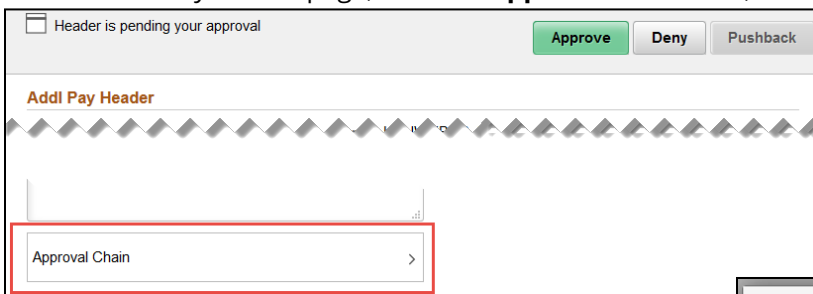


Adding an Approver to the Additional Pay Approval Chain

Additional approvers can be added to the Additional Pay approval chain. Additional approvers must approve the request before it can be paid.

Approvers can only be added into the chain by the current approver and for levels after the current approval level.

1. Sign into my.wisconsin.edu
2. Click the dropdown list in the upper left corner and switch to **Manager Self Service**.
3. Click on the **Approvals** tile.
4. Click on the request.
5. From the Addl Pay Details page, click the **Approval Chain** box, located near the bottom.



6. Click the **plus sign**. The approver will be added after the level selected.
7. Enter the **Approvers User ID**.
NOTE: You can also search by clicking on the magnifying glass.
8. Verify that the **Approver radio button** is selected.
9. Click **Insert**.
10. You will see the name of the new approver in the approval chain.
11. Click the **X** to close the pop up and return to the approval page.

