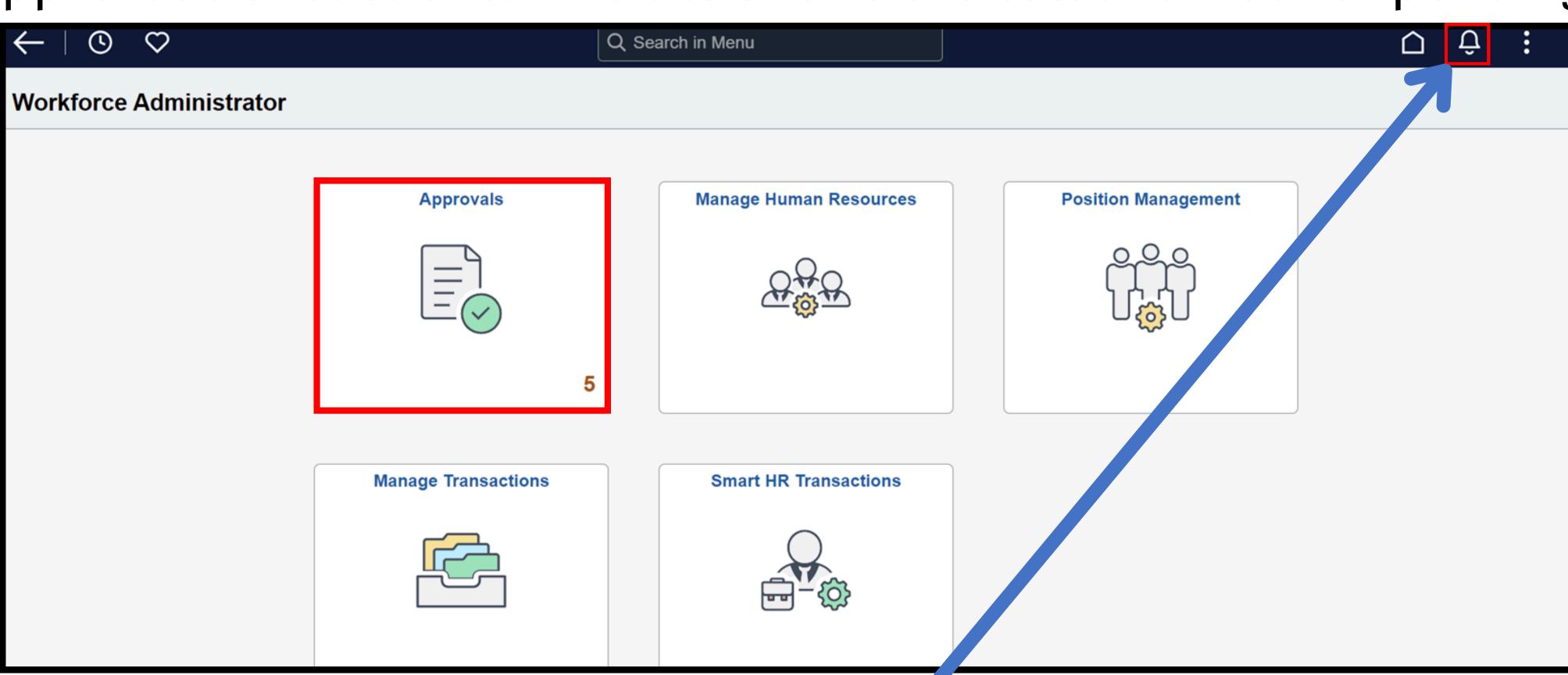
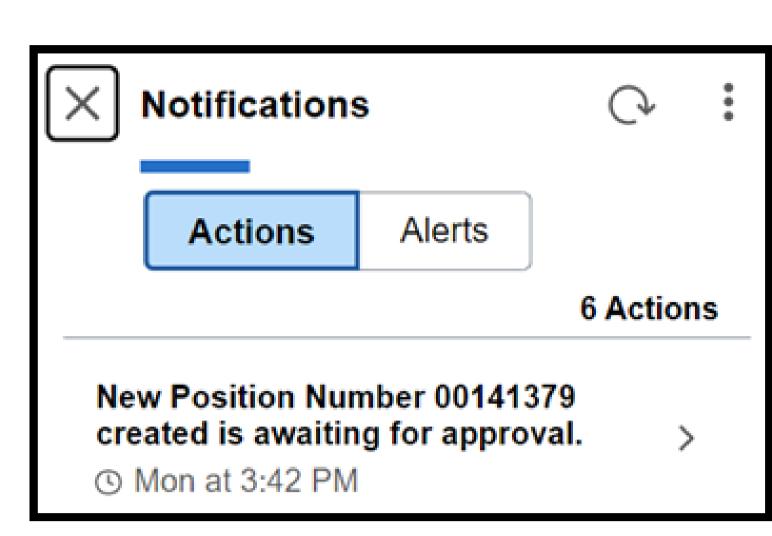
Core-CT Fluid HR Approvals



Approvals

From the Workforce Administrator tile, click the Approvals tile to access and manage pending approval transactions. This tile shows the total number of pending approvals.



