

# Accessing Additional Pay Requests

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Once an additional pay request has been submitted the request will be available for all level 1 approvers. Additional approvers will be able to access the request once the level above has approved.

Once all approvals are completed the individual who entered the request will be notified by email.

## Accessing Pending Approvals through Email

An email will be sent to all approvers when there is a request awaiting approval.

1. Click on the **hyperlink** in the email.

**NOTE:** Only the person(s) who received the email will be able to access and approve the request.

Subject: An Additional Pay Request Is Pending Your Approval

An Addl Pay request is pending your approval in the Approval tile.

[https://test.ps.wisconsin.edu/psp/hrupgqat-fd/EMPLOYEE/HRMS/c/EOAWMA\\_MAIN\\_FL.EOAWMA\\_MAIN\\_FL.GBL?Page=EOAWMA\\_MAIN\\_FL&Action=U&UW\\_WORKFLOW\\_ID=356&EMPLID=00727086&EMPL\\_RCD=0&DEPTID=A&ERNCD=HLP&EFFDT=2018-08-19](https://test.ps.wisconsin.edu/psp/hrupgqat-fd/EMPLOYEE/HRMS/c/EOAWMA_MAIN_FL.EOAWMA_MAIN_FL.GBL?Page=EOAWMA_MAIN_FL&Action=U&UW_WORKFLOW_ID=356&EMPLID=00727086&EMPL_RCD=0&DEPTID=A&ERNCD=HLP&EFFDT=2018-08-19)

DISCLAIMER: Your approval of this payment indicates your confirmation that the payment is appropriate and accurate.

Need Help? Please see our resources at <https://uwservice.wisconsin.edu/administration/approvals>

## Accessing Pending Approvals through Self-Service

1. Sign into [my.wisconsin.edu](https://my.wisconsin.edu)
2. Click the dropdown list in the upper left corner and switch to **Manager Self Service**.
3. Navigate to the **Approvals** tile.

**NOTE:** the number shown on the tile indicates how many total approvals are waiting.