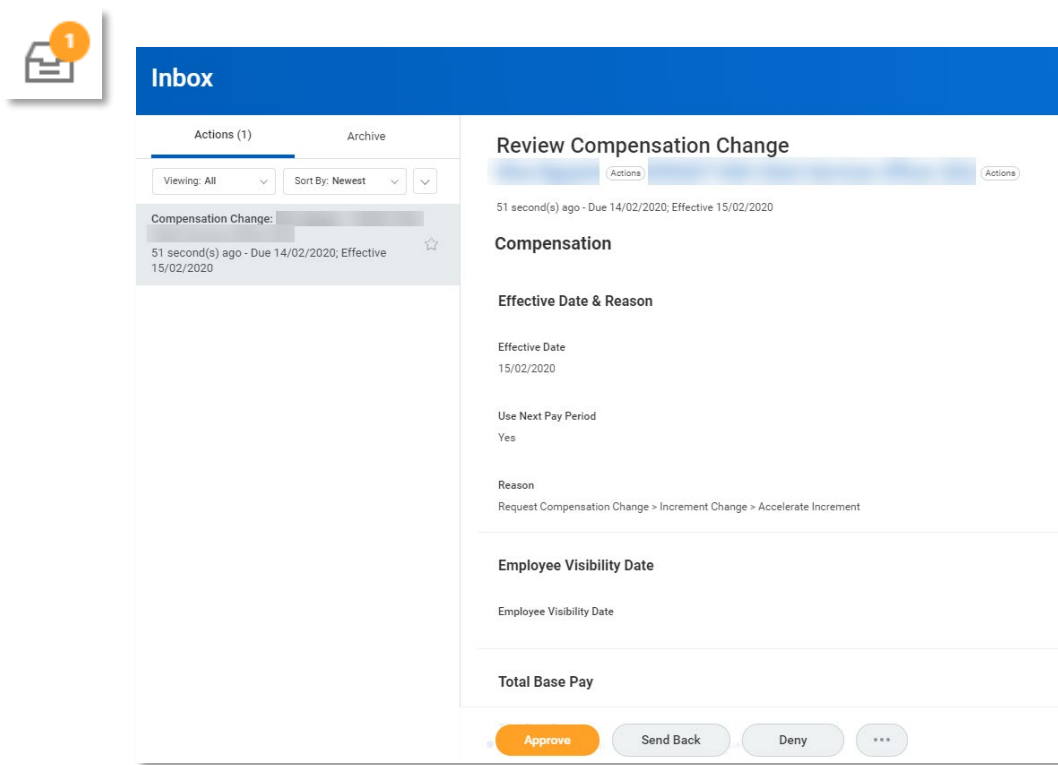


As a budget owner at the University (generally a Director, Dean People and Resources or similar), when an acceleration or withholding of an increment change request has been completed, you will receive an inbox action for approval.

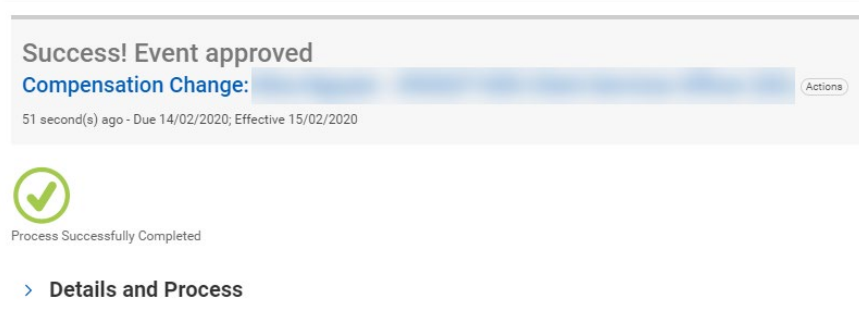
Select the inbox action and review the detailed information shown. Note: you will need to scroll through the details to view the request and to view any of the comments/documentation attached.



To complete this process, you can either select *Approve*, *Send Back* or *Deny*. Note: if you select *Cancel*, you are only cancelling out of your action. No decision will have been recorded.



