PROVING/REJECTING Transactions

Transactions pending approval can be accessed from the approver’s inbox. The transaction will be available in the approver’s inbox only while it is pending approval for that level.

To open a transaction, click on the Review link to the far right of that transaction.

After reviewing the details of the transaction, go to the bottom of the page to Approve or Reject.

Rejecting will return the transaction to the originator. A pop-up box will appear for rejection comments (required).

Click to Approve. Approval comments can be entered but are not required.

Indicates that a comment was entered. Click to view.
UPDATING APPROVERS & ADDING PROXIES

A transaction’s Approval Route will populate based off of information entered in the transaction and in accordance with the approval requirements established by TTUHSC El Paso. Approval Routes will vary depending on factors such as request type, position class, % of increase.

If the Approval Route contains an approver at the ELP Department Head or FUND MGR levels that is not up to date, please follow the APPROVER guidance outlined below.

Department Heads and Fund Managers can add Proxies to approve on their behalf. To add (or remove) proxies, please follow the PROXY guidance outlined below.

*NOTE:* The Approval Route will NOT update to reflect an Approver change after a transaction has been submitted. The transaction will need to be returned to the originator and resubmitted in order to reflect the changes on the Approval Route.

**NOTE:** If an approval level does not populate an approver (is blank), please contact HR or the Budget Office.