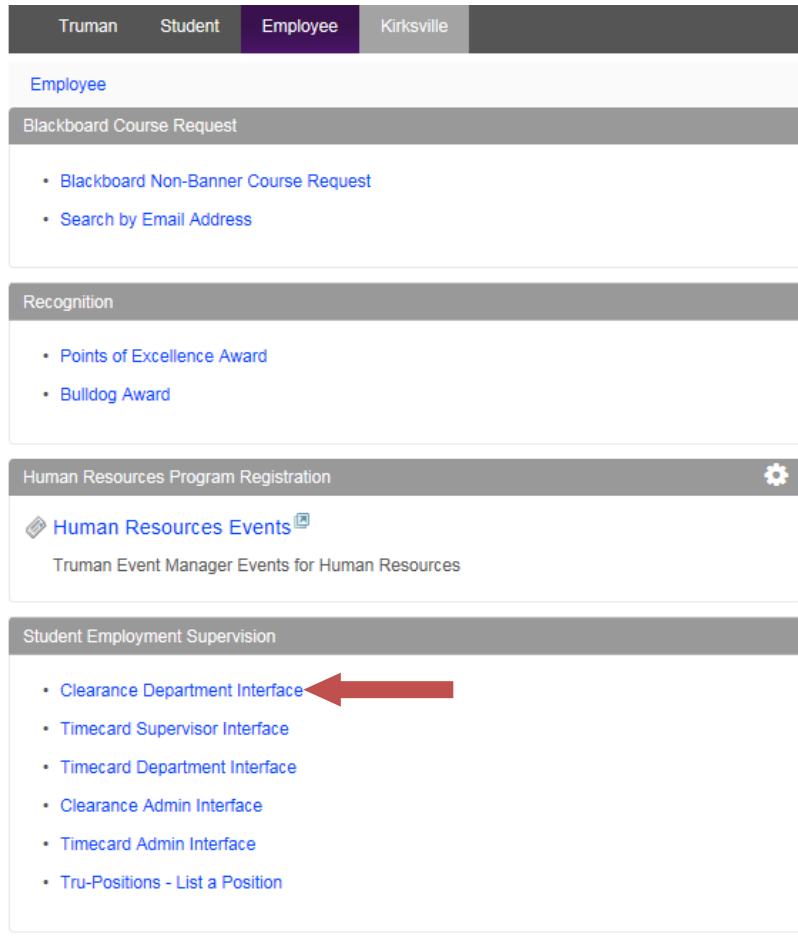


APPROVING A CLEARANCE REQUEST ON-CAMPUS

1. Log in to TruView

2. Click “Employee” Tab

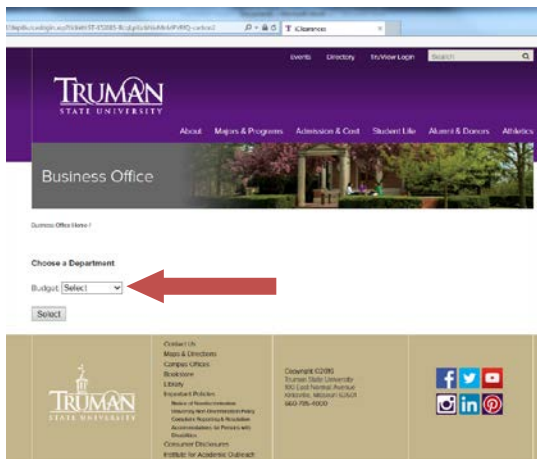
3. Select “Clearance Department Interface”



The screenshot shows the TruView interface with the 'Employee' tab selected. The navigation bar includes 'Truman', 'Student', 'Employee', and 'Kirksville'. Below the navigation bar, there are several sections:

