

Return for Correction

Location(s): Universal Worklist (UWL)

Purpose: If the travel request or expense report has errors or is missing information, the approver may send it back for correction.

- 1. Log into myNKU.
- 2. Select Universal Worklist tab.

NKU	J				
 Back 	Forward 🕨	History	Favorites	Help	
Home Universal Worklist Compensation Management					
Univers	al Worklist				

3. Click the underlined subject for the travel expense to send back for correction.

Note: The subject line does not need to be highlighted before clicking on the underlined subject.

	Tasks (2 / 2) Notifications Tracking		
:	Show: New and In Progress Tasks (2 / 2)		
Ē	Subject	ļ	From
	Travel Request_0000011822 for 18 Training		Training18, Student
(Travel Expenses for Trip 0000011821 for 17 Training		Training17, Student
	 dm) 		

- 4. A new window will open.
- 5. Click Send Travel Expense Back for Correction to return to the initiator.

Travel	Expenses for Trip 0000011821 f	or 17 Tr	aining		
Sent Dat	te: Today by Training17, Student			Priority:	Medium
Status:	New				
Descripti	ion: Please approve or send back for	correctio	n the travel	expense.	
	Personnel Number: 00007514 Trip Number:0000011821 Destination:Cincinnati Reason:NCAA Meeting at UC Departure: Return: Cost (Estimated): 0.00 Cost (Reimbursed): 5.06				
Require	d Reading:		Created Or	Created By	
Туре	EmployeeTrip: 0000011821 - Display	Ohiect	Created Or	Created by	
		00000			
Attachm	ients:				
Туре	Title	Created	I On Creat	ed By	
-	EmployeeTrip: 0000011821				
Travel E Approve	Expenses for Trip 0000011821 for 17 e Travel Expanse Send Travel Expe	Training: ense Bacl	k for Correct	ion	



6. A confirmation will appear at the top of the window.

Successful

7. Click Refresh to update Tasks list.



8. Click the underlined subject that displays Enter CHANGE Text for Trip...

Subject	
Enter CHANGE Text for Trip 0	

9. Enter the reason the expense report is being sent back.



10. Click Save to save the text.



• A confirmation message will display

Document changed

11. Click Send... to send the information to the initiator.

Send...

• A confirmation message will display that the document was sent.

Workflow: Execute Op	eration on V	Nork Item	
Menu			
Close Window			
\frown			
Document sent		SAP	