

Approve/Deny/Pushback a Single Additional Pay Request

Once an additional pay request has been submitted the request will be available for all level 1 approvers. Additional approvers will be able to access the request once the level above has approved.

A request can be approved or denied by level 1 and 2 approvers.

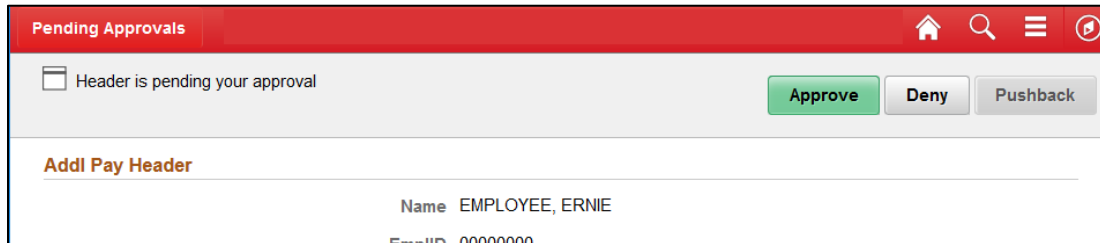
Once all approvals are completed the individual who entered the request will be notified by email.

NOTE: If you do not see an expected request on the approval list it means that someone else has already approved the request.

NOTE: If denying a request they should be denied one at a time.

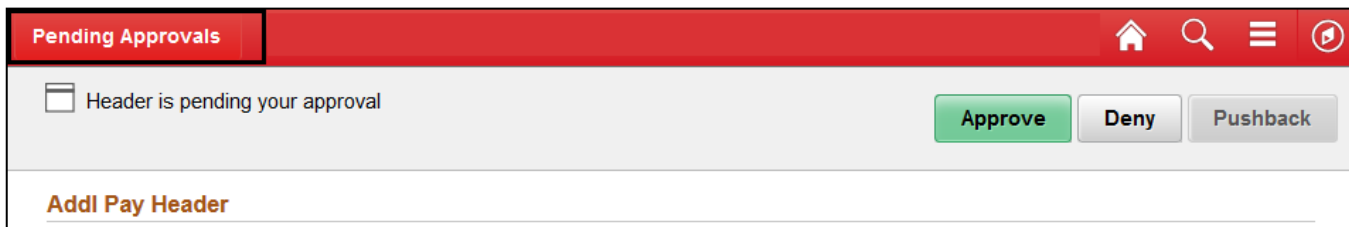
Single Request

1. Click on the request.
2. Review the request information.
3. Click the appropriate action button in the upper right corner.
 - a. *Approve* – moves the request through the process.
 - b. *Deny* – send the request back to the enterer. This can be used if the payment should not pay or if there is a mistake to be corrected.
 - c. *Pushback* – only available for level 2-5 approvers, it will send the request back one approver level for additional review.



The screenshot shows a web interface titled "Pending Approvals". At the top, there is a red navigation bar with icons for home, search, menu, and refresh. Below the bar, a message states "Header is pending your approval" with a checkbox icon. To the right of this message are three buttons: "Approve" (green), "Deny" (grey), and "Pushback" (grey). Below this is a section titled "Addl Pay Header" with a horizontal line. Underneath the line, the text "Name EMPLOYEE, ERNIE" and "EmpID: 00000000" is visible.

4. Enter a comment, if appropriate.
 - a. A comment is required for any denied request.
5. Click **Submit**.
6. To return to the list of approvals, click the Pending Approvals button in the upper left corner.



This screenshot is identical to the one above, showing the "Pending Approvals" interface. The "Approve" button is highlighted in green, indicating it is the active selection.