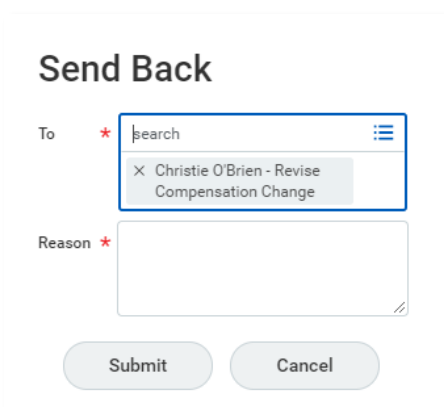
If your decision is to approve the request, a *Success! Event approved* screen will appear in the details area. This will allow you to expand the Details and Process.



If your decision is to Send Back (meaning you need additional information or seeking answers to a query), you will see a *Send Back* pop up window prefilled with the initiator's information and a *Reason box*.

Fill in the *Reason box* the information you require and/or any questions you have for the initiator.

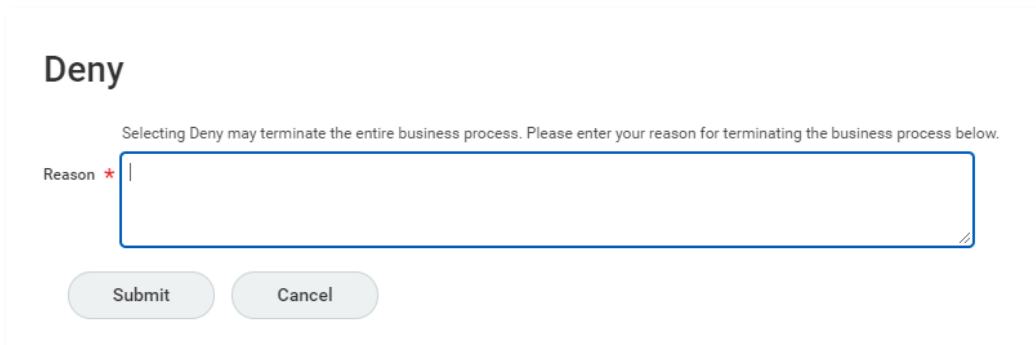
When ready, click *Submit*, or *Cancel* to go back to the change request details.



The 'Send Back' window contains the following elements:

- Send Back** (Title)
- To \*** (Label) with a search input field containing 'search' and a dropdown menu showing 'Christie O'Brien - Revise Compensation Change'.
- Reason \*** (Label) with a large text area for input.
- Submit** (Button)
- Cancel** (Button)

If your decision is to Deny, the Deny pop up window will appear. Add your Reason for denying the process. The Business Process will cease and the initiator will receive notification of your decision.

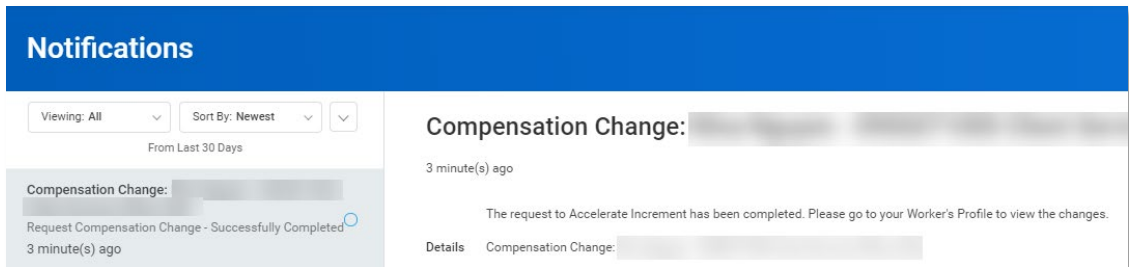


**Deny**

Selecting Deny may terminate the entire business process. Please enter your reason for terminating the business process below.

Reason \*

If your decision has been to approve the request, both the employee and supervisor will receive a notification of the relevant compensation change.



**Notifications**

Viewing: All | Sort By: Newest | From Last 30 Days


**Compensation Change:** [Redacted]

3 minute(s) ago

The request to Accelerate Increment has been completed. Please go to your Worker's Profile to view the changes.

**Details** Compensation Change: [Redacted]

**Compensation Change:** [Redacted]

Request Compensation Change - Successfully Completed 

3 minute(s) ago