

Pending - HRS6000

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This page allows you to view a list of employees who have EmployeePortal Self-Service requests pending approval for the logged-on user ID.

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.