

Managing Approvals

Lesson Objective:

Upon completion of the Managing Approvals lesson, you will be able to:

Objective

- Review, approve, or reject transactions using the CV360 notification panel.



Employees receive workflow notifications for all transactions requiring action. Notifications can be either Approval items or FYI-only messages. FYI items do not require action and can be dismissed directly from the notification list.

Approval notifications contain key details of the transaction, allowing users to quickly validate the request before taking action. Opening the notification displays the summary, requester information, and relevant transaction data.

Approvals update the workflow immediately, moving the transaction forward to the next approver or completing the process if no further approval is needed. This ensures timely processing of HR and payroll-related changes.

Focus



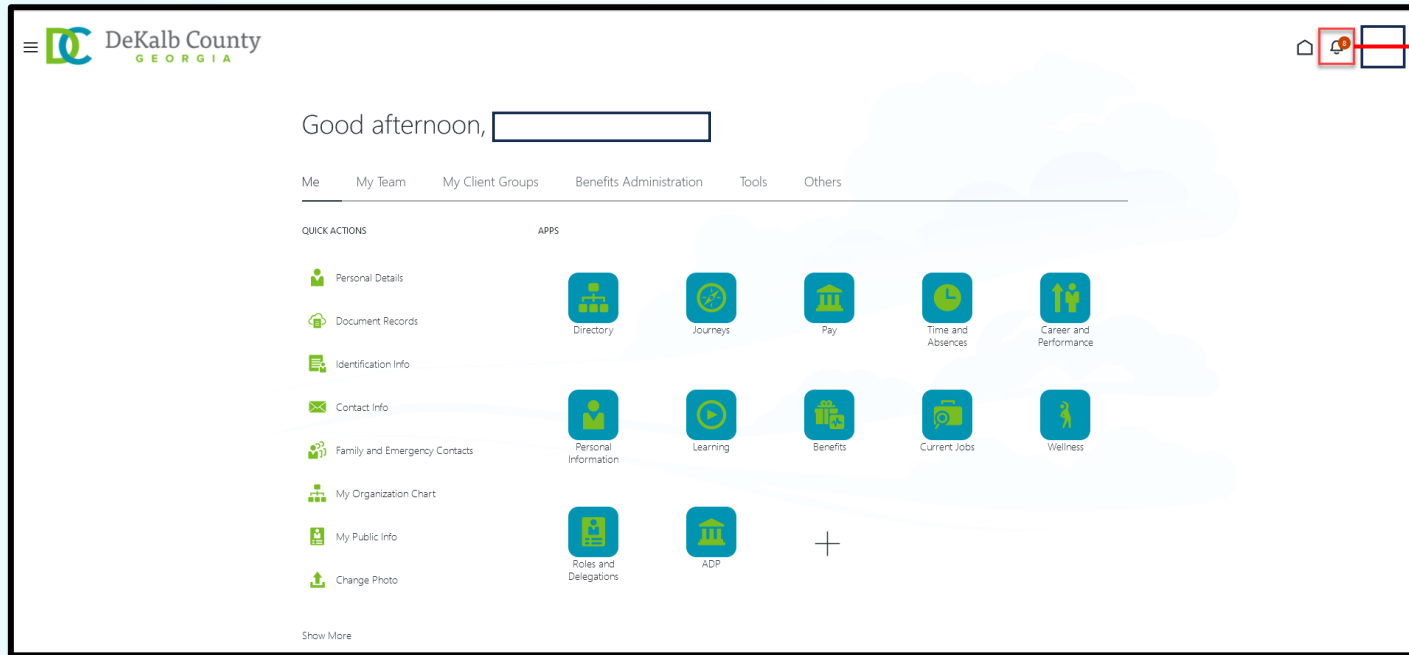
- Understand how to access all workflow-related notifications through the Bell icon, allowing Payroll Coordinators to quickly view pending approvals and informational messages.
- Learn how to distinguish between Approval Notifications and FYI Notifications, including when a dismissal option is available and how it should be used.
- Gain clarity on how to open a notification, review key transaction details, and take appropriate action either Approving or Rejecting the request.
- Become familiar with completing the approval or rejection action directly from the notification window, ensuring workflow items are processed efficiently.

