Tracking Approval Status

Users can monitor the approval progress of a requisition at any time.

- To view approval status:
    - Open the requisition.
    - Locate the **Workflow** section displayed on the right side of the document.
    - Review completed, current, and pending approval steps.

The workflow displays:

- Completed approvals
- Current approval assignment
- Pending approval steps
- Specialized reviews, such as IT, Sponsored Research, EHS, or Procurement Services, when applicable.

If a requisition is returned, the workflow will identify where the process stopped so corrections can be made.

