

SUPERVISORS & DELEGATES

HR/PAY 9.2 APPROVALS DASHBOARD

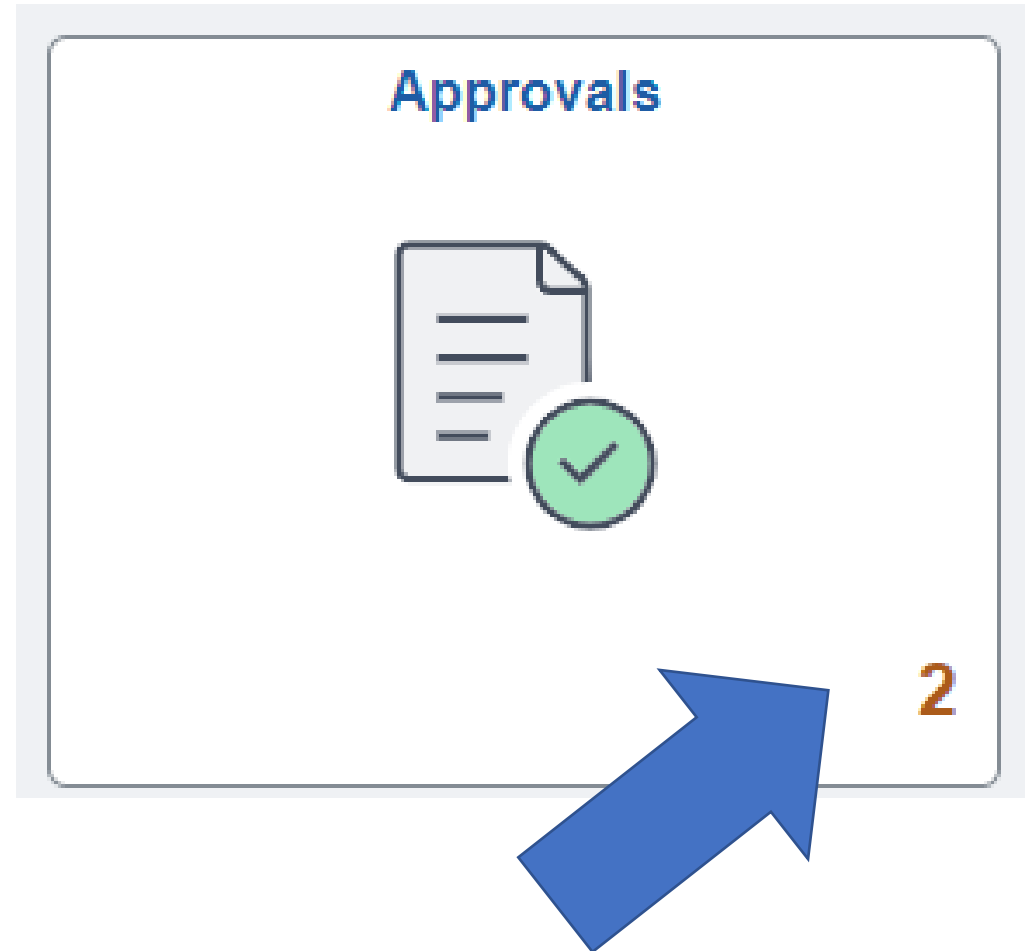
HUMAN RESOURCE MANAGEMENT

HR/PAY HOME PAGE MANAGER (HR.KU.EDU)



APPROVALS

Approvals Tile will display a count of transactions pending for approval.







APPROVALS TILE

*The left menu will list the types of pending approvals and quantity.

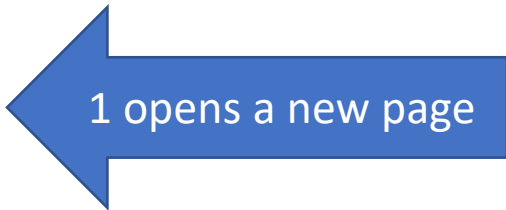
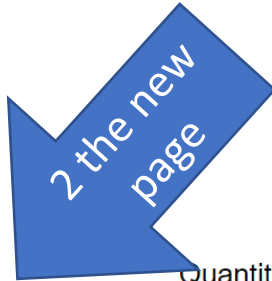
*The right side of the page will list all the pending items.

