WORKS Approval Reminders: On Thursday evenings, a weekly transaction approval reminder is generated automatically from WORKS and sent to accountholders and approvers.

The WORKS weekly email notification describes transactions which may require you to take action within the WORKS application. The WORKS application accumulates transaction data throughout the week and that data triggers the email. WORKS does not differentiate between unapproved and approved data so you will receive a notification even if you have signed-off. This cannot be reconfigured by Brown.

If you have any questions about this WORKS notification, please email pcard-administrator@brown.edu.

The PCard website has been updated to include training materials, future training dates, updated forms and a link to the updated PCard policy. We suggest bookmarking the website for quick and easy reference.