

# APPROVING A CLEARANCE REQUEST ON-CAMPUS

1. Log in to TruView
2. Click “Employee”
3. Click “Student Employment Supervision”
4. Click “Clearance Department Interface”

## Student Employment Supervision Page

### Student Employment Supervision

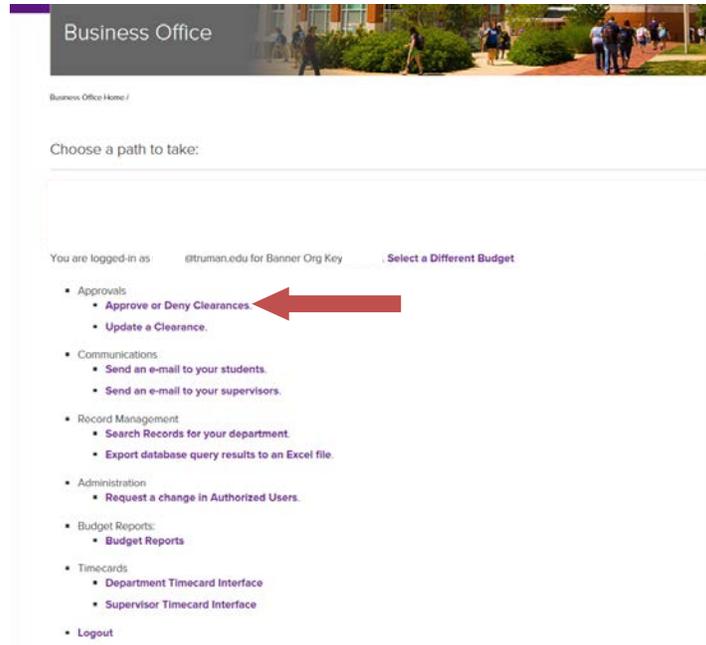
- [Clearance Department Interface](#)
- [Timecard Supervisor Interface](#)
- [Timecard Department Interface](#)
- [Timecard Admin Interface](#)
- [Clearance Admin Interface](#)
- [Tru-Positions - List a Position](#)



## 5. Select your department

A screenshot of the Truman State University Business Office website. The page features a purple header with the university logo and navigation links. Below the header, there is a 'Business Office' section with a background image of a building. Underneath, there is a 'Choose a Department' section with a dropdown menu labeled 'Budget' and a 'Select' button. A red arrow points to the dropdown menu. At the bottom of the page, there is a footer with contact information and social media icons.

## 6. Click “Approve or Deny Clearances”



Business Office

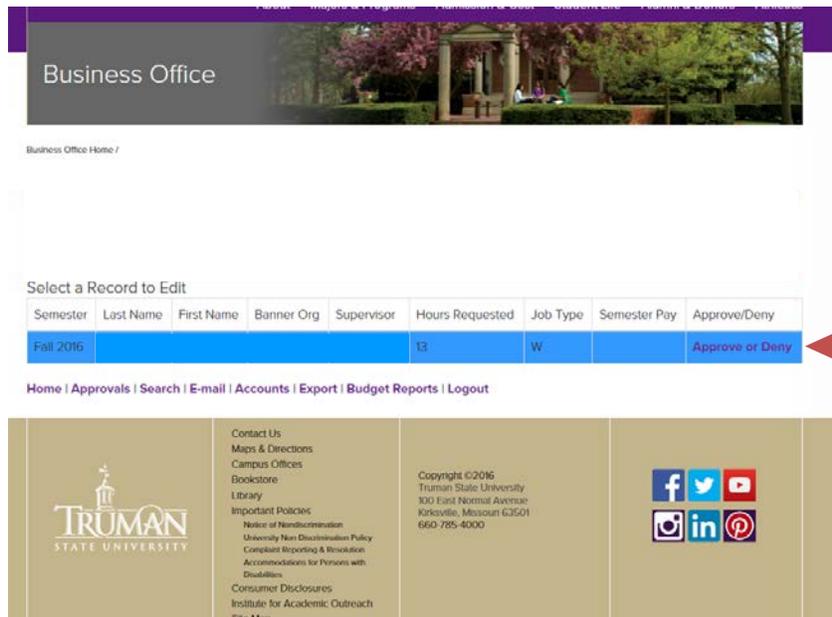
Business Office Home /

Choose a path to take:

You are logged in as: @truman.edu for Banner Org Key ..... [Select a Different Budget](#)

- Approvals
  - **Approve or Deny Clearances**
  - Update a Clearance.
- Communications
  - Send an e-mail to your students.
  - Send an e-mail to your supervisors.
- Record Management
  - Search Records for your department.
  - Export database query results to an Excel file.
- Administration
  - Request a change in Authorized Users.
- Budget Reports:
  - Budget Reports
- Timecards
  - Department Timecard Interface
  - Supervisor Timecard Interface
- Logout

## 7. Click “Approve or Deny”



Business Office

Business Office Home /

Select a Record to Edit

Semester	Last Name	First Name	Banner Org	Supervisor	Hours Requested	Job Type	Semester Pay	Approve/Deny
Fall 2016					13	W		<a href="#">Approve or Deny</a>

[Home](#) | [Approvals](#) | [Search](#) | [E-mail](#) | [Accounts](#) | [Export](#) | [Budget Reports](#) | [Logout](#)

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## 8. Select either “Approve” or “Deny” from the drop-down box

- If you deny the clearance, it is strongly recommended that you indicate a reason in the Comments field.

Business Office

Business Office Home

To save changes to the database, press Update.

Job id Number:	52008	Do Not Edit
Student:		
Banner Fund:		
Banner Org:		
Banner Acct:		
Banner Program:		
Banner Activity:		
Approve or Deny:	Approve	
By:		
M Supervisor:		
JMS Supervisor:		
Student Supervisor:		
Release Number:	none	
Release Rules:	none	
Hours:	12.4	
Work/Study Amount:	\$750.00	
Semester:	Fall 2016	
Job Type:	Work/Study	
Pay Rate:	\$7.65	
Student Comments:		

Update Cancel

Home | Approvals | Search | E-mail | Accounts | Export | Budget Reports | Logout

- If you are listed as an approver for multiple departments, you may change the clearance to another department by clicking the Banner Org drop-down box.
- Please note, for institutional and work-study the student indicates the number of hours they wish to work per week; for scholarship, students are not given this option. The scholarship renewal system enters either 4 or 0 based on how the student answers a series of questions. **IF THE CLEARANCE INDICATES 0, PLEASE APPROVE IT IF YOU ARE EMPLOYING THE STUDENT. THE FINANCIAL AID OFFICE WILL ADJUST THE CLEARANCE TO EITHER 2 OR 4 BEFORE SENDING THE APPROVAL.**

## 9. Click “Update”