How to Certify and Approve a Cash Advance (CA) Job Aid

1. The creator creates the cash advance in PeopleSoft and submits through workflow.
2. PeopleSoft automatically generates e-notification. E-notification is sent to the employee and the approver requesting immediate action on the request.
3. The employee certifies the cash advance in PeopleSoft (required).
4. Accessing the certification can be done by:
   - Direct access link included in e-notification (recommended)
   - Using the Worklist in PeopleSoft

Both methods require logging into PeopleSoft

How to Use the Direct Access Link (Recommended)

Below is an example of the email sent from PeopleSoft with the direct access link:

```
From: first.lastname@utsa.edu  [ first.lastname@utsa.edu ]
Sent: Wednesday, September 14, 2016 3:04 PM
To: first.lastname@utsa.edu
Subject: Approval Request for cash advance for TEST for Lastname, First.

A cash advance request has been submitted that requires your attention:

Employee ID: 6001234567
Employee Name: Lastname, First.
Submission Date:  2016-09-14
Advance Description: TEST
Advance ID: 0000004038
Business Purpose: TRV-Fund Raising
Reimbursement Amount: 20.00 USD

You can navigate directly to the page for more information by clicking the link below:

https://zap-ga.shared.utsystem.edu/psp/ZAOA/EMPLOYEE/ERP/c/APPROVE_EXPENSE_TRANSACTIONS.EX_ADV_APPR,GBL?
Page=TE_ADVANCE&Action=U&ADVANCE_ID=0000004038
```
How to Use the Worklist Access

Click the Bell icon in the upper right-hand corner of the PeopleSoft landing page:

Click the Financial Approvals tile:
Traveler/Employee Certification

The traveler/employee must review the cash advance and certify it by clicking **Reviewed**.
Traveler/Employee Certification Promissory Note

By clicking **Reviewed**, the **traveler/employee** certifies the cash advance is correct and agrees to the promissory note:

I promise to make full repayment to the disbursing UT Institution immediately should the trip be canceled for any reason. After my return from this trip, I promise to provide all required documentation with my properly executed travel expense report for reimbursement within the allowable and reasonable time established by the disbursing UT Institution. Failure of the traveler receiving a cash advance for the purpose of travel to substantiate the travel expenses or to return the unspent portion of the cash advance within the reasonable and allowable time established by the disbursing UT Institution, will have the advance reported as income subject to applicable payroll withholding tax in accordance with IRS regulations (IRS Fringe Benefits Guide: [https://www.irs.gov/uac/About-Publication-15B](https://www.irs.gov/uac/About-Publication-15B)).

I certify that all estimated expenses included in this request are true and correct and for the benefit of the disbursing UT Institution or respective funding agency in connection with official UT business and not for personal use, in accordance with the disbursing UT Institution’s travel guidelines.

Submit confirmation

- Click **OK**
Supervisor Approval

Supervisory access to approve can be done by:

- Direct access link included in e-notification
  (recommended)
- Using Worklist in PeopleSoft

Both methods require individual logging into PeopleSoft

Once the employee certifies the cash advance, an e-notification is automatically generated in PeopleSoft and sent to the next level approver requiring immediate action:

A direct access link is included on the e-notification
Click the **Bell** icon in the upper right corner of the PeopleSoft landing page.

The supervisor must review the cash advance and supporting documentation (if applicable) before approving.
Click **Approve**

![Image of the approval process]

Add comments and click **Submit**:

![Image of the submission process]

**DTS Approval Process:**

1. Once the supervisor approves the cash advance, an e-notification is sent to DTS for final approval.

2. DTS notifies the travel advance recipient by phone or email when the travel advance is available for pickup (if check), or when it has been processed (typically four business days before the travel start date). Please plan accordingly.

3. The traveler and the submitter will receive an e-notification from PeopleSoft when the cash advance has been approved for payment.