



Online Time Conflict and Withdrawal/Drop After Census Permission Request Guide

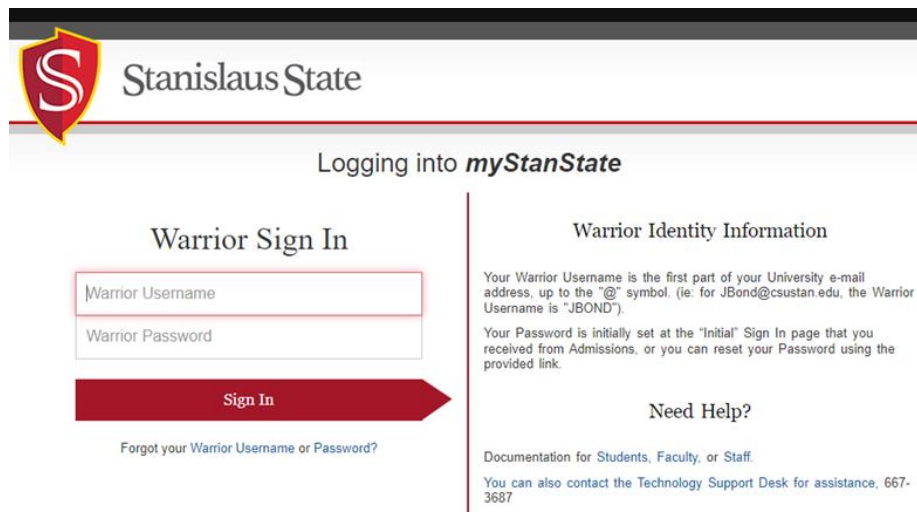
This guide provides instruction on navigating to the worklist, accessing the time conflict or withdrawal/drop permission request, and processing the request.

Upon receiving a notification email indicating “A Permission Request is Ready for Your Review,” you can address the request online through PeopleSoft.

Navigating to PeopleSoft

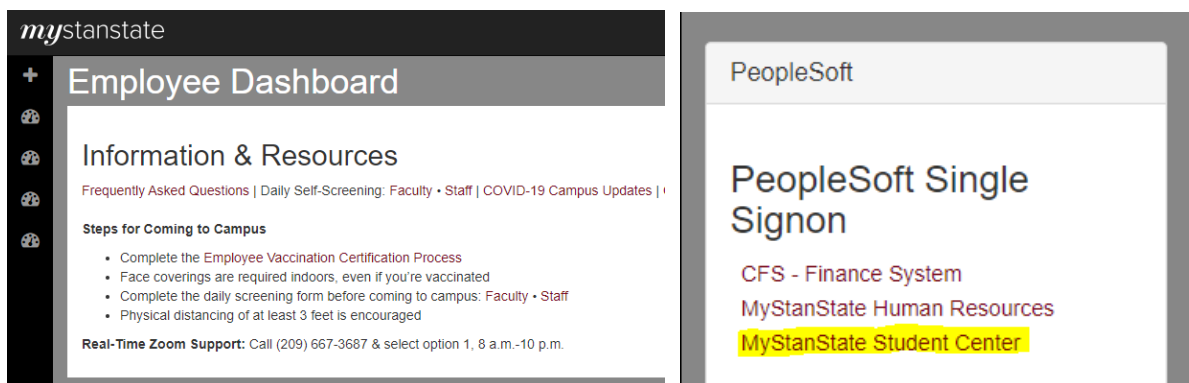
The Worklist and requests are accessible from within **PeopleSoft**. You can navigate to PeopleSoft using the links found on your **myStanState** dashboard.

Using your preferred internet browser, navigate to my.csustan.edu and log in using your Stanislaus State credentials. You will be prompted to log in using Multi-Factor Authentication (MFA). For more information or help with issues involving MFA, please contact OIT.



The image shows the Stanislaus State myStanState login page. At the top is the Stanislaus State logo and the text "Stanislaus State". Below this is a header "Logging into myStanState". The main content area is divided into two columns. The left column is titled "Warrior Sign In" and contains a "Warrior Username" input field, a "Warrior Password" input field, a red "Sign In" button, and a link "Forgot your Warrior Username or Password?". The right column is titled "Warrior Identity Information" and contains explanatory text about the username and password, a "Need Help?" section, and links to "Documentation for Students, Faculty, or Staff" and "You can also contact the Technology Support Desk for assistance, 667-3687".

Upon logging in, you will see your **Employee Dashboard**. Scroll down and locate the box within your **Employee Dashboard** with the header labeled **PeopleSoft**. Within the **Peoplesoft** box will be a header labeled **PeopleSoft Single Signon**. Click the link below this header labeled **MyStanState Student Center** to navigate into **PeopleSoft**.

