




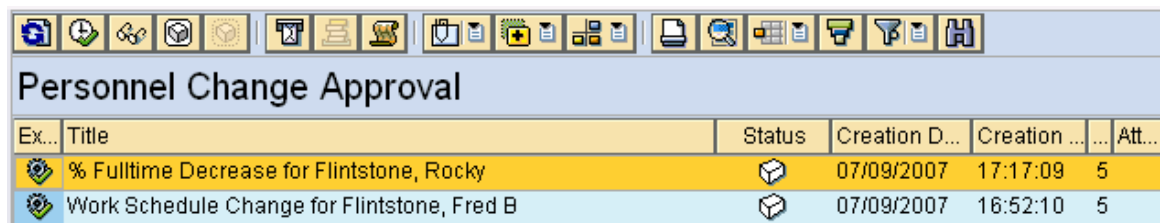






Basic Steps for Approving a Human Resource Action Request

- Click on  (**Workplace**).
- Expand the  (**Inbox**) by clicking on the arrow.
- Click on  (**Workflow**). Workflow items will be displayed in the window on the right side of the screen.
- To see only the Personnel Change Approval workflow items, expand the  by clicking on the arrow and then click on .
- In workflow, the change action requests begin with words that describe of the type of change requested, followed by the name of the employee whose record is to be changed. For example:



| Ex... | Title | Status | Creation D... | Creation ... | Att... |
|---|---|---|---------------|--------------|--------|
|  | % Fulltime Decrease for Flintstone, Rocky |  | 07/09/2007 | 17:17:09 | 5 |
|  | Work Schedule Change for Flintstone, Fred B |  | 07/09/2007 | 16:52:10 | 5 |

- Double-click on the workflow item to reserve it and start the change action request.
- Check the change information on the request.
- Add comments, if needed.
- Click on the appropriate button to approve/reject the request. If you reject a request, a screen will prompt you to add comments as to why it is being rejected.

NOTE: Be sure to release any workflow items that you reserve but choose not to approve or reject at that time.