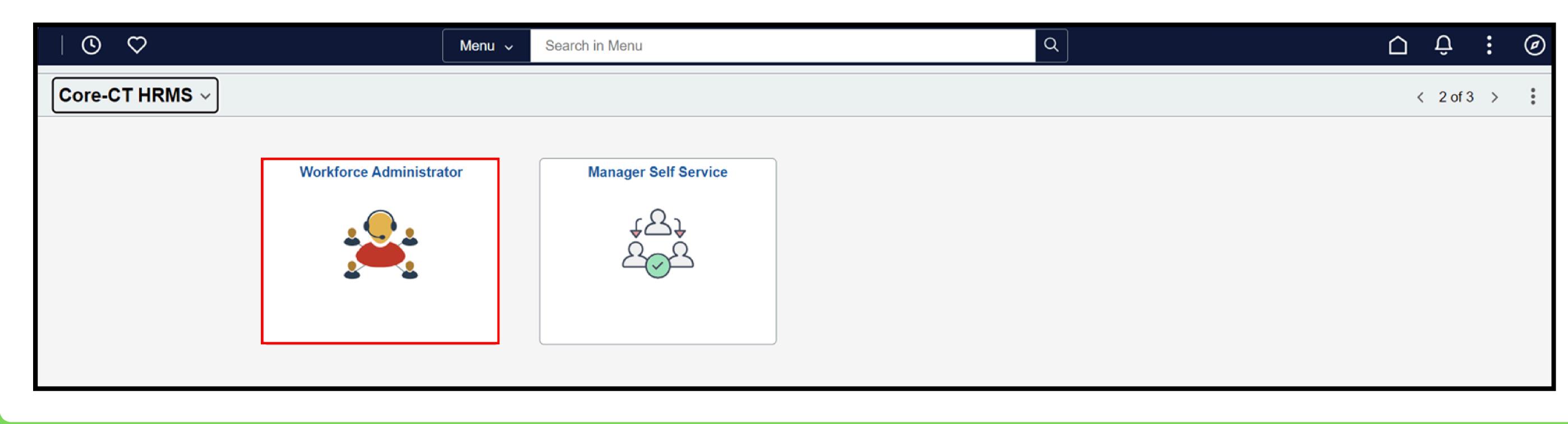


Pending approvals are also accessed via the Notifications Center by clicking the **Bell** icon. Click on the listed actions to navigate to the underlying pages. Alerts enable users to navigate to a transaction, to see details of updates that may have been made to existing information, or status changes.

Fluid HR Approvals

HRMS Approvals Navigation

This is the navigation to follow to see pending approvals under the HRMS module. HR users click on the Workforce Administrator tile to access the Approvals tile.