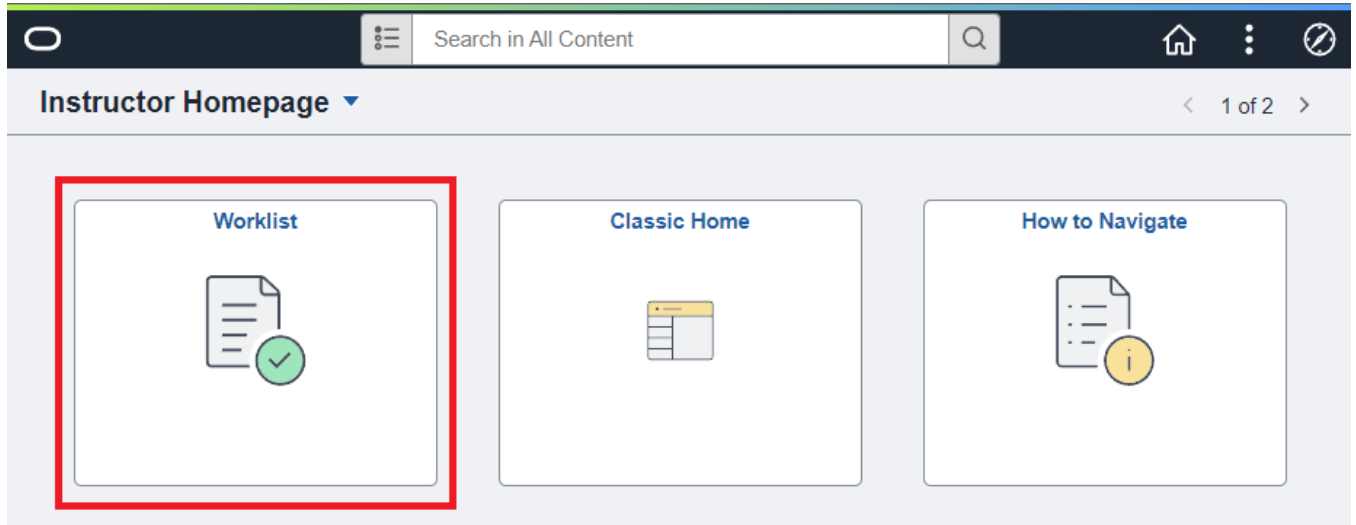


The image shows two side-by-side screenshots. The left screenshot is the "myStanState Employee Dashboard". It has a dark header with the "myStanState" logo and a sidebar with icons. The main content area is titled "Employee Dashboard" and "Information & Resources". It lists "Frequently Asked Questions | Daily Self-Screening: Faculty • Staff | COVID-19 Campus Updates |" and "Steps for Coming to Campus" with a bulleted list: "Complete the Employee Vaccination Certification Process", "Face coverings are required indoors, even if you're vaccinated", "Complete the daily screening form before coming to campus: Faculty • Staff", and "Physical distancing of at least 3 feet is encouraged". At the bottom, it says "Real-Time Zoom Support: Call (209) 667-3687 & select option 1, 8 a.m.-10 p.m.". The right screenshot is the "PeopleSoft Single Signon" page. It has a header "PeopleSoft" and a main section "PeopleSoft Single Signon". Below this are three links: "CFS - Finance System", "MyStanState Human Resources", and "MyStanState Student Center" (which is highlighted in yellow).

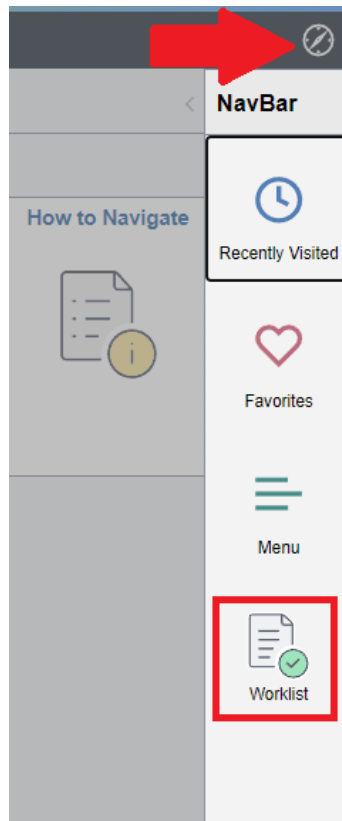
Note that the PeopleSoft link will open a new tab or window. If you have a pop-up blocker, you may need to disable it to allow the window to open. You may also be prompted to log in again with your Stanislaus State credentials.

Navigating to the Worklist

After logging into PeopleSoft, you will land on the **Instructor Homepage**. Click on the **Worklist** icon on your homepage to navigate to the worklist page.



You can also use the NavBar in the upper left corner to navigate to the worklist:



'My Worklist' Page

The worklist can be viewed in Summary View or Detail View.

