

Approval Management Engine (AME) Approval Workflow Notification Reminders and Timeouts

	As of 7/25/16
HR Individual Compensation Distribution (ICD)	Initial approval request 1 st reminder sent out after 4 days 2 nd reminder sent out after 3 days Final reminder sent out after 4 days Request canceled
Expense Reports	Initial approval request to employee A reminder is sent out every 2 days until approved Initial approval request to approver A reminder is sent out every 3 days until approved
Invoices	Initial approval request A reminder is sent out every 3 days until approved
Requisitions	Initial approval request 1 st reminder sent out after 4 days 2 nd reminder sent out after 3 days Final reminder sent out after 4 days Escalates to the previous approver's supervisor after 3 days