



Approvals Cheat Sheet (PRODUCTION)


Log in procedure for Time Management Approvals:


1. Double Click on the SAP Logon Pad
2. Double Click on **2 IRIS HR Production**
3. Client = **300** (defaults to this value)
4. User = Your supplied User ID for IRIS
5. Password = Your current IRIS password
6. Press **ENTER** key

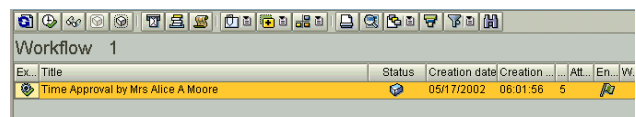
Steps:

- (1) At the ZAP Easy Access screen, click on the **Workplace** icon to go to the Workplace. 

- (2) Click on the **Inbox** (not the gray arrow) to expand the menu. 

- (3) Click on **Workflow** (not the gray arrow) to see the work item list in executable form. 

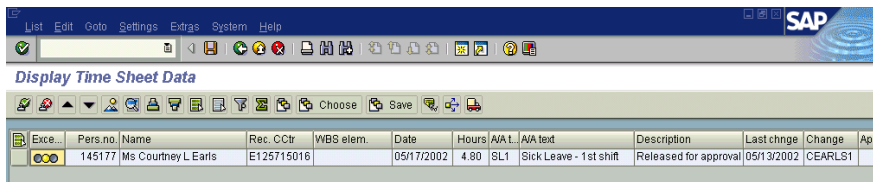
- (4) Select the item to work with by placing the cursor on the item in the list and single clicking on it, then click on the **Execute** icon  on the left side of the screen.



Ex.	Title	Status	Creation date	Creation time	Att.	En.	W.
[blue circle]	Time Approval by Mrs Alice A Moore	[blue circle]	05/17/2002	06:01:56	5	[arrow icon]	[arrow icon]


OR double-click on the item.


- (5) The time entries will be listed. In the Exec. Column you will notice a line of three lights. This indicates the status of the item. **Red** indicates rejected, **yellow** indicates no action and **green** indicates approved. Currently, the description column will read “Released for approval”.

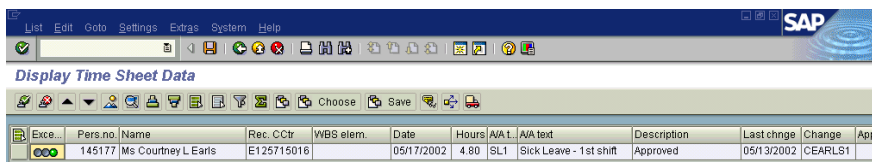


Exec.	Pers.no.	Name	Rec. Cctr	WBS elem.	Date	Hours	AA1	AA text	Description	Last chng	Change	Appr.
[red][yellow][green]	145177	Ms Courtney L Earls	E125715016		05/17/2002	4.80	SL1	Sick Leave - 1st shift	Released for approval	05/13/2002	CEARLS1	



- (6) To approve or reject the time entry, select the item by clicking the gray box on the left, then click on the **Approve** or **Reject** icon. 


- (7) The time entry will now reflect your action of approval or rejection. Below is the example of an approval. 



Exec.	Pers.no.	Name	Rec. Cctr	WBS elem.	Date	Hours	AA1	AA text	Description	Last chng	Change	Appr.
[red][yellow][green]	145177	Ms Courtney L Earls	E125715016		05/17/2002	4.80	SL1	Sick Leave - 1st shift	Approved	05/13/2002	CEARLS1	

(continued on back)

(8) Continue to approve or reject time entries.

(9) If you have approved or rejected any lines on the screen, click the **Save** icon,  to store the approvals/rejections. If you have not acted on any of the lines, you do not need to save the item.

If you do not save the transaction, your approvals/rejections will not be registered in the system.

(10) Click on the **Exit** icon to leave the screen.

(11) Click the **Complete work item** button to remove the item from your inbox.

(12) When you have completed your work, end the session and log off the system.