The screenshot displays the 'My Worklist' interface. On the left, a sidebar contains two tabs: 'My Worklist - Summary View' (highlighted with a red border) and 'My Worklist - Detail View'. The main content area shows the 'Summary View' of the worklist. At the top, there's a 'Worklist' header with a 'Worklist for' dropdown and a 'Detail View' link. Below this is a 'Worklist Filters' dropdown and a 'Feed' button. The main table, titled 'Worklist Items', has columns: 'From', 'Date From', 'Work Item', 'Worked By Activity', 'Priority', and 'Link'. The table contains three rows of data, each representing a unique Permission Request. The first two rows are for 'Withdrawal - [redacted]' and the third is for 'Time Conflict - [redacted]'. Each row has 'Mark Worked' and 'Reassign' buttons. The table also includes pagination controls at the bottom right, showing 'First', '1-3 of 3', and 'Last'.

From	Date From	Work Item	Worked By Activity	Priority	Link
[redacted]	01/10/2023	Approval Routing	Approval Workflow	[dropdown]	Withdrawal - [redacted]
[redacted]	01/10/2023	Approval Routing	Approval Workflow	[dropdown]	Withdrawal - [redacted]
[redacted]	01/10/2023	Approval Routing	Approval Workflow	[dropdown]	Time Conflict - [redacted]

As indicated by their titles, the **Summary View** provides a brief overview of tasks in the worklist, while the **Detail View** provides more information on each item.

The worklist items that require your review will be listed. Each line represents a unique Permission Request: **Withdrawal/Drop After Census** or **Time Conflict**. The student's name and ID will be indicated on the request row.

Worklist Items: Faculty Review and Action

Select one of the permission requests by clicking the hyperlinked messaging in the **Link** column.

Upon selection, you will navigate to the student's Permission Request. Review the information included on the request page. If needed, you may access the student's unofficial transcript as determined by PeopleSoft access.

Withdrawal or Drop After Census

For Drops or Withdrawal After Census Requests, you may access the student's supporting documentation.

ID		Seq No	5	<input checked="" type="checkbox"/> Withdraw All
Name				
Term	2023 Spring			
Submitted On	01/26/2023 3:37:33PM			
Drop After Census - Course(s) Selected				
EDMS 4190-001 SUP (20844)		TBA Room TBA		
Justification				
Due ongoing health problems i am unable to continue with this course.				

Attach Supporting Documentation				
	Description	Document Date	Attached File	View
1				View

	DateTime	Comment
1		

	DateTime		Comment
1			

Enrollment Request ID 0000000000

Student Attended the class: ☒

Last Date of Attendance 01/26/2023 

Approve Deny

The ‘**Student Attended the Class**’ box will be marked. Please provide a last date of attendance before submitting your approval decision. If the student **did not attend**, please un-check the box and leave the **Last Date of Attendance** field blank and continue to your approval.

Select **Approve** or **Deny** indicating your request decision. A comment will be required if the request is denied.

If **approved**, the link will be removed from your Worklist and the next approver (e.g., Department Chair or College Approvers) will be notified to review the pending Permission Request.

If **denied**, the Permission Request will stop at this step and the student will be notified about the denial.

Once all applicable approvers have processed the request, the Office of the Registrar will be notified for final processing. A final email notification to the instructor will be forwarded as confirmation of final processing.



*(Continue to next page for **Time Conflict** instructions)*

Time Conflict

The class that the student is already enrolled in will be displayed. The student will need to enter the class number for the class section causing the time conflict.

ID [REDACTED] Seq # 5
Name [REDACTED]
Career UGRD Term 2023 Spring
Class Nbr 21677 Eartraining & Sightsinging IV
MUS 2330-001 MoWeFr 10:00AM - 10:50AM
ACT (21677) Music 046

Submitted On 02/01/2023 3:06:18PM

Permission(s) to Request

☒ Time Conflict

Time Conflict

21677	MUS 2330-001 ACT (21677)	MoWeFr 10:00AM - 10:50AM Music 046
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Justification Box

One of the courses is online so i can do the work assignments at a later time.

	DateTime	User		Comment
1				

Enrollment Request ID

Approve

Deny

Requested Class

▼

Status: Pending

Approvers

Pending

Multiple Approvers
Instructor

Time Conflict

▼

Status: Awaiting Further Approvals

Approvers

Not Routed

Multiple Approvers
Instructor

OTR

▼

Status: Awaiting Further Approvals

Approvers

Not Routed

Multiple Approvers
Office of the Registrar

Select **Approve** or **Deny** indicating your request decision. A comment will be required if the request is denied.

If **approved**, the link will be removed from your Worklist and the next approver (e.g., Additional Instructor) will be notified to review the pending Permission Request.

If **denied**, the Permission Request will stop at this step and the student will be notified about the denial.

Once all applicable approvers have processed the request, the Office of the Registrar will be notified for final processing. A final email notification to the instructor and student will be forwarded as confirmation of final processing.

For questions or assistance, contact Enrollment Services (209) 667-3264