

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.

Note: If trying to approve pending W-4 changes and a Lock-in Letter has been issued for the employee (i.e., IRS the **Lock-In Letter** field is selected on the Payroll > Maintenance > Staff Job/Pay Data > Pay Info tab), the following warning message is displayed: “W-4 changes cannot be processed because an IRS Lock-in Letter has been issued. You can disapprove the changes to remove them from the approval queue or contact an administrator for further information.”