



# **business\_overview\_loginpageapprovalsomma ry**



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## Approval Summary

If you have at least one approval responsibility in ASCENDER, the Approval Summary is displayed on the ASCENDER Home Page with a list of your assigned approval types.

Click [here](#) for a complete list of approval types that are included in the Approval Summary based on your profile.

<b># Pending</b>	Displays the number of pending approval items for the corresponding approval type.
<b>ID/Freq</b>	Displays the ID or pay frequency tied to the pending item, if applicable.
<b>Approval Type</b>	Displays a link to the page where you have pending approval items.

Approval Summary		
# Pending	ID/Freq	Approval Type
1	C/4	<a href="#">Payroll &gt; Approve CIP Transaction</a>

In this example, there is one pending record for Payroll > Approve CIP Transaction.

☐ Click the applicable link. The selected page opens in a separate browser window.

Home Maintenance > Approve CIP Transaction Payroll

### APPROVE CIP TRANSACTION

Employee Number:  Retrieve

Date Reviewed:  Mark Reviewed Approve Reject Skip

Details	Position Type	Position Number	Position Description	Billet	Sch YR	Job Code	Begin Date	End Date	Status
	P	PSD1802	CHILDCARE PROVIDER	00002	2017	1802	08-01-2016	02-10-2017	Active

☐ Perform the necessary action to satisfy the pending item.

☐ Navigate back to the ASCENDER Home page and refresh your browser.

You will notice that the count under **# Pending** is reset to 0 for the pending item that you just approved.

## Approval Summary

# Pending	ID/Freq	Approval Type
0	C	<a href="#">Finance &gt; Approve Budget Amendment</a>
0	7	<a href="#">Finance &gt; Approve Budget Amendment</a>
0	C/4	<a href="#">Payroll &gt; Approve CIP Transaction</a>
0	C/5	<a href="#">Payroll &gt; Approve CIP Transaction</a>
0	C/6	<a href="#">Payroll &gt; Approve CIP Transaction</a>
0		<a href="#">Payroll &gt; Self-Service Payroll Approval</a>
0		<a href="#">Personnel &gt; Self-Service Demographic Approval</a>
0	C/4	<a href="#">Position Management &gt; PMIS Payroll Rejections</a>
0	C/5	<a href="#">Position Management &gt; PMIS Payroll Rejections</a>
0	C/6	<a href="#">Position Management &gt; PMIS Payroll Rejections</a>
0		<a href="#">Purchasing &gt; Approve Bundle Requisitions</a>
0		<a href="#">Purchasing &gt; Approve Requisitions</a>
0		<a href="#">Purchasing &gt; Next Year Approve Requisitions</a>
0	1	<a href="#">Warehouse &gt; Approve Inventory Restock Requisitions</a>
0	1	<a href="#">Warehouse &gt; Approve Warehouse Requisitions</a>