

How to use the Payroll Adjustments Approval History menu option

Payroll Adjustments Approval History

Use this menu option to view the approval status of Payroll Adjustments.
 Enter at least **one** criteria below to define your transaction search, then click **List**.
 If entering Pay Period Start and End dates, you must enter a McGill ID# to limit the search.
 Click **Reset** to clear the entered criteria.

PA #

Employee ID [Search](#)

Pay Period Start Date  Pay Period End Date 

Status 

1. Log in to Minerva (<http://www.mcgill.ca/minerva>)
2. Go to the **Finance (Fund) Administration Menu**
3. Select the **Adjust Past Payroll Transactions**
4. Select the **Payroll Adjustments Approval History** menu option.
5. Enter at least one criteria to define your transaction search, i.e. the Payroll Adjustment Reference number PAxxxxxx in the **PA #** field or the McGill ID in the **Employee ID** field.
Note: If entering Pay Period Start and End dates, you must enter a McGill ID# in the **Employee ID** field to limit the search.
6. Click **List**. Details about the queried PA # will display.

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PA #

Employee ID [Search](#)

Pay Period Start Date  Pay Period End Date 

Status 

PA #	Requestor		Requested Date				Status		
PA000305	Requestor Name		08-APR-2021				Approved		
 Employee ID	First Name	Last Name	Pay Group	Pay No Start	Pay No End	Pay Date Start	Pay Date End	Position	Gross Pay
			B0	2	4	06-JAN-2019	16-FEB-2019		
Requestor Comments									
Requestor Comments									

- PA #
 - Requestor Name
 - Requested Date
 - PA Status (e.g. Pending, Approved, Disapproved)
 - Employee ID, First and Last Name
 - Pay Group, Pay No Start/End, Pay Start and End Dates
 - Position Code
 - Gross Pay
7. Click on the **“+” sign** in front of the Employee ID to view approval details, as well as FOAPAL(s) charged, associated Approver(s), Approval Date and Ledger Amount.

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PA #	Requestor		Requested Date				Status		
PA000243							Pending		
Employee ID	First Name	Last Name	Pay Group	Pay No Start	Pay No End	Pay Date Start	Pay Date End	Position	Gross Pay
			B2	15	16	28-JUN-2020	25-JUL-2020		
Requestor Comments									
test									
FOAPAL	Queue and Description			Level	Status	Approvers	Approval Date	Ledger Amount	
1-	XXXXXX-2000-000000-000000			7AR3-Non-central queue for fund	10	Pending			
Disapproval Reason/Comments									

Note:

- Level 10 Approver = Approval Delegate
- Level 20 Approver = Fund Financial Manager/Principal Investigator
- Level 50 Approver = Central Fund Administrator