

A Pending Approver should use the following process to approve a Pending Change:

1. Navigate to **HR & Payroll > Approvals > Pending Employee Changes**.
2. Select the **Check Date** from the dropdown menu along the column on the right side of the page, where applicable.

Changed Employee		
Name	Effective Date	• Check Date
[Blurred]	On Approval	
[Blurred]		03/22/2022 ▾
[Blurred]	On Approval	
[Blurred]		03/22/2022 ▾
[Blurred]	On Approval	
[Blurred]	On Approval	

- This date refers to the Begin Check Date associated with the change once approved.
 - The **Check Date** dropdown menu does not appear for Pending Changes with an **Effective Date** of **On Approval**.
3. Approve all visible Pending Changes by selecting **Approve All** at the bottom of the page.

- Approve only specific Pending Changes by selecting the checkboxes for several Pending Change **Pages** and selecting **Approve Selected**.

Page / Current Status					
<input checked="" type="checkbox"/>	Page	Current Status	Status Date	Status By	Next Actor
<input checked="" type="checkbox"/>	Direct Deposit	Pending Add	3/20/2022 7:15:38 AM		Pending Approver
<input type="checkbox"/>	Direct Deposit	Pending Add	1/28/2022 5:57:40 PM		Pending Approver
<input type="checkbox"/>	Direct Deposit	Pending Add	10/4/2021 12:39:11 PM		Pending Approver
<input checked="" type="checkbox"/>	Tax Detail (TX)	Pending Add	10/30/2020 2:29:32 PM		Pending Approver

- Review details for an individual Pending Change by selecting an individual Pending Change's **Page** link.
 - Make any edits if necessary and select **Save & Approve** to approve the Pending Change.
 - Select **Return** to navigate to the Pending Changes page without yet approving the Pending Change.

View Approved Pending Changes

- Navigate to **HR & Payroll > Approvals > Pending Employee Changes**.
- Select only **Approved** from the **Current Status** dropdown menu.
- Disable the **Limit list to changes I can Approve / Decline only** option.
- Select **Search**.

Pending Changes Limit list to changes I can Approve / Decline only

Page: All items checked
 Current Status: **Approved** Pending Only

Status Date From:
 Status Date To:

Current Status By / Next Actor: -- All --
 Changed Employee: Employee Id, Last Name, First Name

Decline a Pending Change

A Pending Approver should use the following process to decline a Pending Change:

- Navigate to **HR & Payroll > Approvals > Pending Employee Changes**.
- Decline all visible Pending Changes by selecting **Decline All** at the bottom of the page.

3. Decline only specific Pending Changes by selecting the checkboxes for several Pending Change **Pages** and selecting **Decline Selected**.

Page / Current Status					
<input checked="" type="checkbox"/>	Page	Current Status	Status Date	Status By	Next Actor
<input checked="" type="checkbox"/>	Direct Deposit	Pending Add	3/20/2022 7:15:38 AM		Pending Approver
<input type="checkbox"/>	Direct Deposit	Pending Add	1/28/2022 5:57:40 PM		Pending Approver
<input type="checkbox"/>	Direct Deposit	Pending Add	10/4/2020 12:39:11 PM		Pending Approver
<input checked="" type="checkbox"/>	Tax Detail (TX)	Pending Add	10/30/2020 2:29:32 PM		Pending Approver

Approve Selected **Decline Selected** Approve All Decline All

4. Select an individual Pending Change's **Page** link to view the details of that single Pending Change. Selecting **Decline** will only decline that individual Pending Change.