


# Pending - HRS6000

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***Payroll > Self-Service > Pending***

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.