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 column, the open cycle plans are listed and the column will note if your manager has approved your submission.

- Click the 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.
To view the Approval status for your managers:

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

OR

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

- In the [tab name] tab, you can see all your direct reports listed.
  - The Manager’s [column name] 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 [column name] column.

  - In order, the Statuses are:
    - Not Started
    - Budget Available
    - Work in Progress
    - Submitted
    - In Approvals
    - Fully Approved – when recommendations can be committed
    - 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 Compensation tab of the worksheet.

To approve a manager worksheet:

- Select the row of the manager
- 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 worksheet to address
- Click either or 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 the access for that manager’s worksheet will change so that they can go back in and make changes to resubmit the worksheet.

- Click