

# 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 has a purple header with the university logo and navigation links. Below the header is a 'Business Office' banner. Underneath, there is a 'Choose a Department' section with a 'Budget' dropdown menu set to 'Select'. A red arrow points to this dropdown menu. At the bottom of the page, there is a footer with contact information, social media icons, and a map.

## 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		<b>Approve or Deny</b>

[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.

The screenshot shows a web form titled 'Business Office' with a header image of a campus scene. Below the header, there is a section for 'To save changes to the database, press Update.' followed by a 'Job id Number' field containing '52098' and a 'Do Not Edit' label. The form contains several fields with labels on the left and input areas on the right. A red arrow points to the 'Approve or Deny' field, which currently shows 'Approve' with a downward arrow. Below this, there are fields for 'By:' (1st Supervisor, 2nd Supervisor, Student Supervisor), 'Student Supervisor' (none), 'Business Rules' (none), 'Hours' (13 w), 'Week Study Amount' (\$750.00), 'Semester' (Fall 2016), 'Job Type' (Work Study), 'Pay Rate' (\$7.65), and a 'Comments' text area. At the bottom left are 'Update' and 'Cancel' buttons. At the bottom right is a navigation bar with links: Home | Approvals | Search | Email | 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”