PeopleSoft Newsletter

Employee Travel Signature Form Changes

Starting January 1st approvers will only be required to attach the *Travel and Expense Authorized/Ad Hoc Approval Signature Form* to employee travel expense reports when including Ad-Hoc approvals. The following certification has been added to the approval workflow messaging in PeopleSoft to ensure the electronic approvals comply with USC policy:

"By clicking ok, I certify the expenses submitted are accurate and comply with the University of South Carolina Travel Policy (FINA 1.00). I also certify that the expenses were incurred on official business for the University."

This certification takes the place of the signature form in cases where Ad Hoc approval is not used.

Journal Voucher Request Process Changes

JV Request Paper Form Moving to PeopleSoft eForm

As efforts continue to further automate processes, USC's Controller's Office is implementing a new on-line Journal Voucher eForm. The eForm replaces the paper form by allowing users to enter Journal Voucher (JV) requests directly into PeopleSoft and have it go through an electronic approval workflow.

There are two webinars scheduled for January 17th and 22nd to walk users through the process. The JV eForm will go-live on February 1st. People can sign up for the webinars on the PeopleSoft training website.

Journal Vouchers (JV) eForms are used in PeopleSoft to adjust or correct posted and paid AP vouchers. These adjustments or corrections may include but are not limited to departments, funds, accounts and distribution amounts. The use of this JV eForm will allow corrections and adjustments to be connected directly with the original voucher.

Travel, Procurement Card, and Team Card Expense Corrections

Expense Module Correction Forms are used to adjust or correct paid expense reports for Travel, Procurement Cards and Team Cards. These adjustments or corrections may include but are not limited to departments, funds, accounts, projects and distribution amounts. This process allows corrections and adjustments to be connected directly with the original expense report.

The Expense Module Correction Form should be completed, signed and emailed to **GENACCTG@mailbox.sc.edu** along with any supporting documentation. To process these requests more efficiently, please place the following in your email subject:

- Travel Exp. Module Corrections (for Travel expense reports)
- P-Card Exp. Module Corrections (for Procurement card expense reports)
- Team Card Exp. Module Corrections (for Team card expense reports)

Questions or comments? Use the **Contact Us** page to determine where to send your questions or comments.

Classroom Training Dates Recently Added

JV eForm Training
Jan. 17th & Jan. 22nd

Additional new training dates can be found here.

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Security Access Request Form

Some departments are using an outdated security access form. Please click here to verify you have the most current form.

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Previous Newsletter Issues

Click here to access previous issues of the PeopleSoft newsletter.