



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.

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

# Pending	ID/Freq	Approval Type
1	C/4	Payroll > Approve CIP Transaction

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.

Maintenance > Approve CIP Transaction Payroll

APPROVE CIP TRANSACTION

Employee Number:

Date Reviewed:

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	Finance > Approve Budget Amendment
0	7	Finance > Approve Budget Amendment
0	C/4	Payroll > Approve CIP Transaction
0	C/5	Payroll > Approve CIP Transaction
0	C/6	Payroll > Approve CIP Transaction
0		Payroll > Self-Service Payroll Approval
0		Personnel > Self-Service Demographic Approval
0	C/4	Position Management > PMIS Payroll Rejections
0	C/5	Position Management > PMIS Payroll Rejections
0	C/6	Position Management > PMIS Payroll Rejections
0		Purchasing > Approve Bundle Requisitions
0		Purchasing > Approve Requisitions
0		Purchasing > Next Year Approve Requisitions
0	1	Warehouse > Approve Inventory Restock Requisitions
0	1	Warehouse > Approve Warehouse Requisitions