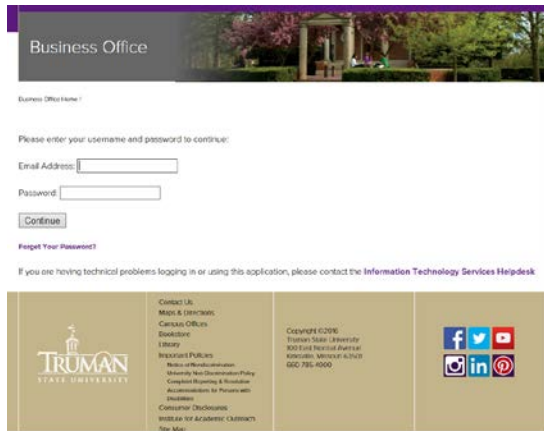


# APPROVING A CLEARANCE REQUEST OFF-CAMPUS

1. Go to <https://secure.truman.edu/businessoffice-s/payroll/iclearances3/offcampus/>

2. Log in



Business Office

Business Office Home /

Please enter your username and password to continue:

Email Address:

Password:

Forgot Your Password?

If you are having technical problems logging in or using this application, please contact the Information Technology Services Helpdesk

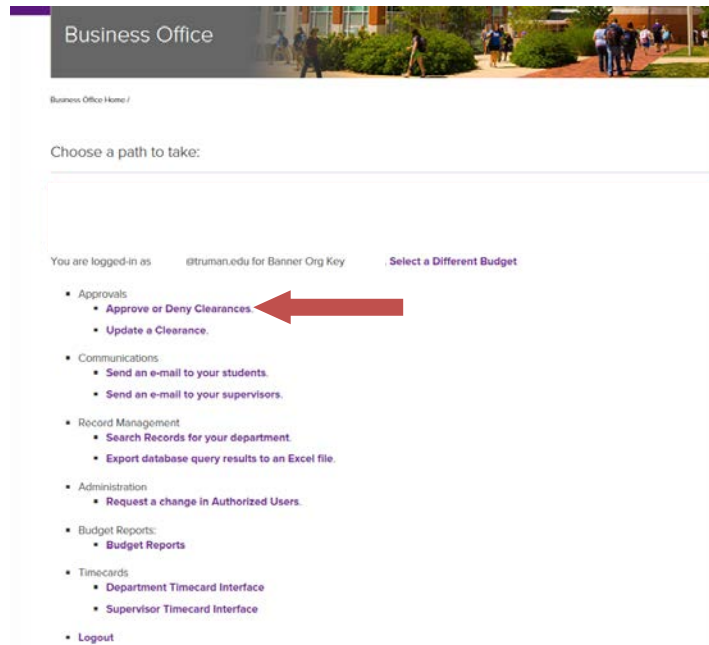
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3. Click “Approve or Deny Clearances”



Business Office

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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

#### 4. Click “Approve or Deny”

Business Office

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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		Approve or Deny

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

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#### 5. 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.

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To save changes to the database, press Update.

Job id Number: 30088 Do Not Edit

Student: [text box]

Banner Fund: [text box]

Banner Org: [text box]

Banner Acad: [text box]

Banner Program: [text box]

Banner Activity: [text box]

Approve or Deny: Approve

By: [text box]

1st Supervisor: [text box]

2nd Supervisor: [text box]

Student Supervisor: [text box]

Relationship: none

Relationship: none

Hours: 13 W

Work Study Award: \$750.00

Semester: Fall 2016

Job Type: Work Study

Pay Rate: \$7.65

Student Comments: [text box]

Comments: [text box]

Update Cancel

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

- Please note, for 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.**

#### 6. Click “Update”