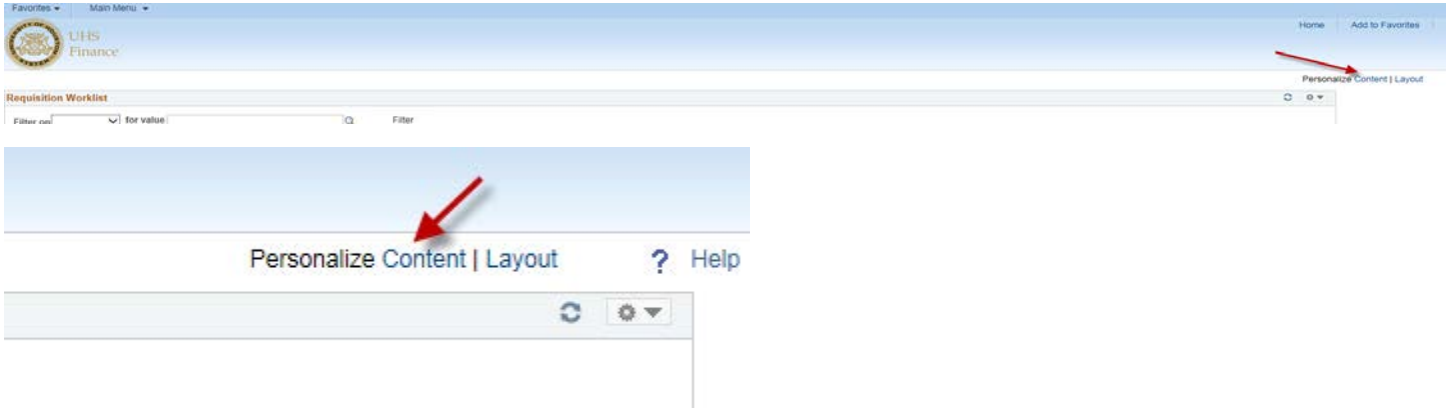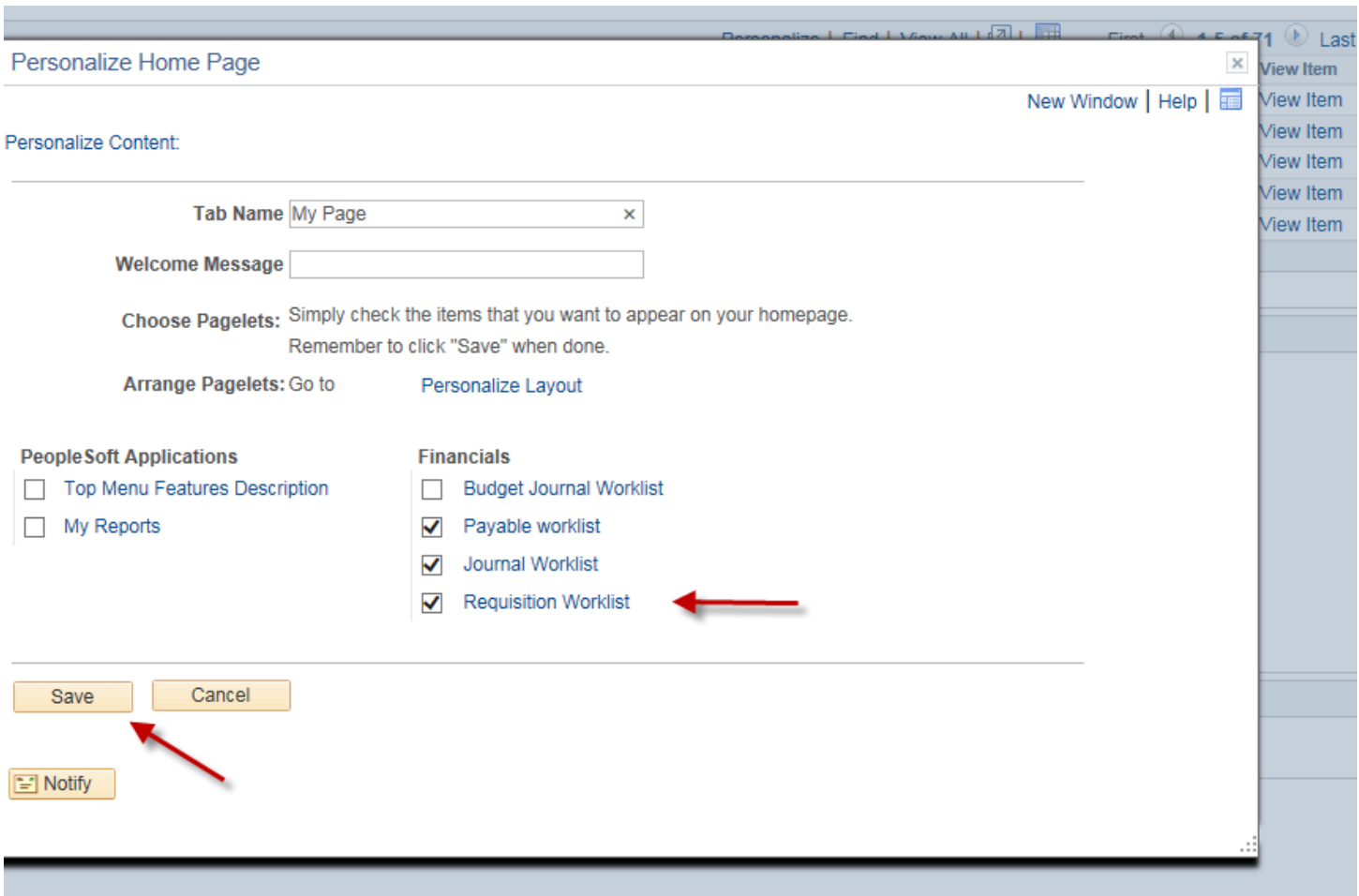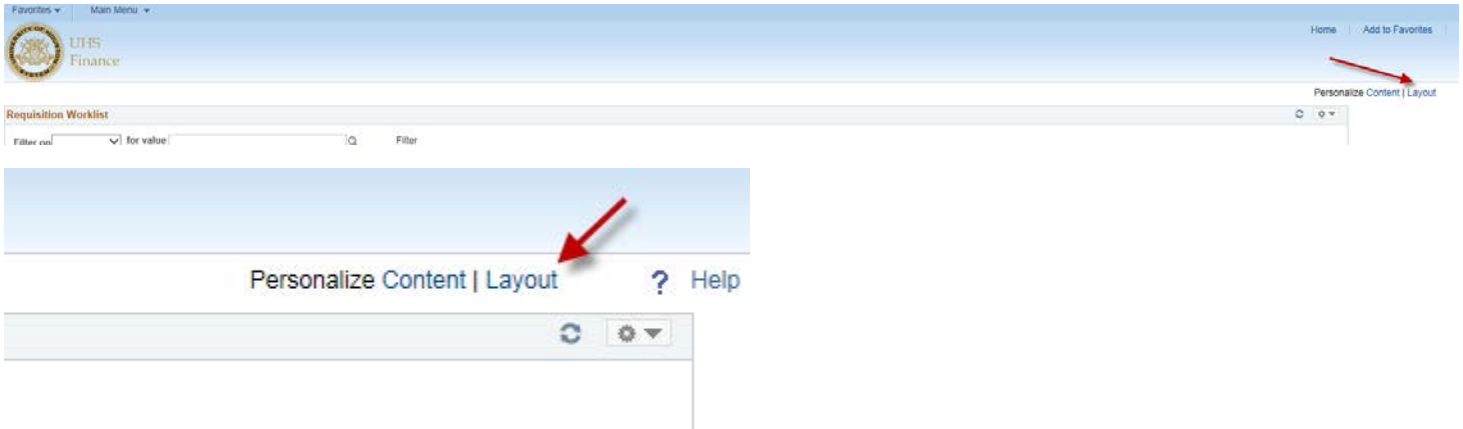# Adding Worklist/Layout in PeopleSoft

1. Login to PS Finance, click on Content (blue hyperlink) located top right.

2. Select all worklist that may apply and then Save.

3. To change the layout, select Layout (blue hyperlink) located top right.

4. Select preferred layout (see below) and then Save.