Navigation



Log in to CV360 Home page →
Bell Icon →
Notifications

Managing Approvals



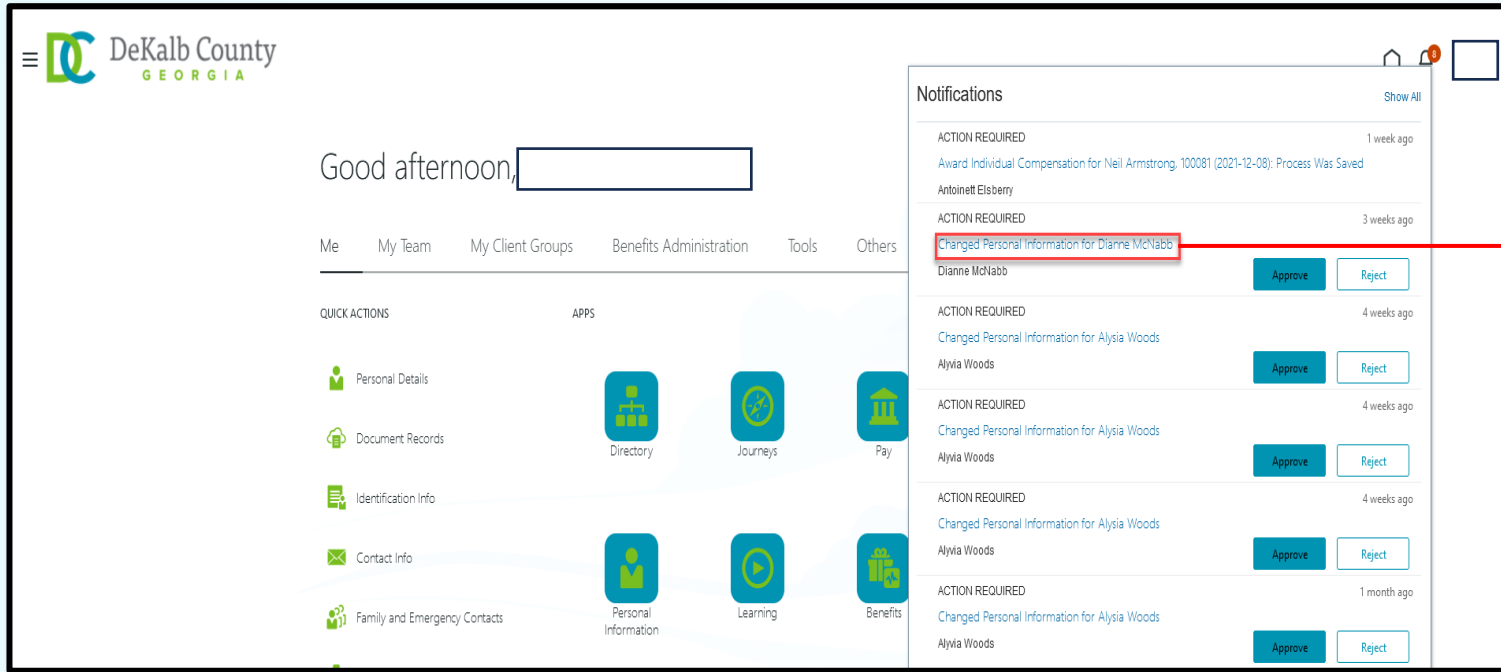
1

Select the **Bell** icon on the top right corner of the CV360 homepage



Selecting the Bell icon will display a list of all notifications that Employees receive in CV360. The notification can either be an approval notification or For Your Information (FYI) notification. If the notification is FYI, there will be a Dismiss button for the user to Dismiss the notification.

Managing Approvals



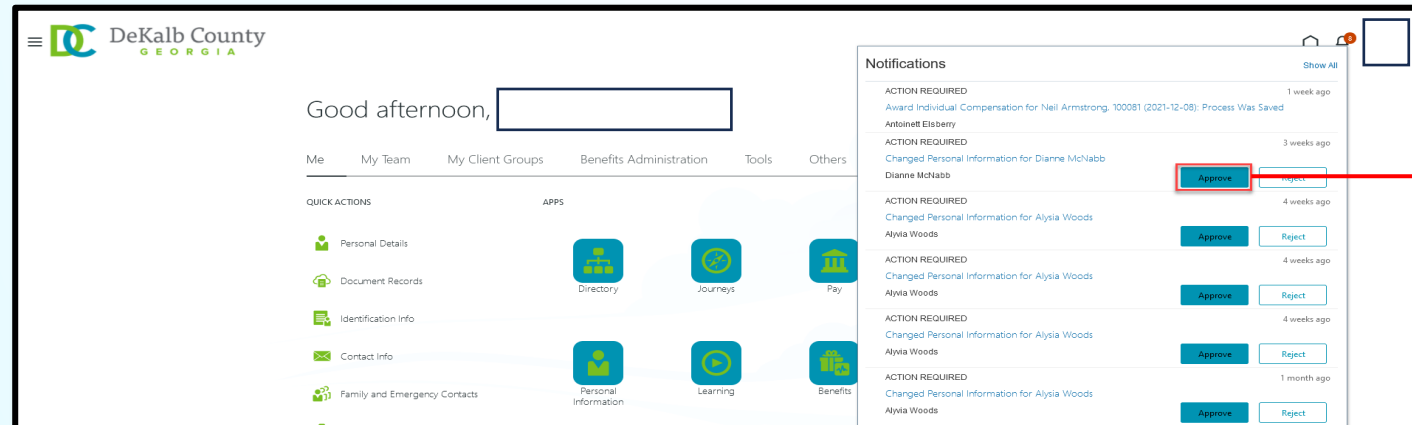
The screenshot shows the DeKalb County Georgia portal. The top navigation bar includes 'Me', 'My Team', 'My Client Groups', 'Benefits Administration', 'Tools', and 'Others'. The left sidebar contains 'QUICK ACTIONS' and 'APPS'. The main content area displays a 'Notifications' panel on the right. The notification for 'Changed Personal Information for Dianne McNabb' is highlighted with a red box. The notification includes the text 'ACTION REQUIRED', 'Award Individual Compensation for Neil Armstrong, 100081 (2021-12-08): Process Was Saved', and 'Antoinett Elsberry'. The notification is dated '3 weeks ago' and has 'Approve' and 'Reject' buttons.

2

Select relevant Notification that you would like to act on (Approve or Reject)



Selecting the Notification will open the Notification with basic details of the transaction in a new tab. You can also click on Approve and approve the transaction



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3

Select Approve button to approve transaction



To Reject a request, select the Reject button next to the Approve button

Conclusion



- Successfully accessed the notification center using the Bell icon and reviewed all pending and informational messages.
- Identified the correct notification type and understood how to dismiss FYI messages when no action is required.
- Opened the selected approval request, reviewed essential transaction details, and took appropriate action based on the context.
- Completed the approval or rejection of transactions directly from the notification interface, ensuring timely processing of workflow tasks.