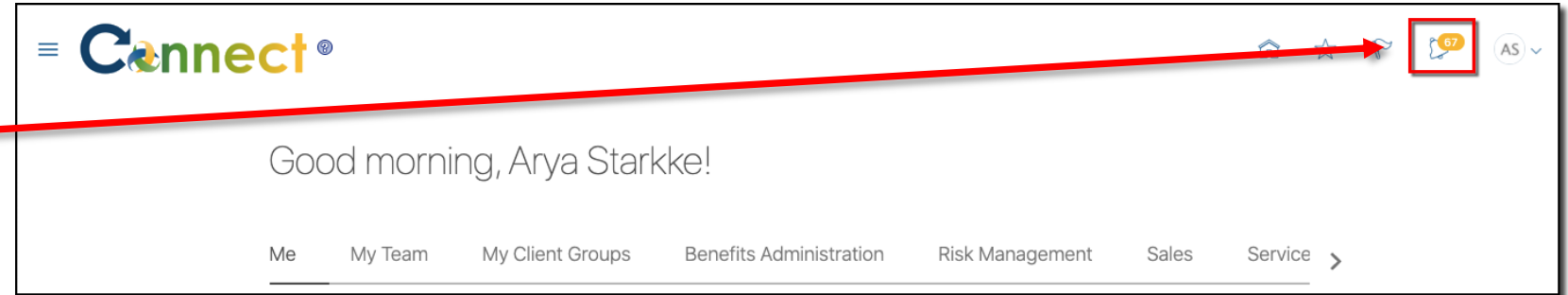
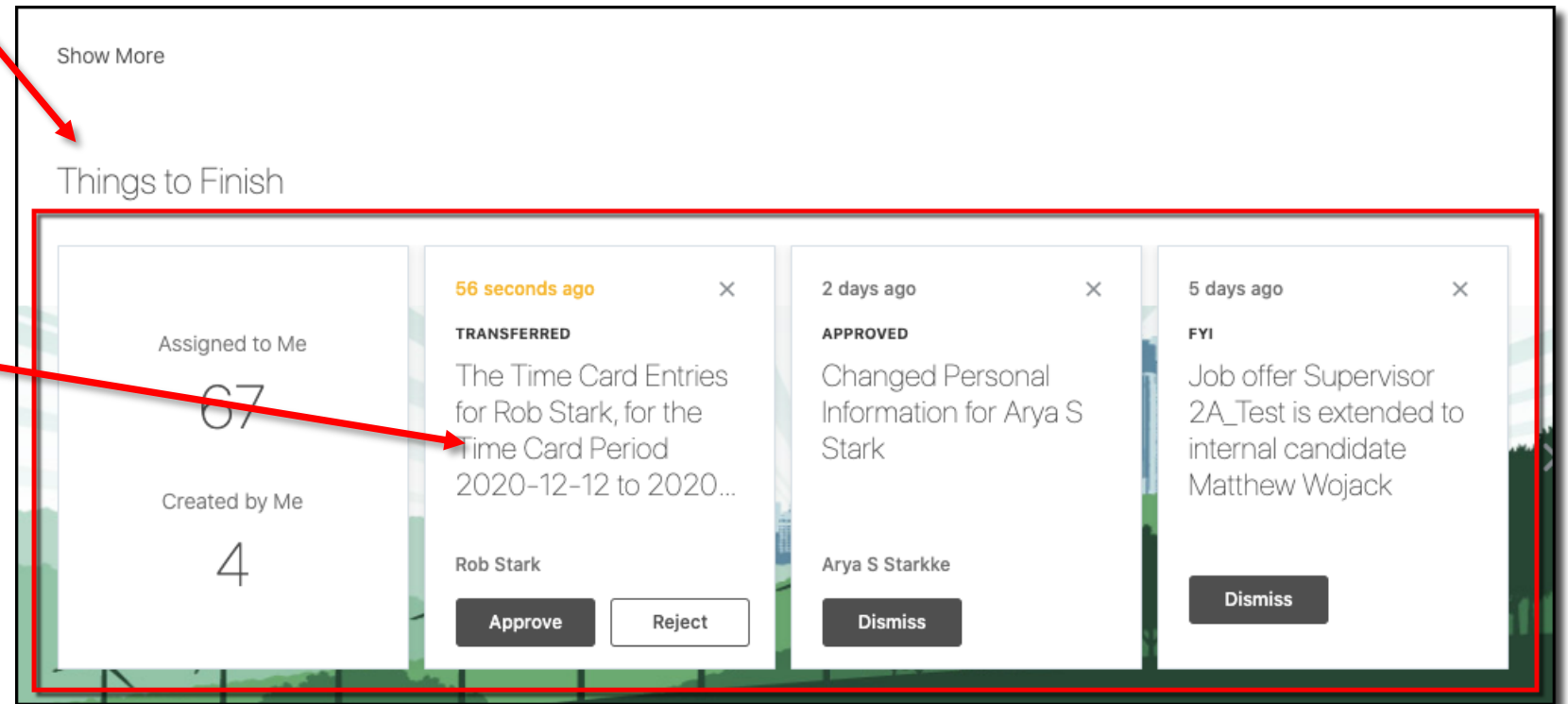


Note: Approval notifications can be located via email or within Connect from the **Notifications** icon at the top of the page or from **Things to Finish** at the bottom of the page.



