding a comment at the line / distribution level, will force a restart in approval. You can also request a restart by sending an email with the Originator and/or Requester, Type and Number of the transaction to [PSWRKFLW@mailbox.sc.edu](mailto:PSWRKFLW@mailbox.sc.edu)