The finance portion of PeopleSoft is now live, ushering in a new era of streamlined business process management and employee self-service for the university system. With this new change comes a newly implemented RRV process.

Please begin using the New RRV Form immediately for all RRV requests. Also note, a copy does not need to be sent along with the original voucher. Please only send the original form and any documentation that needs to be sent with the check. Keep the copy for your records. When filing out the form, please be sure all information is correct. The system will not be able to determine false information (i.e. zip code not matching the city or state that was recorded). Instructions on how to fill out the new form are listed below. If you have any questions about the form, please contact palmerby@mailbox.sc.edu.

Employees can now visit finance.ps.sc.edu and sign in using their Network username and password.
- Once signed in, select the Main Menu drop down from the top of the screen.
- Next, select USC Conversion, followed by USC Chartfield Mapping, and lastly USC Department/Fund Inquiry.
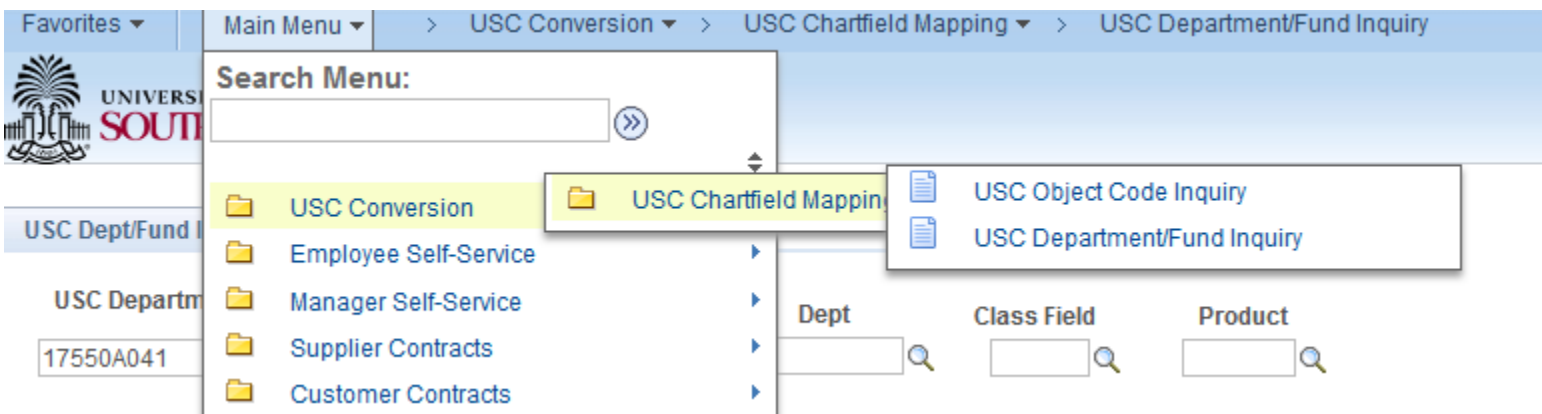
In the USC Department Fund box, begin typing in your old Dept. No and Fund Code, and it should begin to populate your new information into the crosswalk.

- Use the information found in your cross walk to begin filling out the new RRV request form.
- Please be sure to select information from the current fiscal year. Also, the object code is now the account code.