



OwlPay- Add Additional info to Returned Request Job Aid 4

This job aid is designed to help Kennesaw State University employees add additional documents or comments to a returned Request.

Adding additional documentation after a Request has been Returned

1. Log in to KSU Connect from campus.kennesaw.edu or access the request through the link in the email sent and then Log in.
2. Click on the tab **OwlPay System**.
3. Select **View my OwlPay Requests** from the Requesters tab.
4. A list of requests will appear. Select the request number needed.
5. Add attachments requested or comment in the **Special Instructions** in response to Approver or AP Reviewer.
6. Press **Save & Submit**.
7. Routing for Approvals process will start from the beginning.
Note: Request will stay in returned status until requester saves & submits.

Request Canceled

1. Once a request has been canceled no further action can take place.
2. The status will update to say it was **Canceled**.

Note: Use preferred methods of payment per the [KSU Procure to Pay Matrix](#). Policy violations will be issued to the Requester if the guidelines are not followed.