Approve an Incidental Pay Request

1. Begin by navigating to your Worklist. Click the Worklist link.

2. 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.

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.

4. The details of the Incidental Pay request will be displayed.

   Read this carefully!

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 a valid value e.g. "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.

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

10. 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.

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.

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

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

14. Congratulations! You have completed the process to Approve an Incidental Pay Request. **End of Procedure.**