

Pending by Alternate - HRS6000

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This page provides a list of EmployeePortal Self-Service requests pending the approval of the logged-on user (alternate approver). Alternate approvers can approve and disapprove requests as needed. When a request is approved and saved, the database is updated with the requested change.

Additionally, if any demographic information changes are approved from this tab, the ED20 (Demo) and ED25 (Demo Adj) records are automatically created.

View pending requests:

Field	Description
Approver ID	Displays the user ID of the logged-on approver. 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.