



business_overview_loginpageapprovalsomma ry

Table of Contents

business_overview_loginpageapprovalssummary i

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.

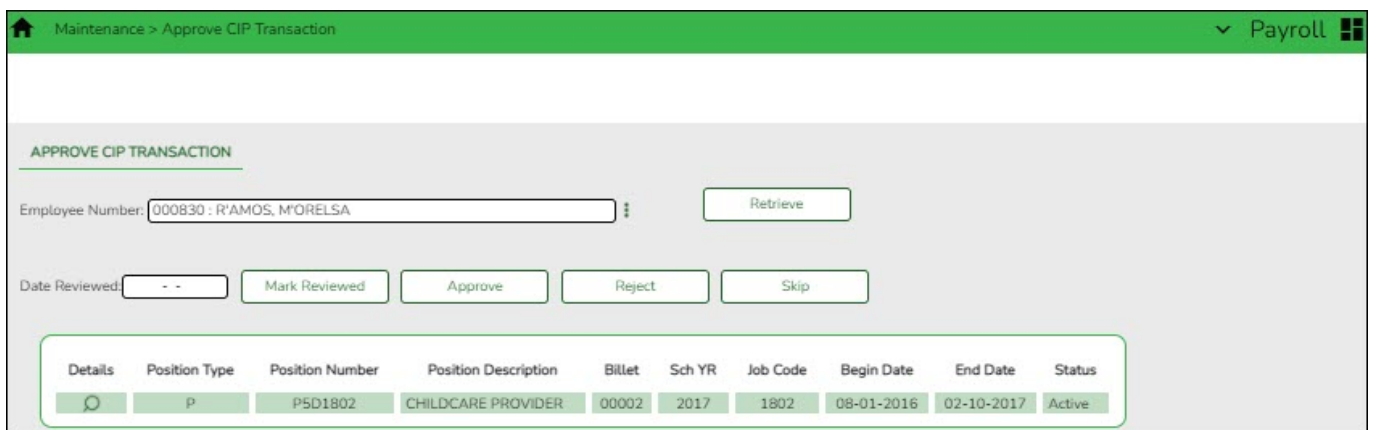
Click [here](#) for a complete list of approval types that are included in the Approval Summary based on your profile.

| | |
|----------------------|--|
| # 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. |



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 the homepage.

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 |