Online Approval

Instructions
MSS Approvals

Upon submission of the transaction, an e-mail notification is sent to the approver.

**Note** – your e-mail application needs to be able to accept HTML messages in order to see the buttons and links as pictured below. If the application cannot accept HTML, the links will work but may be difficult to decipher.

<table>
<thead>
<tr>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Details:</td>
</tr>
<tr>
<td>ICD Award = Adjunct Spring Course 2</td>
</tr>
<tr>
<td>Coverage = 1400</td>
</tr>
<tr>
<td>Award Date = 03-01-2004</td>
</tr>
<tr>
<td>Cost Account = 51.70200.70400.10.00000.00000</td>
</tr>
<tr>
<td>Justification =</td>
</tr>
<tr>
<td>Internal Code: Bring it up!</td>
</tr>
</tbody>
</table>

Please select one of the actions below:
- **View Action**
- **Return For Correction**

Approved History

To initiate any action from the e-mail, the approver will be asked to log into Oracle.

**View Action** – Moves directly to the transaction information (note all information is included in the e-mail notification.)

**Return for Correction** – Returns the transaction to the originator into the Saved Actions link.

**Please click here to Respond** – Moves to approval screen.
The approver may also move directly to the Worklist to process multiple actions by logging into Oracle directly from www.rit.edu/myinfo.

Select RIT Workflow User and then My Worklist

Click on subject line.
If you select the notification from the Oracle Applications Home Page you may encounter errors.

If you see this error, click on the Go to RIT Workflow User button before processing the transaction.
Once the approver is in the individual entry, there are 4 options from which to choose. Only one option may be selected.

**Approve** – this will complete the transaction and it will be added to the employee’s record. Notification will be sent to the requestor that the transaction was approved.

**Reject** – this will not approve the transaction and it will NOT be added to the employee’s record. Notification will be sent to the requestor that the transaction was not approved.

**Reassign** – this allows the approver to forward/delegate the approval notification to another approver. This allows for additional approvers at the end of the approval chain. The transaction will not be added to the employee’s record until the final person has clicked on Approve.

**Request Information** – This will return the original transaction to the person that originally entered it or to another person. There is a text box to enter a note. This removes it from the approval chain until it is submitted back to the approver.