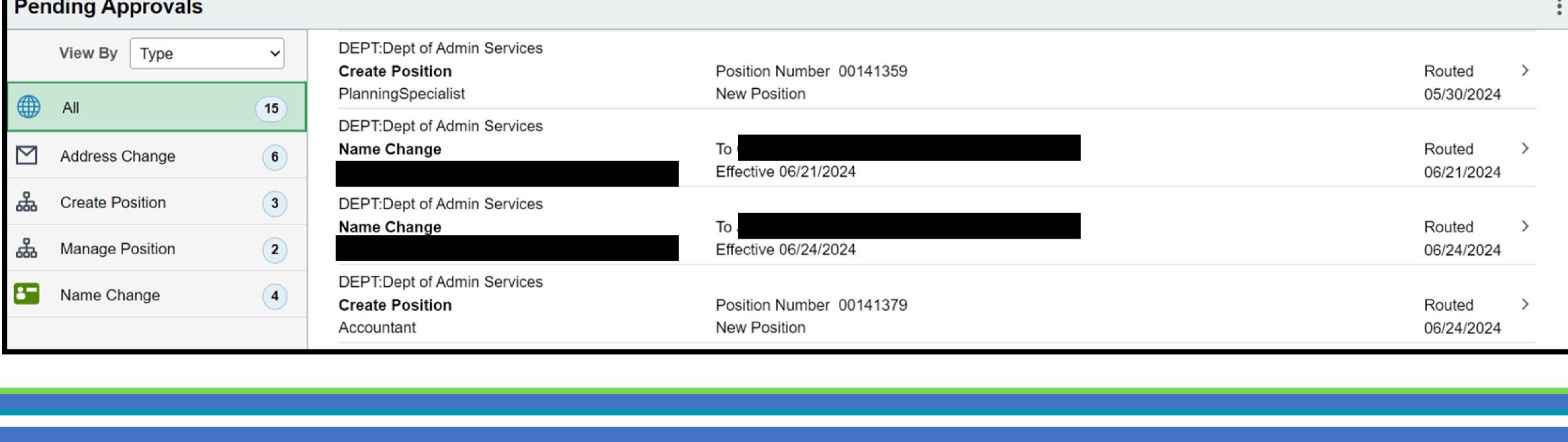


(Name, Address, Position) This is the **Pending Approvals** landing page. On the left, are the approval transaction

HRMS Pending Approvals

names. The categories shown here depend on the user's Core-CT access. The categories

that are seen here are Name, Address, and Position. (\Diamond **Pending Approvals DEPT:Dept of Admin Services** View By Type **Create Position** Routed Position Number 00141359



To narrow results, apply filters by clicking on the Filter icon. The filter icon appears

Filters

blue if there has been a filter applied. Filter options include:

