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.

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