View Authorized Driver Status in Peoplesoft

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

Department Security Roles

Access will available by 11/1

- Dept DL Admin View:
  - Only for departmental monitoring compliance

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.

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

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.