Approve an Incidental Pay Request

Trigger:

Concept

Job Aid and Business Process

Purpose
This business process provides managers with the information to approve requests for stipends, commissions, severance pay and payout of annual leave, using the Incidental Pay Request page.

Assumptions
¬ Employee must be entered into PeopleSoft.
¬ The pay is for a stipend or a commission, for severance pay, or for payout of annual leave.

Responsibility/Role
¬ Managers, Supervisors.
Required Field(s)
- Enter Manager Status
- Enter New Row in Justification and Comments
- Save
- Update Work List with Mark Worked

Output - Results
Request is forwarded to next approver

Additional Information
None
Procedure

This business process provides managers with the information to approve requests for stipends, commissions and other special pays using the Incidental Pay Request page.

Home > Worklist

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Begin by navigating to your Worklist. Click the Worklist link.</td>
</tr>
</tbody>
</table>
### Step 2

**Action**

Click the **Worklist** link.

The system often provides alternative ways to navigate through an action. You may use the link displayed across the page, or use the link in the menu list to the left.
### Step 3

To view or take action on a task, click an entry in the **Link** column.

Select *100000049* to approve the Incidental Pay Request generated for Joss Stone.

### Step 4

The details of the Incidental Pay request will be displayed.

Read this carefully!
Step | Action
--- | ---
5. | Whether you approve, deny or recycle the request, you should add documentation, even if it is very simple and brief. To do this, add a new "row" or comment space, to keep these notes separate from the requestor's comments. Click the **Add a new row at row 1** button.

6. | In the new space, enter any information that is specific to any approvers or processors down the line. (Note that you will sometimes see "tips" with alternate techniques for how to do things.) Enter "**Manager Approved 2/12/08**".

7. | Click the **Manager Status** list.
8. Click an entry in the list that describes the approval status. Choices include:

**Approved** - the request is approved. You must enter comments specific to funding information for the incidental pay request i.e. FRS number, position number, department id, etc – anything that will define the source of funding for the additional pay.

**Denied** - the request is denied. It will be cancelled by the system and cannot be reused. You must enter comments justifying the denial.

**Recycled** - the request is denied but sent back to the requestor. You must enter comments justifying the recycle with instructions for change. After the requestor makes the changes it can be resubmitted through workflow for approval. Click the **Approved** list item.
### Step 9

**Action**

Saving the request with the Manager Status **Approved** routes the request to the next approver. Click the **Save** button.

### Step 10

**Action**

Before you proceed further, note that the Status for this action (upper right) is now "Pending."

There is one more step. Return to the Worklist by clicking the **View Worklist** button.
### Step 11.
The worklist displays again. Now you can remove this task from your list.

Find the item you just approved, **100000049**.

Click the **Mark Worked** button.

![Mark Worked button](image)

### Step 12.
Notice that the task item for 10000049 has been removed from the worklist.

![Mark Worked button](image)

### Step 13.
Click the **Home** link to leave the worklist.

![Home link](image)
14. Congratulations! You have completed the process to Approve an Incidental Pay Request.

End of Procedure.