

View Authorized Driver Status in Peoplesoft

<https://cfo.asu.edu/defensive-driving-training>

Department Security Roles

Access will be available by 11/1

- **Dept DL Admin View:**
 - Only for departmental monitoring compliance
 - Navigation: ASU Customization > ASU Security > Manage Security Requests > **Create Security Request**

Human Capital Management (HR) - HR Personnel (HR)	
<input type="checkbox"/> ASU Renewal Approval	<input type="checkbox"/> OHR Note Pad View
<input type="checkbox"/> ASU Renewal Submission	<input type="checkbox"/> OHR Payroll Configuration
<input type="checkbox"/> BTS Form Admin	<input type="checkbox"/> OHR Person Profile Setup
<input type="checkbox"/> CC Modify Personal Info Scr	<input type="checkbox"/> OHR Personnel Administrator W/E
<input type="checkbox"/> CERN Blower User	<input type="checkbox"/> OHR Personnel Configuration
<input type="checkbox"/> Checklist Admin	<input type="checkbox"/> OHR Personnel Power User
<input type="checkbox"/> Checklist Approver	<input type="checkbox"/> OHR Personnel Super User
<input type="checkbox"/> Checklist Originator	<input type="checkbox"/> OHR Personnel View
<input type="checkbox"/> Checklist Reviewer	<input type="checkbox"/> OHR Position Mod Recruiter
<input type="checkbox"/> Compensation Administrator	<input type="checkbox"/> OHR Query Run-Only
<input type="checkbox"/> Component Interface HCM role	<input type="checkbox"/> OHR Renewal Approval
<input checked="" type="checkbox"/> Dept DL Admin View Only	<input type="checkbox"/> OHR Renewal Submit & Approval
<input type="checkbox"/> DL Data MVR Record	<input type="checkbox"/> OHR Setup HRMS1

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To view information for authorized driver, navigate to the Driver Authorization Status page in Peoplesoft. If you do not have access, request the **Dept DL Admin View Only** role which will allow managers to see employees in their department.

If the employee/volunteer is outside of your department, you will need to ask that employee/volunteer's Department HR Specialist for their status. To check the status of a volunteer use the HR Analytics Authorized Driver report.

ASU

Dept Driver Authorization View

Select an option below to view driver status for employees in your departments

[View All Employees](#) Lists all employees you are authorized to view.

[Select Custom Filters](#) Select custom filters, which allows you to select which criteria is used to display employees in your departments.

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The **Driver Authorization Status** page allows you to view by employee ID or department ID, under select custom filters.

Employee Data | **Driver Data**

Driver Authorization Status	Driving Requirement	Position (Updated?)	Position Number	MVR Date	State	Driver Authorization Form Consent	Date of Consent	Driver Training Date
1 Authorized	Optional		105275	9/15/2022	AZ	Yes	08/22/2018	8/22/2018

Click the Submit button to save changes to the Position Driving Requirement

[Submit](#)

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Then click the **Driver Data** tab. This will show you the status and allow you to update the driving requirement. It should be optional for faculty/staff traveling on ASU business. Once updated, click the submit button to save any changes.