- Requester

Routed

Routed

Routed

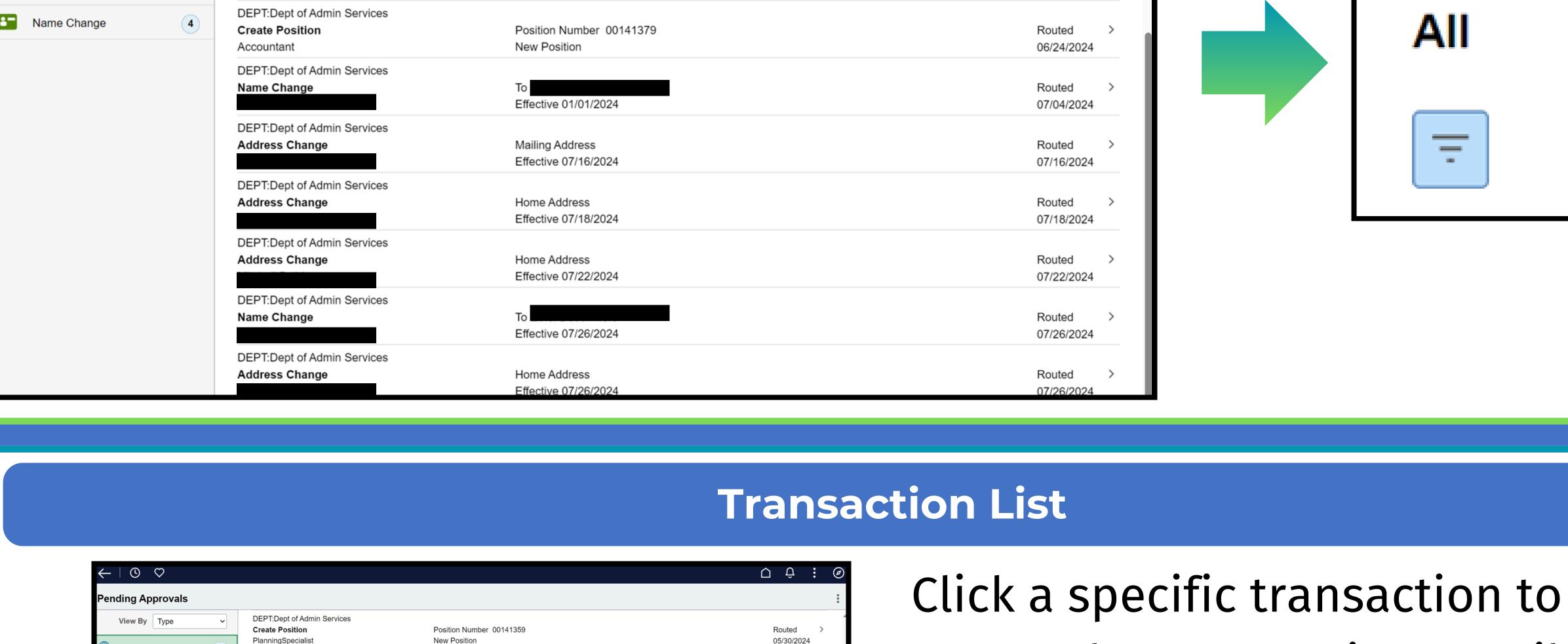
06/24/2024

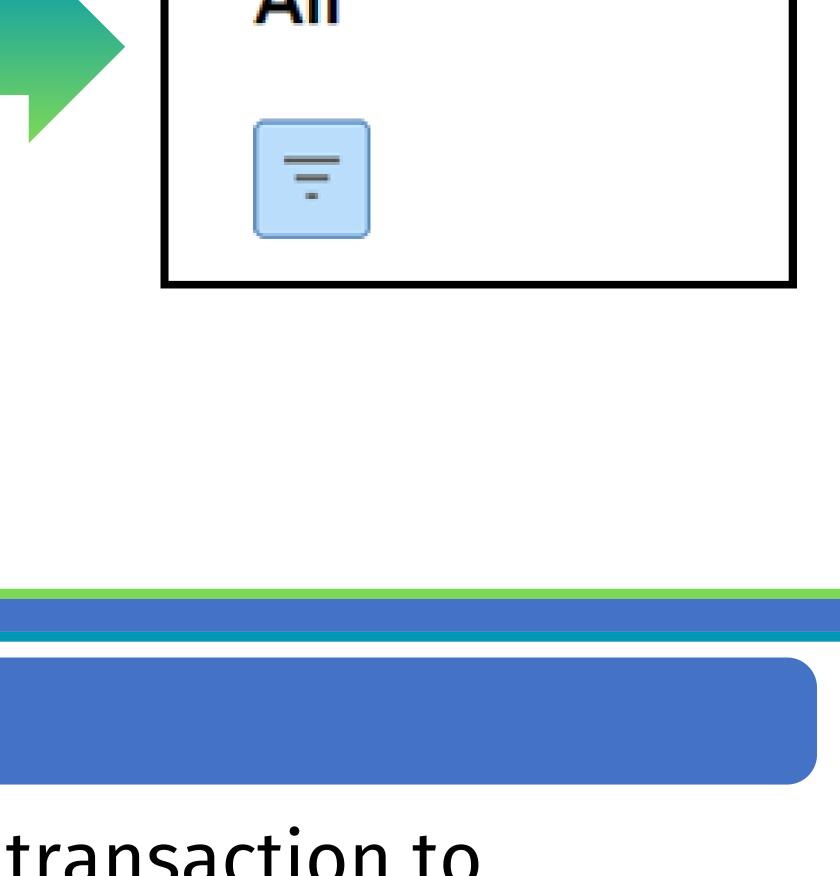
05/30/2024

06/21/2024

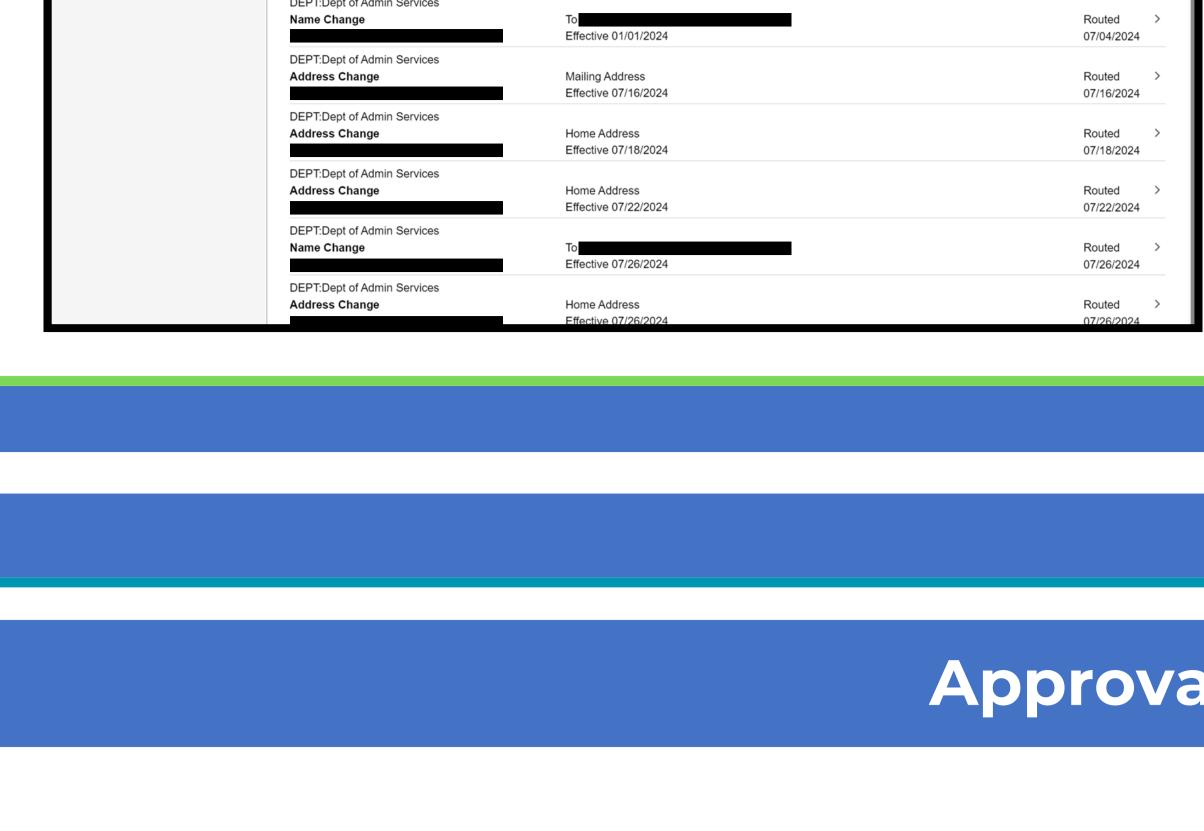
- Type

- From
- Date Period
- (C) (C) Pending Approvals **DEPT:Dept of Admin Services** View By Type **Create Position** Position Number 00141359 **PlanningSpecialist New Position DEPT:Dept of Admin Services** Name Change Address Change Effective 06/21/2024 Create Position **DEPT:Dept of Admin Services** Name Change Manage Position Effective 06/24/2024





access the Transaction Details Routed 06/21/2024 Routed page. When clicking on a specific 06/24/2024 Routed 06/24/2024



