

Approvals

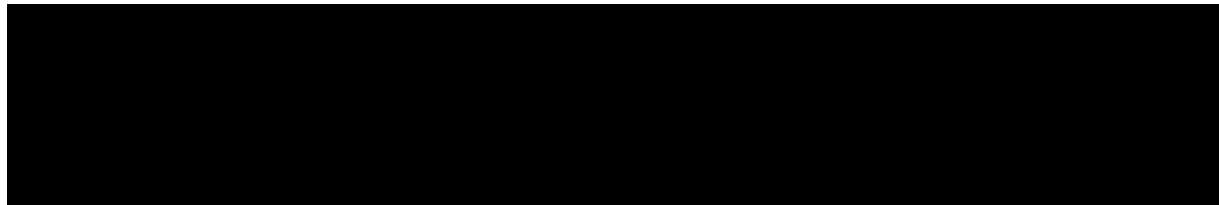
Workforce Compensation

Managers can view their own Approval status for a Compensation worksheet submission and the status for subordinate managers. This guide addresses the process to approve a manager's worksheet submission or respond to request additional information or return for correction.

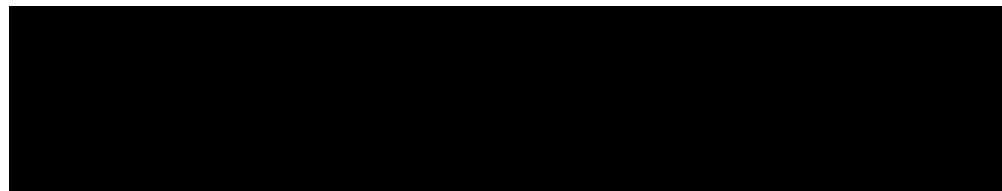
View Approval Status

To view your Approval status after submitting a Compensation worksheet:

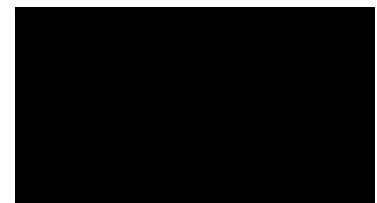
- Access the **Compensation Workforce** screen which is visible when you first open **Workforce Compensation** or from the **Tasks** menu
- In the [REDACTED] section, the open cycle plans are listed and the [REDACTED] column will note if your manager has approved your submission.



- Click the [REDACTED] icon to see the series of actions taken by you and your manager with regards to the Compensation worksheet.



- In this same window, mouse over the Comments icon(s) to view any notifications sent by your manager regarding the submitted worksheet.



Reference Guide

To view the Approval status for your managers:

- Access the [REDACTED] tab of the Compensation worksheet - there are two ways to navigate to this location:
 1. Select [REDACTED] from the [REDACTED] dropdown menu from the Compensation Workforce screen




OR

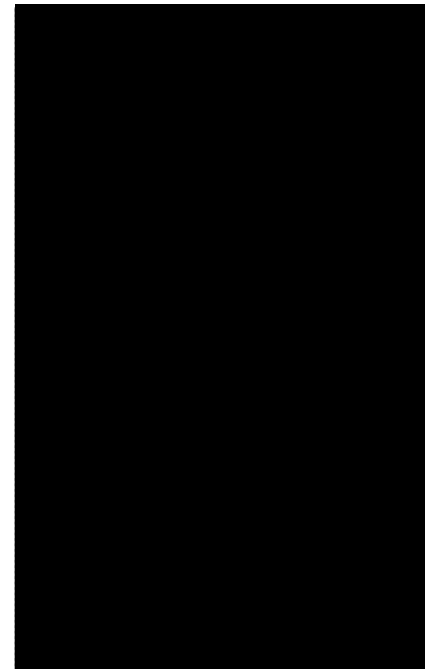
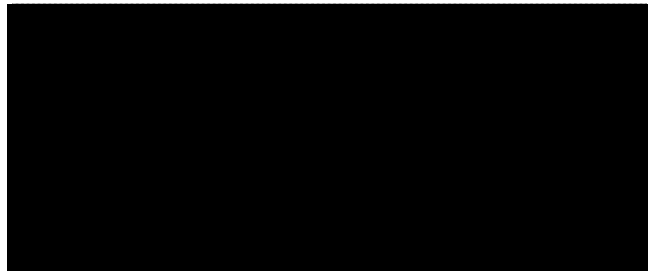
2. Click on the [REDACTED] in the Tasks pane and then click the [REDACTED] tab and [REDACTED] link

- In the [REDACTED] tab, you can see all your direct reports listed.
 - The Manager's [REDACTED] column notes whether they have started work, if you have made a budget available to them, if they have submitted a Comp worksheet for approval, or if it is "In Approvals" meaning you have approved their submission and it awaits final authorization. This is confirmed in the [REDACTED] column.


- In order, the Statuses are:
 - Not Started
 - Budget Available
 - Work in Progress
 - Submitted
 - In Approvals
 - Fully Approved – when recommendations can be communicated
 - Processed

The Team Status and Action History icons show more information:





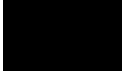
-  shows the Manager Status in a graphical and list view. Click  in this window to see details for each manager including job, legal employer, contact information and more.
-  shows any steps taken to date by you and this manager.



Approve Submissions

Approving a manager's worksheet submission is also done in the  tab of the Compensation worksheet.

To approve a manager worksheet:

- Select the row of the 
- Click  in the toolbar and choose to approve  or 
- Click 

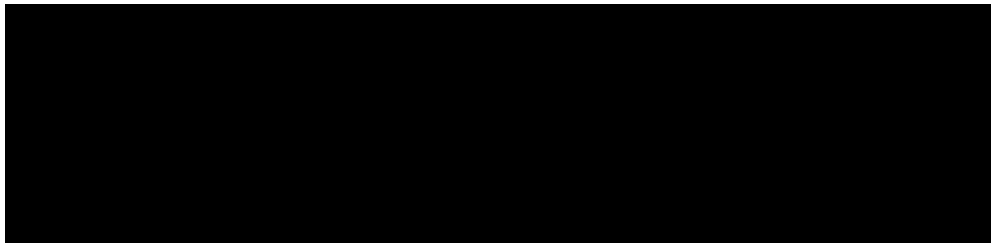


Respond with Non-Approval

If you do not wish to approve a manager's submission, you can choose to request more information from them to make a decision regarding approval or return the submission for them to make corrections or changes.

To perform either of these actions:

- Select the row of the [REDACTED] worksheet to address
- Click either [REDACTED] or [REDACTED] in the toolbar



- For either action, a pop up window will appear where you can enter a message to the subordinate manager.
NOTE: Higher level managers will be able to see this message.

- When selecting [REDACTED] the access for that manager's worksheet will change so that they can go back in and make changes to resubmit the worksheet.

- Click [REDACTED]

