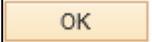
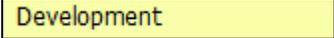
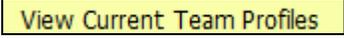




TM-07.3 CABQ - How to Approve Employee Submissions (i.e. Degrees, Licenses, etc.)

Step	Action
1.	Click the Main Menu to begin navigation 
2.	Click the Manager Dashboard menu item.
3.	When you have Pending Approvals from your direct reports you will see them listed in the Pending Approvals section on your Manager Dashboard. To access the employee's Person Profile submission: Click the Person Profile link. 
4.	You are now on the Approve Profiles page. To view the attachment for the employee's submission: Click the Profile Approval Attachments link. 
5.	Attachments for this employee will be listed here. Click the View button to access the attachment. 
6.	Review the attachment to make sure that it does apply to their request and is accurate. When you are done reviewing the document: Click the Pop-up Window [X] to close the document view window. 
7.	After verifying the document and closing the pop-up window: Click the Internet Explorer [X] to close the Attachments tab. 



Step	Action
8.	<p>At this point, the submission is still in Pending status as you have not approved the submission yet.</p> <p>Managers have the ability to add comments. For approvals: Comments can be added, but are not required. For denials: <i>Comments are required to give the employee direction on what they need to provide in order to receive an approval.</i></p> <p>Employees receive e-mail status notifications for both approved and denied submissions.</p>
9.	<p>For this training: Click the Approve button to allow this license/certification to be added to the employee's Person Profile.</p> <p style="text-align: center;"></p>
10.	<p>The Approval Confirmation lets you know that the approval was successful and the submission is now available on the employee's My Current Profile page.</p> <p>Click the OK button.</p> <p style="text-align: center;"></p>
11.	<p>The Manager Dashboard has been updated and all pending transactions have been completed.</p> <p>As a manager, you will want to check the Manager Dashboard daily for Alerts, etc.</p>
12.	<p>To view the updates to your employee's profile: Click the Actions link.</p> <p style="text-align: center;"></p>
13.	<p>Click the Development menu.</p> <p style="text-align: center;"></p>
14.	<p>Click the View Current Team Profiles menu.</p> <p style="text-align: center;"></p>
15.	<p>You are now viewing this employee's Person Profile. You can see (that after your approval) the license and/or certification has been added.</p> <p>Note: You have access to your employee's Person Profiles at any time.</p>
16.	<p>If you would like to see more details about a certain License or Certification you will click on the link:</p> <p>For this training, click the SPHR Sr Prof Human Resources link.</p> <p style="text-align: center;"></p>
17.	<p>Details related to this particular certification are displayed.</p>
18.	<p>To return to the employee's full Person Profile: Click the Return to Previous Page link.</p> <p style="text-align: center;"></p>



Step	Action
19.	To return to the Manager Dashboard: Click the Return to Previous Page link. Return to Previous Page
20.	Congratulations! You successfully completed the How to Approve Employee Person Profile Submissions course. End of Procedure.