Effective 06/21/2024

Effective 06/24/2024

New Position

Position Number 00141379

DEPT:Dept of Admin Services

DEPT:Dept of Admin Services

DEPT:Dept of Admin Services

Name Change

Accountant

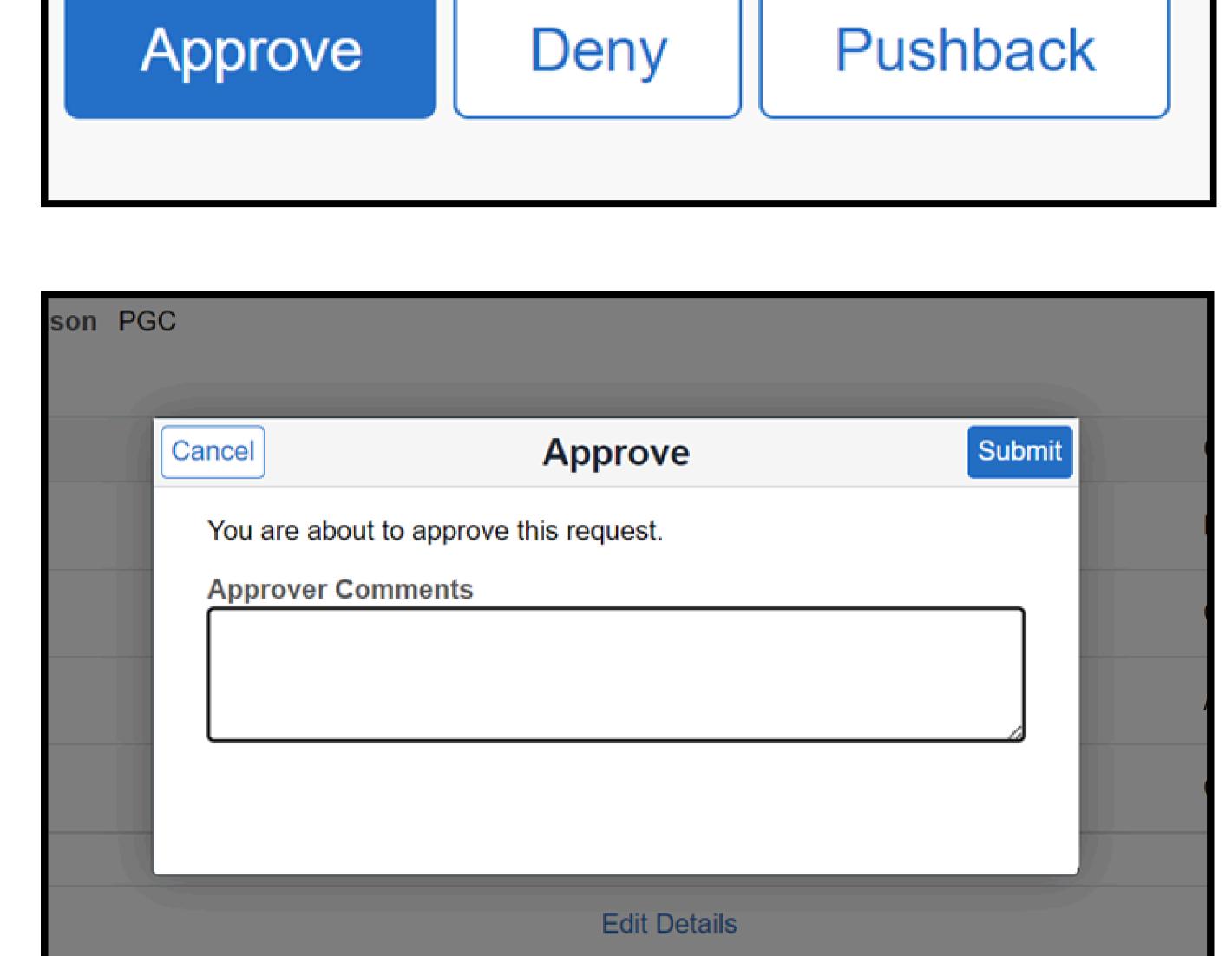
Address Change

Create Position

Name Change

transaction to be approved or denied. **Approval Line Detail**

transaction, Core-CT allows for a



If you click on the Approve button, you have the option to add comments. When finished click the **Submit** button. Once submitted, a green You Have

