Welcome to the Approval Tracking System
As Used by the Multi-purpose One-time Payment form:

Employee One-time Payment Requests

This is the opening screen for Originators, with three options on the left:

- Create a new request – to open a new form for completion
- Edit Existing Request – to edit/complete a form that has not been submitted
- Track Approvals – to view submitted forms and progress through the approval process.

Approval Tracking System

This is the opening screen for Approvers, with three options on the left:

- Approval Review, pages 2-3
- Document Maintenance and Review, page 4
- User Maintenance, page 5

Email Notices for Approval and Payment Tracking

See samples on pages 6-7.
Approvers and proxies: Click the radial button to view your list.

You can click to approve or reject a request.

The DETAILS button allows review of the full request, page 3.

The ADD button allows additional approvers who be placed next in sequence, page 3.
Document Maintenance and Review

On the Document Maintenance and Review screen
- Assign Documents option is not activated
- Processing Status (top screen shot on left)
- Document History (bottom screen shot on left)

Documents currently being processed (top screen shot on left)
The routing list of approvers and proxies for each request is presented with the progress of the form.
- Notify/Begin Date and Time – indicates when the approver was first notified the request was waiting approval.
- Approval Date and Time – indicates when the request was approved
- Last Notify Date and Time – indicates the most recent email notice
- Expiration Date – indicates when the request will be returned to the originator if no action is taken.

History of Archived Documents (bottom screen shot on left)
In Document History, you can see the routing list with the dates and times of approver actions.
User Maintenance

The User Maintenance feature is not currently used.
Email Notices

Once a request has been submitted, email notices are generated to advise approvers and originators of pending and required actions. The following emails are generated by the Approval Tracking System.

Notice to the Approver
- Notice to Approve

Notice to Recipient
- Payment Notice, when the employee is scheduled for a pay date

Notices to the Originator
- Rejection
- Approved
- Expiration
- Payment Notice, when the employee is scheduled for a pay date

Approver: Notice to Approve

- The following document(s) have been added to the Approval Tracking System. Please log in and begin reviewing the documents that have been assigned to you.

  - https://ban8-udevbanapps.ttu.edu/IS_ApprovalTrackingSystem/Approvers.aspx

  - EP0000243.01

Recipient Email

- Kristi Huguley,

  The following one time payment has been approved and submitted for payment for the SM pay date of 07/09/2010.

<table>
<thead>
<tr>
<th>Trans #</th>
<th>Employee</th>
<th>TechID</th>
<th>Amount</th>
<th>Earn Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>216</td>
<td>Kristi Huguley</td>
<td>R00910322</td>
<td>200.00</td>
<td>CPE</td>
</tr>
</tbody>
</table>

- If you have any questions, please contact webmaster.payroll@ttu.edu.
Originator: Rejection

- The following document(s) have been REJECTED in the Approval Tracking System.

- Please log into the system EMPLOYEE ONE TIME PAYMENT where the documents originated from and review.

- Use this link to review - https://ban8-udevbanapps.ttu.edu/iPY_Multipurpose_OTP

- EP0000227.01 -- Gena Jones entered the following rejection reason: Insufficient Funding -

- EP0000232.01 -- Gena Jones entered the following rejection reason: Insufficient explanation -

Originator: Approved

- The following document(s) have been approved in the Approval Tracking System.

- Please log into the system MULTIPURPOSE ONE TIME PAYMENT where the documents originated from and review.

- Use this link to review - https://ban8-udevbanapps.ttu.edu/PY_Multipurpose_OTP

- EP0000240.01

Originator: Expiration

- The following document(s) are scheduled to EXPIRE in 2 days in the Approval Tracking System.

- https://ban8-udevbanapps.ttu.edu/IS_ApprovalTrackingSystem/Approver.aspx

- EP0000262.01 - waiting on approver Lesley Wilmeth - Last time user was notified - 7/2/2010 5:32:00 PM

Originator: Payment Notice

- Janet Coquelin,

The following one time payments have been approved and submitted for payment for the MN pay date of 09/01/2010.

<table>
<thead>
<tr>
<th>Trans #</th>
<th>Employee</th>
<th>TechID</th>
<th>Amount</th>
<th>Earn Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>179</td>
<td>Raj Ranganathan</td>
<td>R00541005</td>
<td>1000.00</td>
<td>ADC</td>
</tr>
<tr>
<td>179</td>
<td>Melissa Watson</td>
<td>R10362532</td>
<td>1000.00</td>
<td>ADC</td>
</tr>
<tr>
<td>179</td>
<td>Melinda Salazar</td>
<td>R00301742</td>
<td>2000.00</td>
<td>ADC</td>
</tr>
</tbody>
</table>

- If you have any questions, please contact webmaster.payroll@ttu.edu.