*You may click on the left menu type to reduce the items on the right by the type selected. This selection also opens up non-detailed approval boxes. (See next slide for detail approval page.)

*You may also use the filter icon on the top left for additional selection. Selecting Payable Time for this example.

View By		Type	▼
	All	22	
	Absence Request	1	
	Delegation of Authority	1	
	Payable Time	20	

<input type="checkbox"/>	Payable Time Employee Eleven	Quantity for Approval 14 Hours 07/07/2021 - 07/08/2021	Routed 07/22/2021	>
<input type="checkbox"/>	Payable Time Employee Four	Quantity for Approval 8 Hours 05/31/2021 - 05/31/2021	Routed 07/22/2021	>
<input type="checkbox"/>	Payable Time Employee FiftyFive	Quantity for Approval 10 Hours 05/31/2021 - 05/31/2021	Routed 07/22/2021	>



APPROVE PAYABLE TIME DETAIL PAGE

If an individual day is not accurate, do not check Approve, Deny or Push Back the row. Instead, work with the employee to correct the timesheet. Do Approve the rows that are accurate as to not delay pay.



Employee Eleven
Functional Systems Analyst Sr

☰ 2 line(s) are pending your approval

Payable Time Details

2 rows

Select	Report Date	Time Reporting Code	Quantity	
<input type="checkbox"/>	07/07/21	REG - Regular Earns	8 Hours	>
<input type="checkbox"/>	07/08/21	REG - Regular Earns	6 Hours	>



Approver Comments

ABSENCE ACTION

The left menu will list the types of pending approvals and quantity.

The right side of the page will list all the pending items.

You may click on the left menu type to reduce the items on the right by the type selected. This selection also opens non-detailed approval boxes. (See next slide for detail approval page i.e., displays balances, comments etc..)

You may also use the filter icon on the top left for additional selection. Selecting Absence Request for this example.

The screenshot shows a web interface for managing absence requests. On the left is a navigation menu with a 'View By' dropdown set to 'Type'. The menu items are: 'All' (22), 'Absence Request' (1), 'Delegation of Authority' (1), and 'Payable Time' (20). The 'Absence Request' item is highlighted in green. A blue arrow labeled '1 opens a new page' points to the 'Absence Request' item. On the right, there are three buttons: 'Approve' (green), 'Deny' (grey), and 'Pushback' (grey). A blue arrow labeled '2 the new page' points to the 'Approve' button. Below the buttons is a table titled 'Absence Request' with 1 row. The table has a checkbox in the first column and the following text: 'Absence Request', 'Comp Time Leave, 5 Hours', 'Routed', and 'Employee Four', '08/16/2021', '08/16/2021'. Below the table is a section titled 'Approver Comments' with a text input area.

Absence Request				1 row
<input type="checkbox"/>	Absence Request	Comp Time Leave, 5 Hours	Routed	>
	Employee Four	08/16/2021	08/16/2021	

Approver Comments

ABSENCE REQUEST DETAILS

You may Approve, Deny or Pushback the absence request.

Deny and Push Back allows the employee to edit the absence and resubmit or cancel.



Employee Four

Functional Systems Analyst Sr

Approve

Deny

Pushback

Absence Details

Absence Name Comp Time Leave

Reason Self

Start Date 08/16/2021

End Date 08/16/2021

Partial Days Start Day Half Day

Duration 5 Hours

Current Balance 35.72 Hours [Disclaimer](#)

Requester Comments

There are no requester comments

Request History >

Approver Comments

Approval Chain >

SIGN OFF SECURELY - Select the 3 dots on right side of banner and select Sign Out.

Please see additional training materials located at <https://humanresources.ku.edu/manager-self-service>

Human Resource Management

HR/Pay Team contact hrpay@ku.edu 785/864-0600