Approved this Request notification displays

Click on the **Deny** button, and a window

appears that allows comments to be

added and the transaction to be sent

back to the originator. When finished,

click the Submit button. Once submitted,

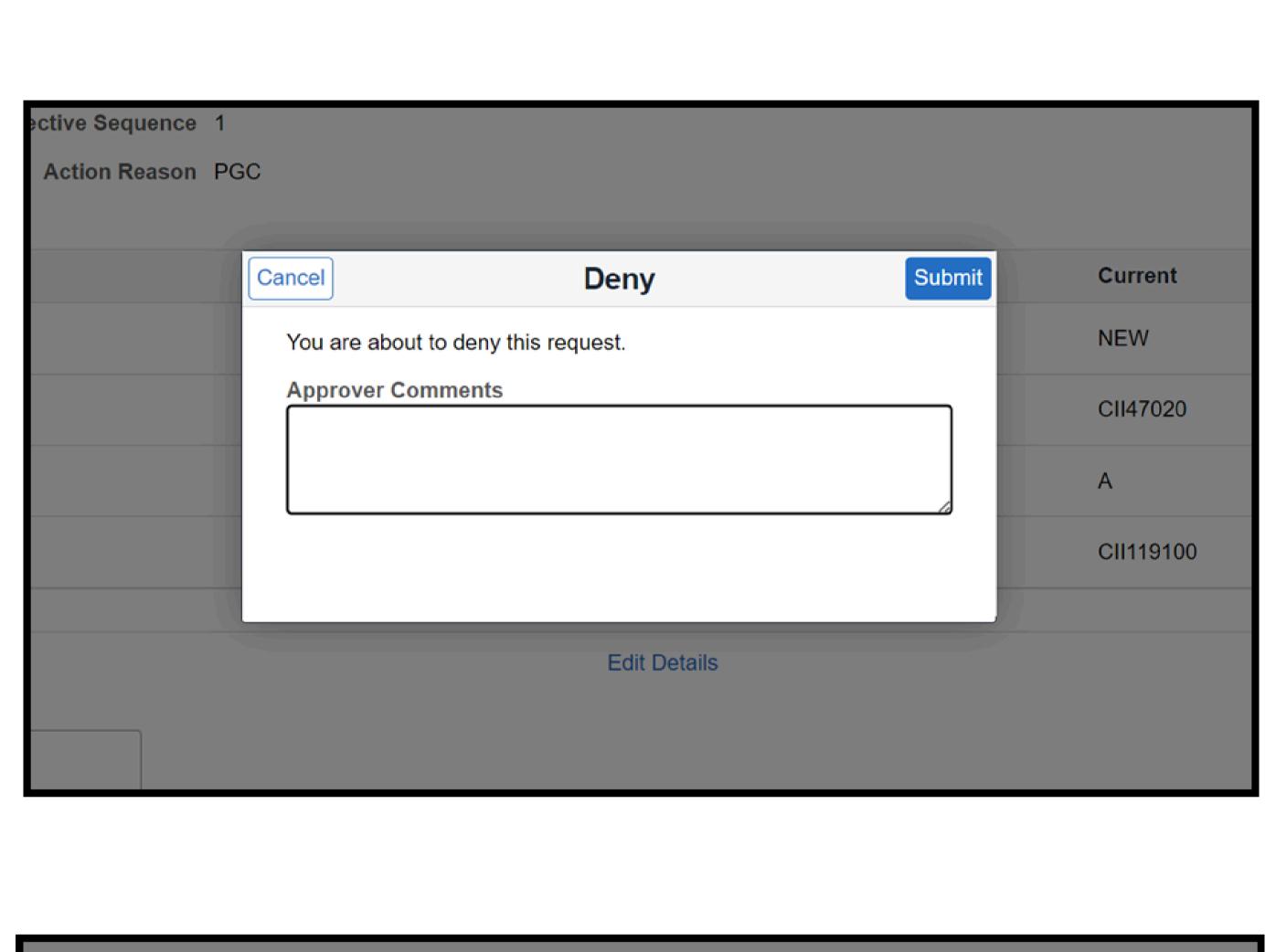
After clicking on a transaction, the

upper right-hand side of the page

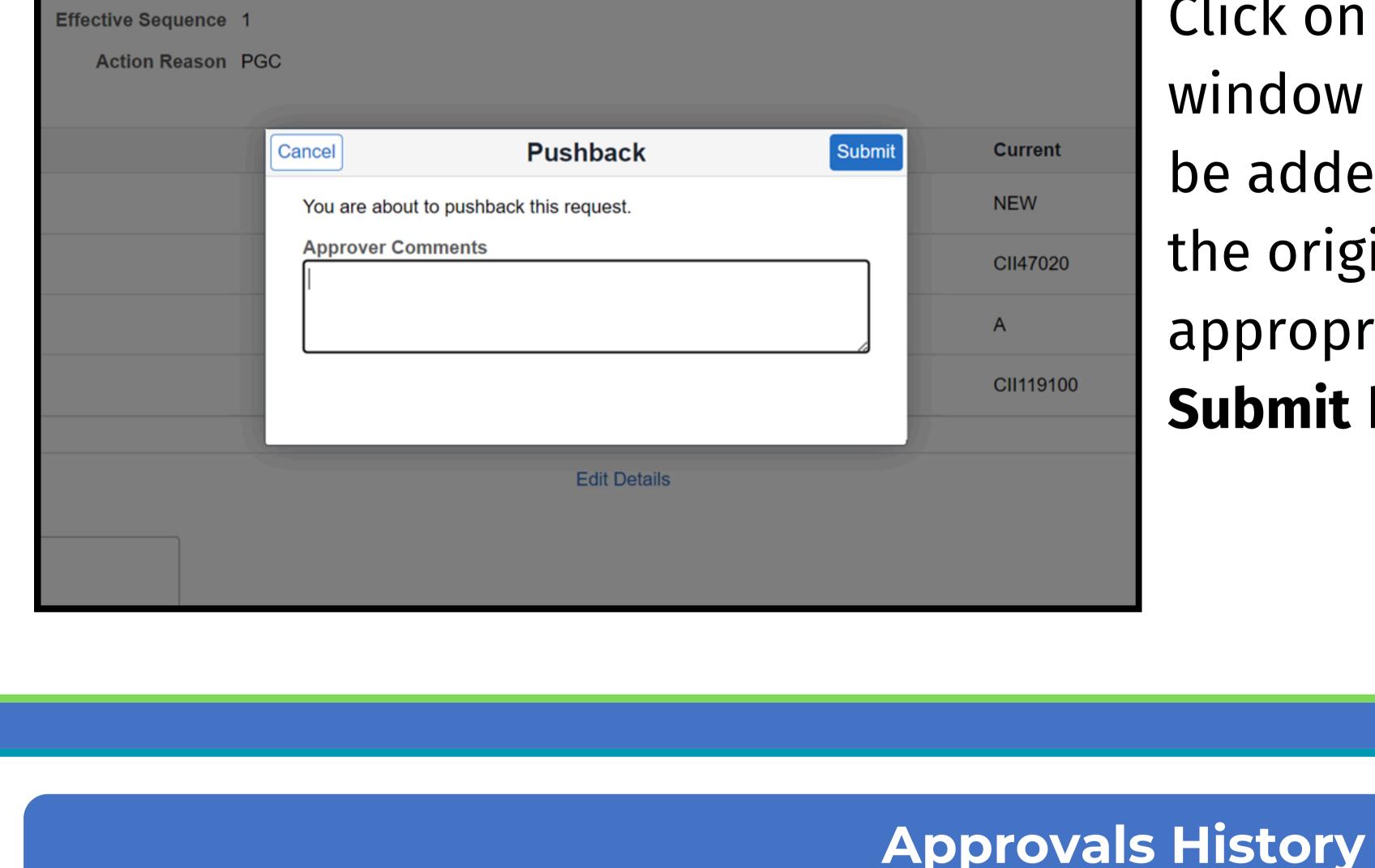
is where the Approve, Deny, and

Pushback options exist.

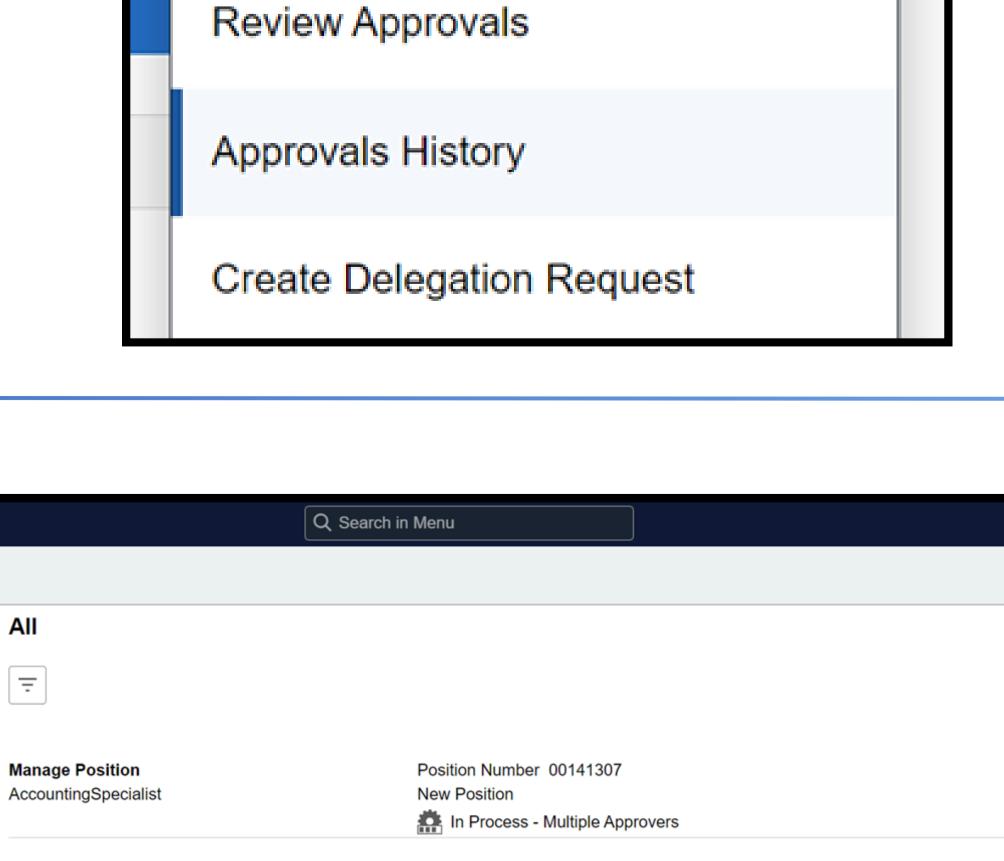
at the top of the page.



a green You Have Denied the Request notification displays at the top of the page. Click on the **Pushback** button and a window appears that allows comments to be added and the transaction sent back to the originator to update and resubmit as appropriate. Once finished, click the Submit button.



To see the history of what was approved, click on the ellipsis and then click on Approvals History.



Position Number 00141350

Position Number 00141348

In Process - Multiple Approvers

In Process - Multiple Approvers

New Position

New Position

Pending Approvals

(a)

Approvals History

View By Type

Create Position

Manage Position

History displays approvals for last 30

Create Position

Create Position

AccountingSpecialist

AccountingSpecialist

U Û : On the Approvals History

3 rows

Updated

Updated

Updated

06/26/2024

06/26/2024

06/26/2024

