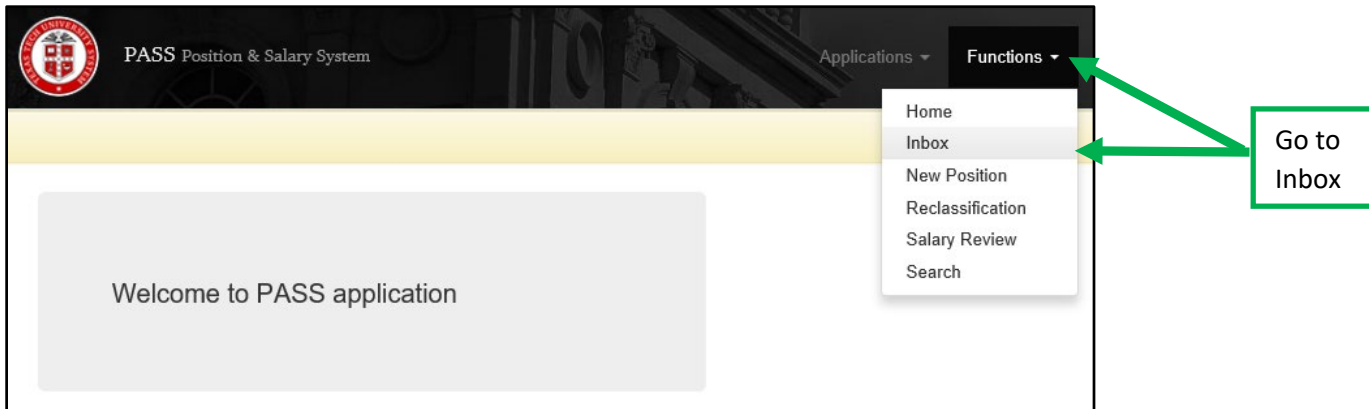## PROVING/REJECTING Transactions

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.

Indicates that a comment was entered. Click to view.

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

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

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.

APPROVER: The Fund Manager approver can be changed by submitting a Financial Manager Change request for that fund using the Finance New FOP system.

PROXY: A Fund Manager can add a proxy by granting a user an "Approver" role for a fund using TEAMAPP - Financial Security Request. To remove a proxy, remove the "Approver" role.

APPROVER: The Department Head approver can be changed by submitting an Organization Manager Change Request for the Dept Org (5 digits) using the Finance New FOP system.

PROXY: A Department Head can add/remove a proxy approver by updating their proxies in the ePAF system (Department HSC or ELP, DPTHSC level).

*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.