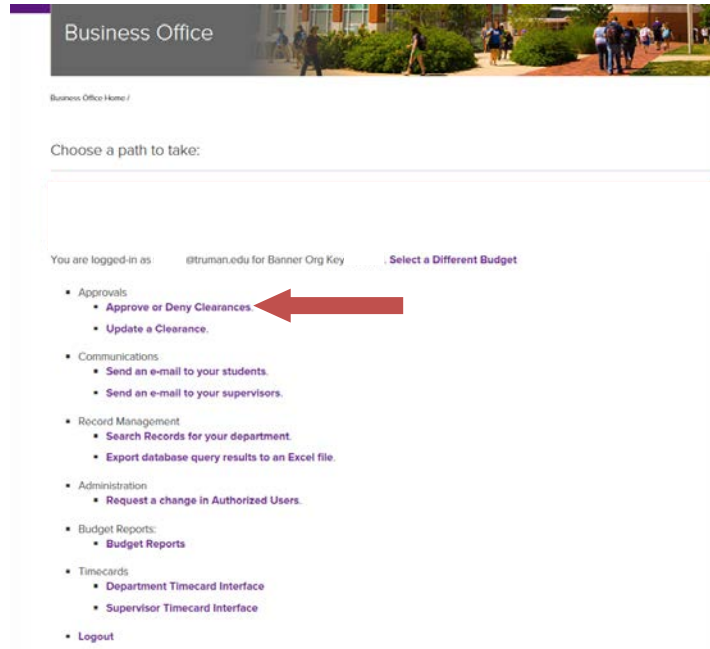
- Employee** (blue link)
- Blackboard Course Request**
 - Blackboard Non-Banner Course Request
 - Search by Email Address
- Recognition**
 - Points of Excellence Award
 - Bulldog Award
- Human Resources Program Registration** (with a gear icon)
 - Human Resources Events (with a calendar icon)
Truman Event Manager Events for Human Resources
- Student Employment Supervision**
 - Clearance Department Interface (highlighted with a red arrow)
 - Timecard Supervisor Interface
 - Timecard Department Interface
 - Clearance Admin Interface
 - Timecard Admin Interface
 - Tru-Positions - List a Position

4. Select your department



The screenshot shows the Truman State University Business Office website. The header includes the Truman State University logo and navigation links: 'About', 'Major & Programs', 'Admission & Cost', 'Student Life', 'Alumni & Donors', and 'Athletics'. Below the header, there is a 'Business Office' section with a photo of a building. Underneath, there is a 'Choose a Department' section with a 'Budget' dropdown menu set to 'Select' (highlighted with a red arrow) and a 'Select' button. The footer contains contact information for the Business Office, including the address: 'Clemens K2085, Truman State University, 100 East Normal Avenue, Kirksville, Missouri 63501, 660.798.4000', and social media icons for Facebook, Twitter, YouTube, LinkedIn, and Instagram.

5. Click “Approve or Deny Clearances”



Business Office

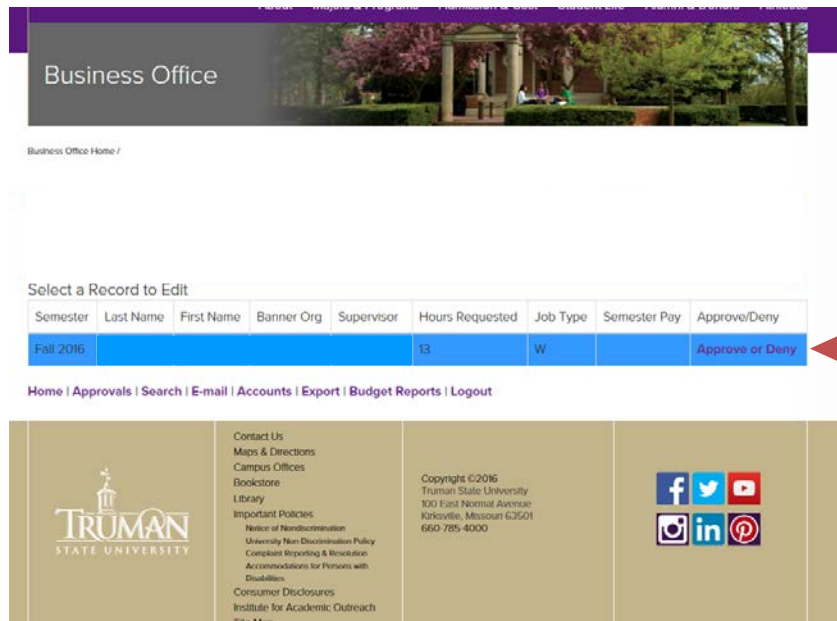
Business Office Home /

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

6. 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		Approve or Deny

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

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100 East Normal Avenue
Kirksville, Missouri 63501
660.785.4000

f t y
i n p

7. 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: [text box]

Banner Fund: [text box]

Banner Org: [text box]

Banner Acct: [text box]

Banner Program: [text box]

Banner Activity: [text box]

Approve or Deny: Approve

By: [text box]

Ist Supervisor: [text box]

2nd Supervisor: [text box]

Student Supervisor: [text box]

Release Number: none

Release Release: none

Hours: 23.4

Work/Study Amount: \$250.00

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

- 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.**

8. Click “Update”