Addl Pay Approver

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

✓ Manager Self Service				
	Approvals			
2				
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3. Click on GT eForms and select form to review and approve

Kanager Self Service		Pending Approvals	ଜ
View By Type 🗸	T		
() All	All		9 mun
GT eForms	Reported Time	Quantity for Approval 6.32 Hours 01/03/2022 - 01/03/2022	Routed > 01/03/2022
Reported Time 8	Reported Time	Quantity for Approval 6.12 Hours 01/04/2022 - 01/04/2022	Routed > 01/04/2022
	Reported Time	Quantity for Approval 3.30 Hours 01/06/2022 - 01/06/2022	Routed > 01/06/2022
Lø	Reported Time	Quantity for Approval 6.38 Hours 01/10/2022 - 01/10/2022	Routed > 01/10/2022
	Reported Time	Quantity for Approval 6.52 Hours 01/11/2022 - 01/11/2022	Routed > 01/11/2022
	Reported Time	Quantity for Approval 1.75 Hours 01/12/2022 - 01/12/2022	Routed > 01/12/2022
	Reported Time	Quantity for Approval 2.43 Hours 01/13/2022 - 01/13/2022	Routed > 01/13/2022
	Reported Time	Quantity for Approval 4.75 Hours 01/13/2022 - 01/13/2022	Routed > 01/13/2022
	GT eForms	100180 "Heiser, Kelli J. kelli heiser	Routed > 05/04/2022 >

4. Click on Approve

Search	Deny	Recycle	Approve

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