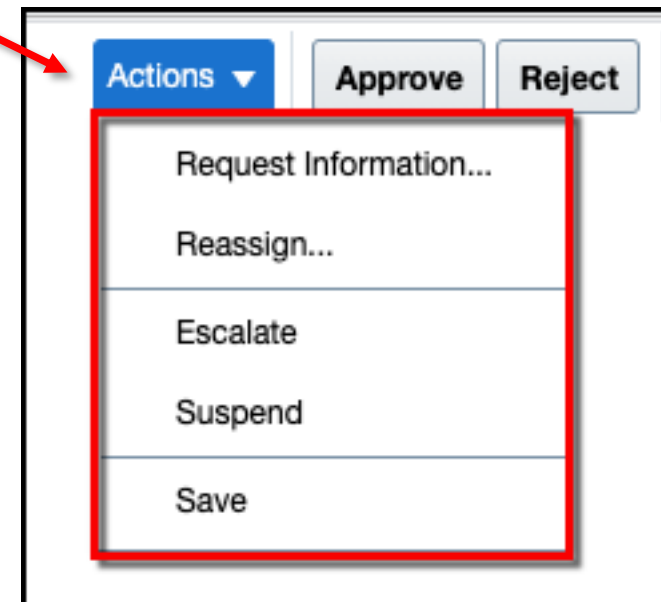
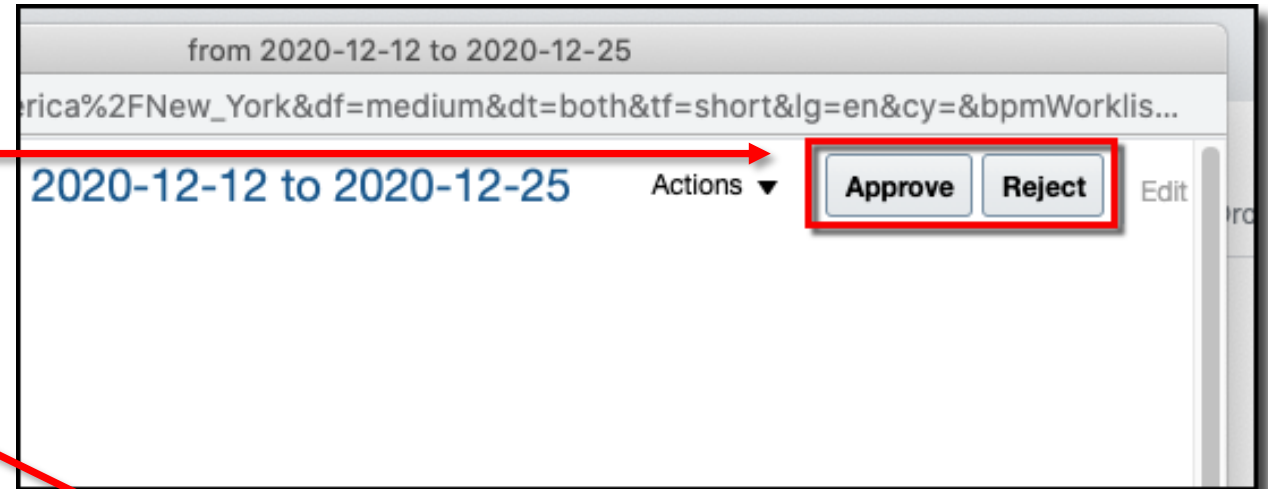
Note: This example applies to a timecard approval, but these actions also apply to most other approvals.



1. To view the **Approval Actions**, click into the desired approval task

Note: Approval transactions can be “Approved” or “Rejected”

Or additional **actions** can be taken



Note: The table provides a description of the available actions.

Action	Description
Approve	Approves the task, and the task completes or moves on to the next approver.
Reject	Rejects the task and sends it back to the originator.
Request Information	Asks the task creator or any of the previous approvers for more information.
Reassign	Reassigns the current approval task to a different approver.
Escalate	Reassigns the task to your direct manager.
Suspend	Puts the task on hold until it's resumed. In the meantime, no one is assigned to act on it.
Save	Saves the task in its current state.

