APPROVE HR AUTHORZIATIONS (EWRs/ SBRs)

From Activities Menu, select:
1) **HR/Payroll**
2) **HR Authorizations**
3) **Approve Requisitions**

Search Criteria window will appear:
4) **# of HR Authorizations in your approval que (EWRs, SBRs)**
5) **Press GO to pull up list of items to be approved**

QUICK APPROVAL

If you are okay to approve/deny without in depth review:

1) open the Action drop down menu and select the desired action (Defer, leaves it in your que)
2) To Post Approvals/Denials, navigate to TASKS and select from dropdown
3) Review pop-up and select YES if okay

IN DEPTH APPROVAL

Select the LINK symbol on the HRA to be approved:

While in the HRA, select the ITEMS tab, and double click on LINE ITEM #1 to open up

A new window will appear with full information:

If all looks good, select CLOSE at the top and follow steps 1-3 from QUICK APPROVALS