

Approve/Deny/Pushback a Single Additional Pay Request

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.

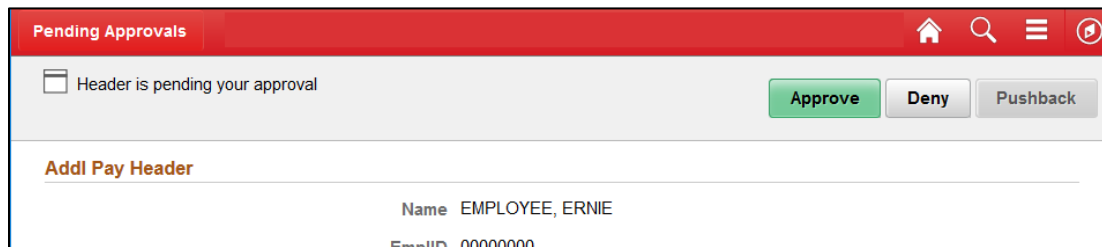
Once all approvals are completed the individual who entered the request will be notified by email.

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

NOTE: If denying a request, they should be denied one at a time.

Single Request

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. Review the request information.
6. Click the appropriate action button in the upper right corner.
 - a. *Approve* – moves the request through the process.
 - b. *Deny* – send the request back to the enterer. This can be used if the payment should not pay or if there is a mistake to be corrected.
 - c. *Pushback* – only available for level 2-5 approvers, it will send the request back one approver level for additional review.



7. Enter a comment, if appropriate.
 - a. A comment is required for any denied request.
8. Click **Submit**.
9. To return to the list of approvals, click the Pending Approvals button in the upper left corner.

