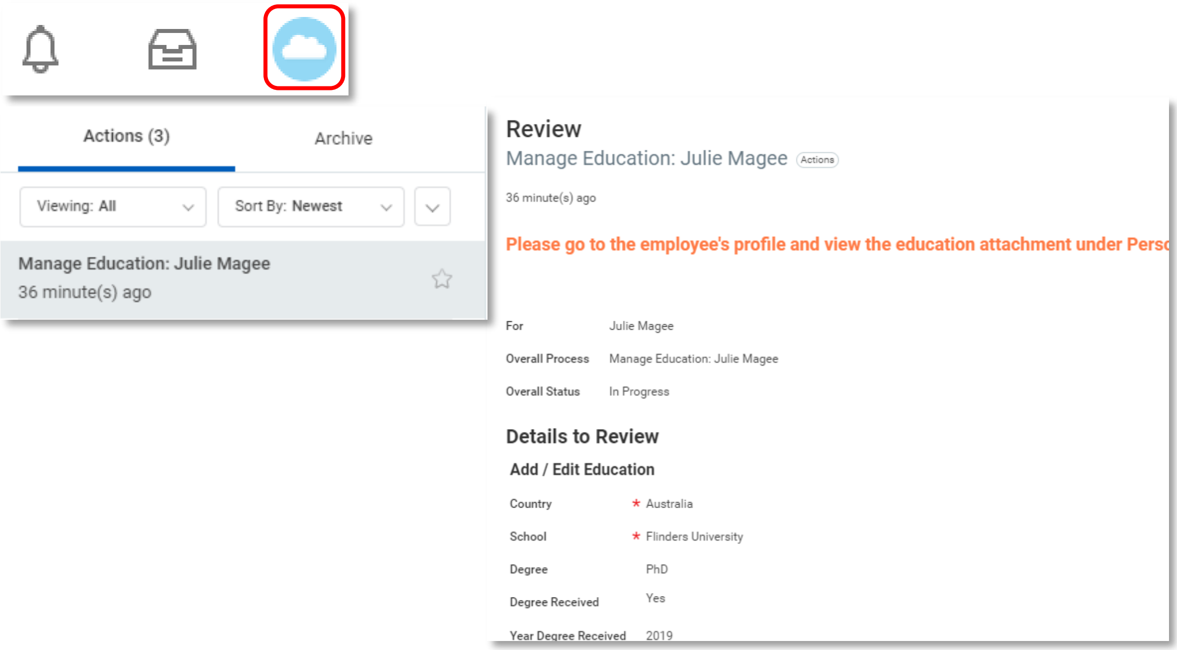
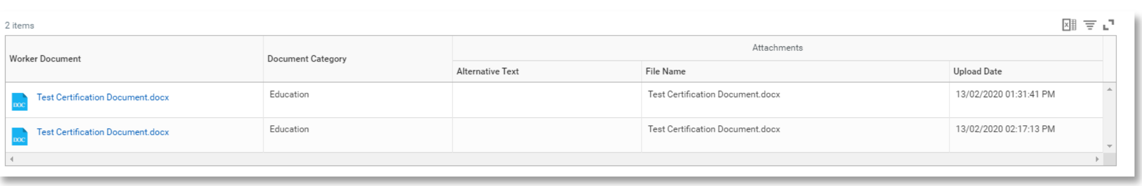
Approve qualifications

workday.

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.



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

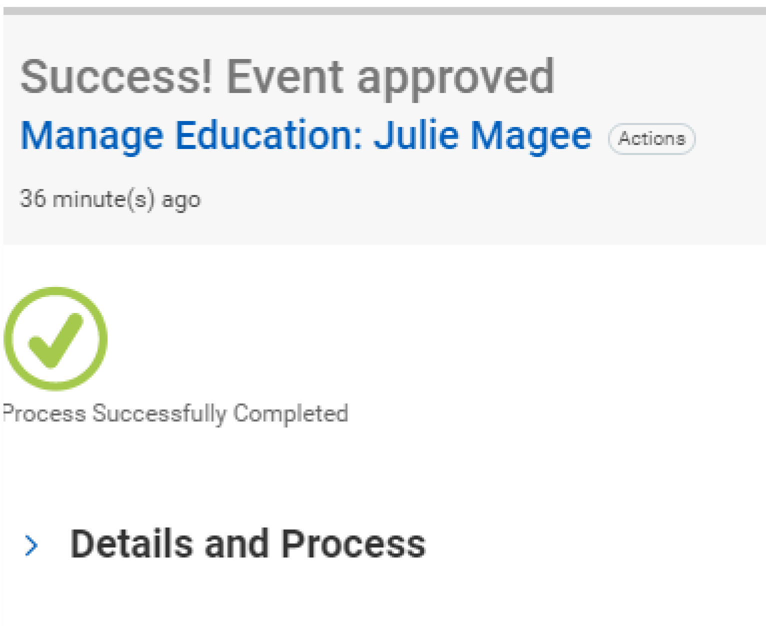


2 items

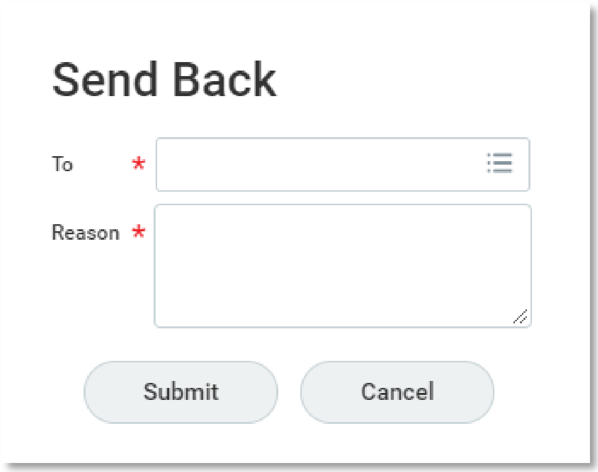
Worker Document	Document Category	Attachments		
		Alternative Text	File Name	Upload Date
Test Certification Document.docx	Education		Test Certification Document.docx	13/02/2020 01:31:41 PM
Test Certification Document.docx	Education		Test Certification Document.docx	13/02/2020 02:17:13 PM

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



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.