How to Approve or Disapprove Adjustments on Past Payroll Transactions in Minerva

All Fund Financial Managers (FFMs)/ Principal Investigators (PIs) and Fund Administrator(s)/Budget Administrator(s) (1A/1B fund types) of the fund(s) being charged must approve the Past Payroll Adjustment Transaction.

1. If you are the FFM/PI and you have received an email notification, click on the link in the email (log in is required). It will bring you to the Payroll Adjusting Entries Approval screen in Minerva.
   OR
   If you have not received an email:
   o Log in to Minerva (http://www.mcgill.ca/minerva)
   o Go to the Finance (Fund) Administration Menu
   o Select the Adjust Past Payroll Transactions Menu
   o Select the Payroll Adjustments on Past Payroll Transactions menu option.
2. Any transactions, pending your approval, will automatically be displayed on the screen.
3. For each listed Payroll Adjustment and FOAPAL sequence (see yellow highlight above), select an Action from the drop-down list:
   o _____: If left as is, no action will be taken when you click on Submit. The transaction remains with the status "waiting for approval" and it will not be posted to the ledger.
   o _____: Once you click on Submit, the transaction will be approved and forwarded to the next Approver (FFM/PI/ Fund Administrator/Budget Administrator (1A/1B fund types). (to confirm – Leave the Disapproval Reason/Comments box empty). Once all pending approvals are recorded, the payroll adjustment will be sent for posting to the ledger.
     _____ You may query the posted payroll adjustment in Minerva by querying your fund using Budget Query for Fund Holders or the View Documents menu option and select "Journal Voucher" as the document type.
   o _____: If Disapprove is selected, a reason and/or explanation for the disapproval must be entered.

TIP – Approve All:
To apply the Action "Approve" to all transactions listed on the page, click the "Approve All" button.
TIP - Reset:
To clear all selected Actions and Disapproval Reason/Comments, click the Reset button.