

Payroll Approval by Alternate - HRS6000

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This page displays employee EmployeePortal Self-Service requests pending approval by the logged-on alternate approver. The page allows the alternate approver to approve or disapprove and save the changes. When the alternate approver selects **Approve** and saves, the database is updated with the requested change.

The ED20 (Demo) and ED25 (Demo Adj) records are automatically created when any demographic information changes are approved on this tab.

View pending requests:

Field	Description
Approver ID	Indicates the logon user ID. The user name is displayed to the right.
Employee Nbr	Displays the employee number.
Employee Name	Displays the employee name.

❑ Under **Demographic**, click **OPEN** to switch to the Demographic Approval tab to approve or disapprove demographic data.

❑ Under **Payroll**, click **OPEN** to switch to the Payroll Approval tab to approve, disapprove, or delete payroll data.