



**Pending - HRS6000**



Table of Contents

Pending - HRS6000 ..... 1



# Pending - HRS6000

## ***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:**

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



## Back Cover