APPROVER JOB AID – DECISIONS WORKFLOW

Overview

Approvers review and take action on forms routed through the Decisions workflow system.

Approval steps are outlined below:

1. When You Receive an Approval Request

- Automated email notification includes request link, details, and role.
- Reminder sent if no action within 48 hours.

2. Accessing the Request

- Click the email link to open the request.
- View form fields, attachments, and system-populated details.

3. Approver Actions

A. Review the Request

- Verify accuracy, funding, job details, attachments, and compliance.
- Some forms require acknowledgement checkboxes.

B. Approve

- Routes automatically to the next approver.
- Workflow may include student/employee, supervisor, dean/director, VP, OSPRA, Budget, Provost, HR.

C. Reject

- Requires reason for rejection.
- Notifies requester and prior approvers.

D. No Action

- Reminder email sent after 48 hours.

4. Additional Tools

- Update Request – requester or HR may modify pending approvers.
- View Case – shows approval history and status.
- Download PDF – available after final HR approval.

5. Decisions Dashboard

- In Progress – pending reviews.
- Processed – completed/HR-approved.
- Rejected – returned requests.

Approver Tips

- ✓ Verify funding.
- ✓ Confirm student/employee data.
- ✓ Ensure attachments are included.
- ✓ HR may have additional review-only fields.