



business_overview_loginpageapprovalsomma ry

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If you have at least one approval responsibility in ASCENDER, the Approval Summary is displayed on the ASCENDER homepage 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.

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

In this example, the user has one pending approval item for Payroll > Approve CIP Transaction.

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

☐ Perform the necessary action to satisfy the pending item.

☐ Log out of ASCENDER and then log back in to refresh this page.

Notice that the count under **# Pending** resets to 0 after the item is 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