



# 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.

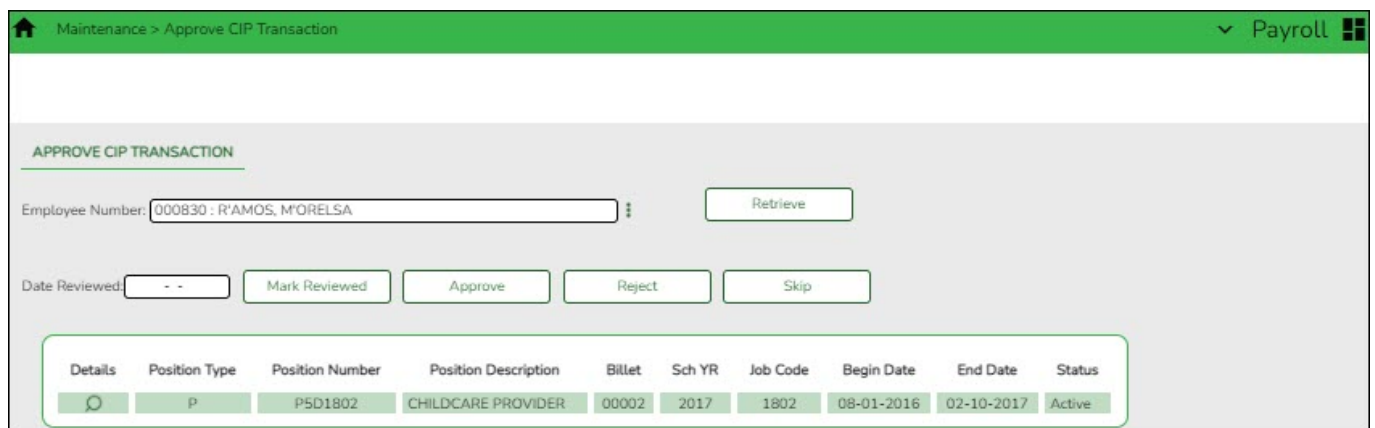
<b># Pending</b>	Displays the number of pending approval items for the corresponding approval type.
<b>ID/Freq</b>	Displays the ID or pay frequency tied to the pending item, if applicable.
<b>Approval Type</b>	Displays a link to the page where you have pending approval items.



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

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.



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.

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

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