

As a Supervisor when a qualification has been added by your team member, you will receive an inbox action for approval. Please note, only requests supported by certified documentation may be accepted. Navigate to your inbox, select the action and review the updated information.

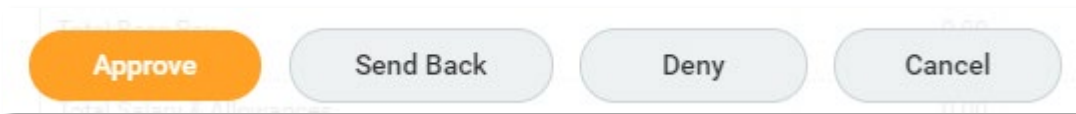
The screenshot shows the Workday interface. At the top, there are three icons: a bell, a folder, and a cloud with a checkmark (highlighted with a red box). Below these is the 'Actions (3)' section, which includes a 'Manage Education: Julie Magee' action from 36 minutes ago. To the right, the 'Review' page is open, showing details for 'Manage Education: Julie Magee'. The review page includes a message: 'Please go to the employee's profile and view the education attachment under Personal Documents'. Below this, there are fields for 'For' (Julie Magee), 'Overall Process' (Manage Education: Julie Magee), and 'Overall Status' (In Progress). A 'Details to Review' section follows, with an 'Add / Edit Education' sub-section containing fields for Country (Australia), School (Flinders University), Degree (PhD), Degree Received (Yes), and Year Degree Received (2019).

Note: to view the qualification documentation, navigate to the employee's profile under *Personal, Documents* and select the *Education* pdf listed.

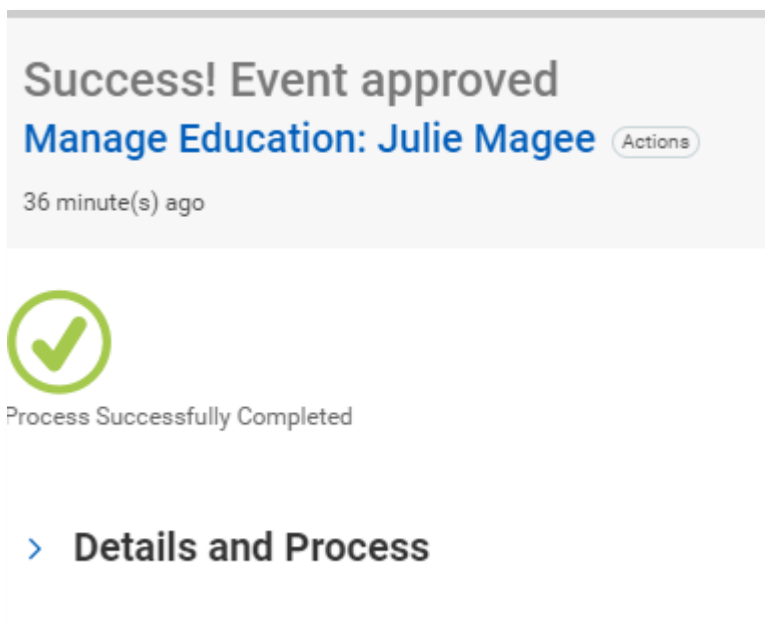
The screenshot shows the 'Personal Documents' section of the Workday interface. The 'Documents' tab is selected. Below the navigation tabs, there is a table with 2 items. The table has columns for 'Worker Document', 'Document Category', 'Alternative Text', 'File Name', and 'Upload Date'. Both items listed are 'Test Certification Document.docx' under the 'Education' category, with upload dates of 13/02/2020 01:31:41 PM and 13/02/2020 02:17:13 PM.

Worker Document	Document Category	Alternative Text	File Name	Upload Date
Test Certification Document.docx	Education		Test Certification Document.docx	13/02/2020 01:31:41 PM
Test Certification Document.docx	Education		Test Certification Document.docx	13/02/2020 02:17:13 PM

Upon your decision, 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.

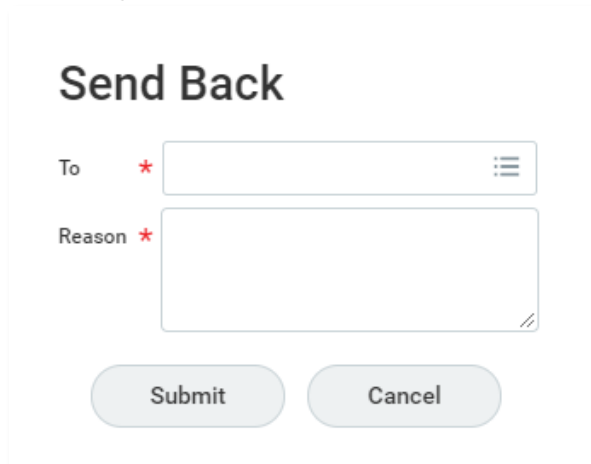


On Approval, you will see the Success! Event submitted page. Your employee will receive a notification of your approval.



If your decision is to send back the request for additional information, a pop up window will appear. Add the employee's name and complete the *Reason* box requesting any additional information or questions you have for the initiator.

When ready click Submit



Send Back

To *

Reason *

Submit Cancel

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

Deny

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

Reason *

Submit

Cancel