

Approve Multiple Additional Pay Requests

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.

A request can be approved or denied by level 1 and 2 approvers.

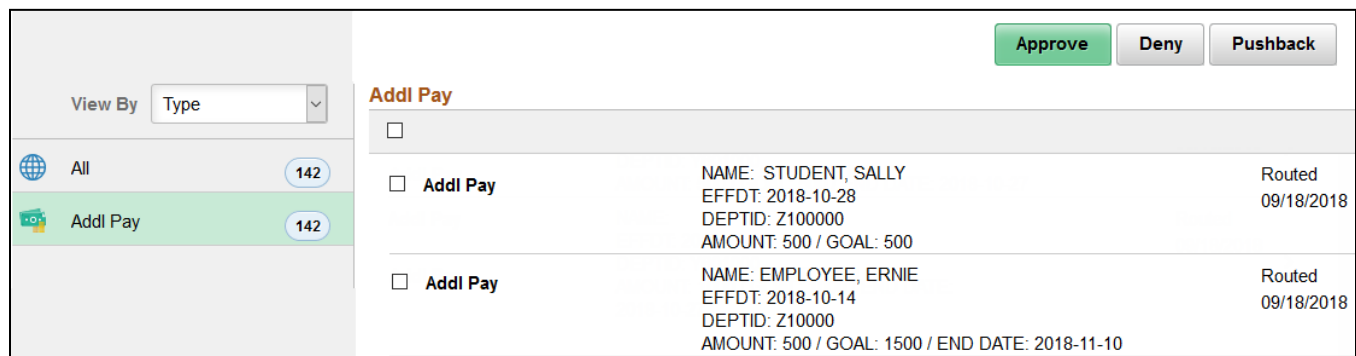
Once all approvals are completed the individual who entered the request will be notified by email.

NOTE: If you do not see an expected request on the approval list it means that someone else has already approved the request.

Approving Multiple Requests

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 **Addl Pay** on the left side of the screen.
5. Select rows.
 - a. To select all rows, place a check in the box at the top of the page.
 - b. To select individual rows, enter a check in the box next to the row.
6. Click **Approve**.

NOTE: Requests that are being denied should be handled individually.



		Approve	Deny	Pushback
View By: Type				
All	142			
Addl Pay	142			
<input type="checkbox"/>	Addl Pay	NAME: STUDENT, SALLY EFFDT: 2018-10-28 DEPTID: Z100000 AMOUNT: 500 / GOAL: 500	Routed	09/18/2018
<input type="checkbox"/>	Addl Pay	NAME: EMPLOYEE, ERNIE EFFDT: 2018-10-14 DEPTID: Z100000 AMOUNT: 500 / GOAL: 1500 / END DATE: 2018-11-10	Routed	09/18/2018

7. Review the list of request to approve.
8. Enter a comment, if appropriate.
9. Click **Submit**.
10. To return to the approval page.
 - a. Click the **Action Menu** in the upper right.
 - b. Select Pending Approvals.



Mass Approve

Cancel Submit

Approver Comments

You are about to approve the following 4 request(s).

Addl Pay Routed

NAME: 09/10/2018

/ EFFDT: 2018-10-14