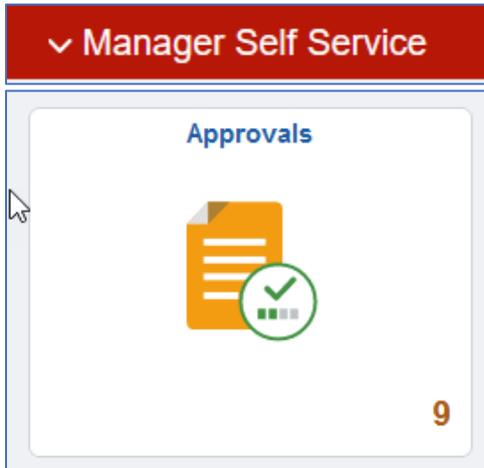
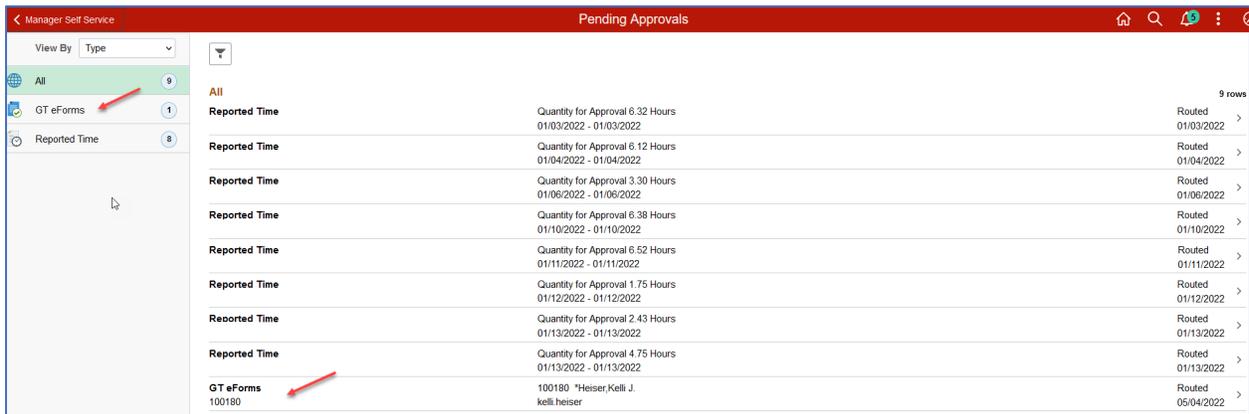


# Addl Pay Approver

1. Go to MSS Home Page
2. Click on Approvals Tile



3. Click on GT eForms and select form to review and approve



4. Click on Approve



**Note:** Deny will stop the form from going forward. Recycle will push the form back to the initiator.