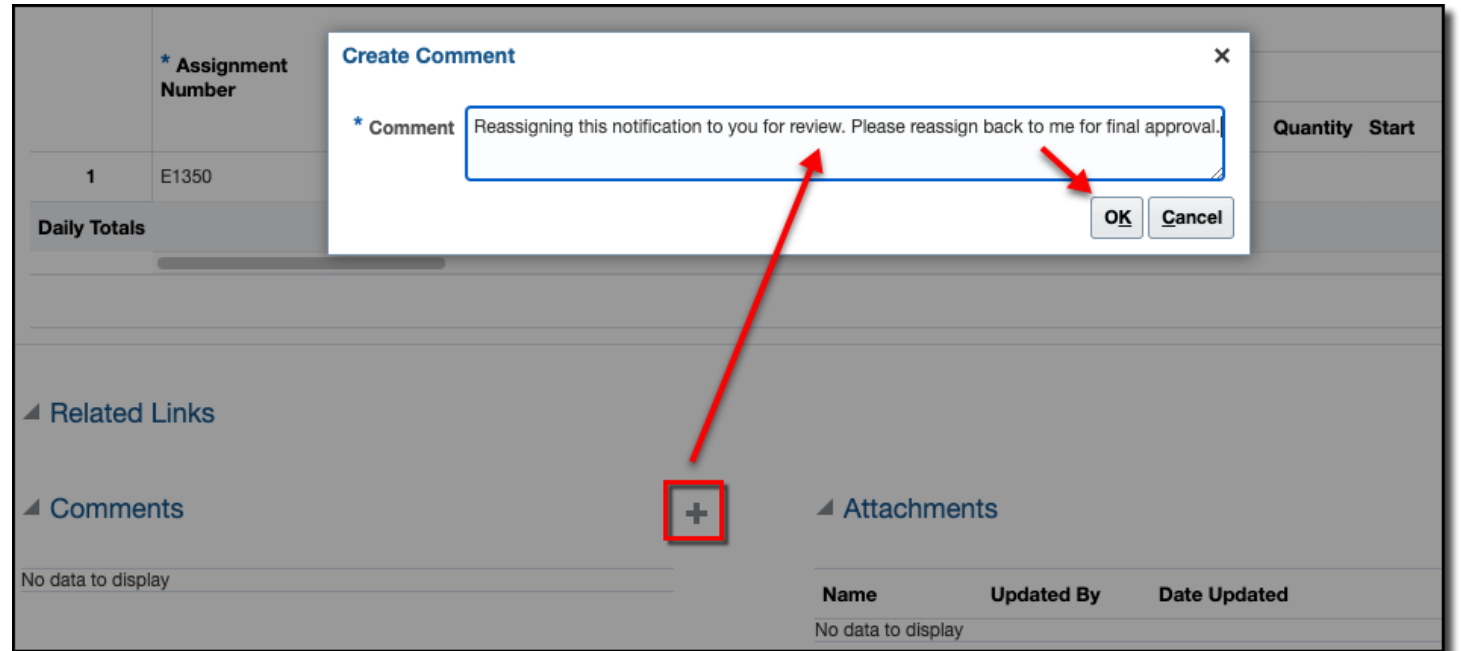
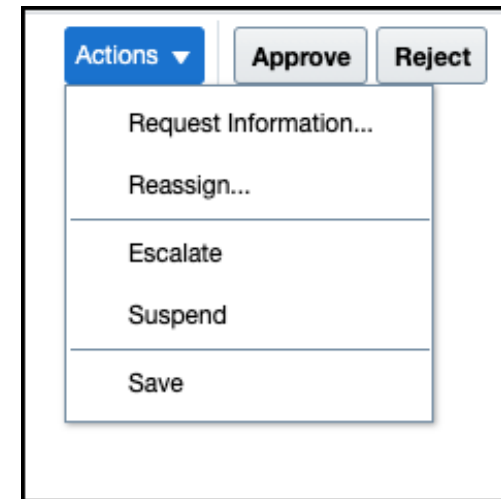
Note: If you are choosing an action other than "Approve", it's a good practice to include comments as to why you are performing the action.

2. Scroll down to the bottom of the page and click the plus (+) button in the comments section

3. Enter the desired comments and click OK

4. Scroll back up and complete the action

End of Procedure

Additional Note Regarding Timecard Approvals: If you receive multiple timecard submittals from your employee(s), you can either approve each submittal or review the initial submittals and just approve the final one.

If you don't approve the initial submittal and the employee submits again, the initial submittal will automatically change to withdrawn and you can simply dismiss the withdrawn notification and approve the final.

See image.

