Manager's Guide

Manager Guide for workauth.cores.utah.edu

- Managing Work Authorizations

Managing Work Authorizations

Location

Manager Interface Link: https://workauth.cores.utah.edu/#/manage

Authentication

Login using uNID

Search Bar

The search bar will match any information displayed on the table (eg. Account Title, PI Name, etc.)

Modes

- **Pending** - Waiting approval from the user provided approver. Authorizations in this state may be forced
- **Approved** - Work authorizations that have been approved by the user provided approver. Ready for processing and entry into the resource system.
- **Denied** - Work authorizations that have been denied by the user provided approver.
- **Rejected** - Work authorizations that have been rejected by the admin office.
- **Archived** - Work authorizations that have been entered into the resource system and are archived for reference.

Management Actions

- **Pending**
  - Resend Approval Request email to user provided approver
  - Force Approval - Skip user approval and mark approved.
  - Delete - Delete this request
- **Approved**
  - Claim request - Mark the approved request as claimed for processing
  - Unclaimed - Revert to unclaimed
  - Archive - Only available if claimed by you. Mark the request as completed and archive it.
  - Delete - Delete this request
- **Denied**
  - Delete - Delete this request

- **Rejected**
  - Delete - Delete this request
- **Archived**
  - Delete - Delete this request