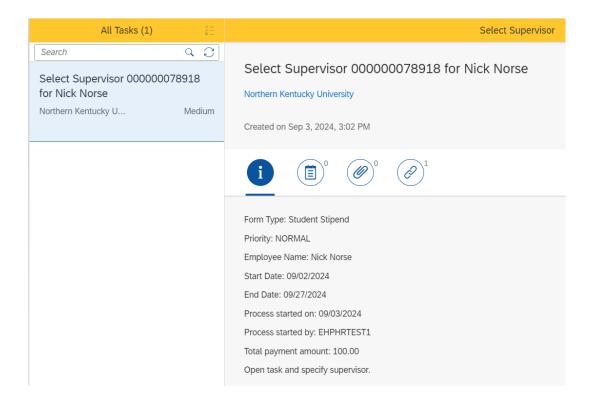
Select Supervisor



Purpose: Once a student stipend is initiated, the initiator selects the supervisor. This form is used to choose the supervisor of the student working the stipend position. This choice will dictate whom the form will workflow to, to start the approval process of the student stipend.

Note: Before beginning this process ensure that your selected supervisor has PAR approval access or else the Student Stipend will error before the next step.

A summary of the information can be viewed on the initial screen, as highlighted below.



To process the **Approve Request** screen, click on the **Open Task** Icon, on the bottom right-hand corner of the screen.

Show Log Claim Open Task



Task: Student Stipend - Select Supervisor

Task: Student Stipend - Select Supervisor

Choose Agents

Name
Org. Unit

If you know the username of the employee, then you can type that into the white box and hit enter or click the green check.

✓

 Refresh

 Expand distribution list OrgObjects

 Testing

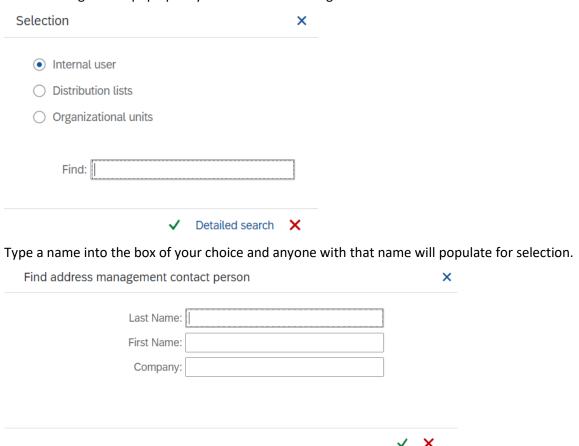
 T

If you don't know the username then click the white box and then the box with overlapping blue boxes.

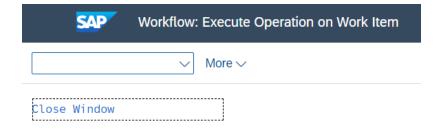




The following should pop up on your screen. Click the green check.



Once you have selected a supervisor, you click the green check. You should see this message after it has submitted.



Close the window and notify the supervisor that the stipend should be in their inbox to approve.