Managing Approvals



E DeKalb County						_			- 1	Select the right corne
	Good afternoon,				homepage					
	Me My Team My Client Groups Benefits Administration Tools Others									
	QUICK ACTIONS	APPS								
	Personal Details		Ø	â		10				
	Document Records	Directory	Journeys	Pay	Time and Absences	Career and Performance				
	Contact Info			#						
	Family and Emergency Contacts	Personal	Learning	Benefits	Current Jobs	Wellness				
	My Organization Chart									
	My Public Info	Roles and	ADP	+						
	1. Change Photo	Delegations								
	Show More									

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

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

Managing Approvals



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GEORGIA				Notifications	Show All
	Good afternoon,	·!	ACTION REQUIRED 1 week age Avarat Individual Companisation for Neil Armstrong. 100081 (2021-12-08). Process Was Saved Antoinett Eliseny		
	Me My Team My Client Groups	Benefits Administration	Tools Others	ACTION REQUIRED Changed Personal Information for Dianne McNabb Dianne McNabb	3 weeks ago Approve Reject
	QUICK ACTIONS APP	s		ACTION REQUIRED Changed Personal Information for Alysia Woods	4 weeks ago
	Personal Details		血	ACTION REQUIRED Changed Personal Information for Alysia Woods	Approve Reject 4 weeks ago
	ldentification Info	Directory Journeys	Pay	Alyvia Woods	Approve Reject 4 weeks ago
	Contact Info		ъ п	Changed Personal Information for Alysia Woods Alyvia Woods	Approve Reject
	Family and Emergency Contacts	Personal Learning	Benefits	ACTION REQUIRED Changed Personal Information for Alysia Woods Alwia Woods	1 month ago
1					Approve

CloudVergent 360

Select the 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

Select the **Approve** button to approve the transaction

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