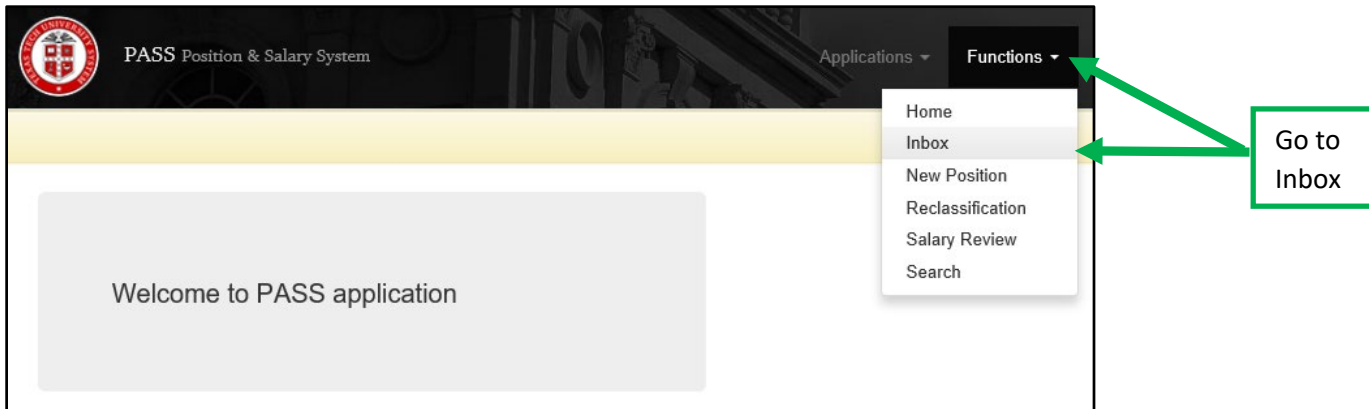


## PROVING/REJECTING Transactions

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.

Inbox

Fiscal Year :

Transaction #	Originator	Position Orgn	Analyst	Chart	Employee Name	Position #	Position Title	Type	Status	Effective Date	View Details
NP002588	First Last Name R00123456	512345 - Medicine ELP	CD	E			S1238-Lead Analyst	New Position	Submitted	03/01/2021	<a href="#">Review</a>
NP002594	First Last Name R00123456	512345 - Medicine ELP	CD	E			S1238-Lead Analyst	New Position	Submitted	03/01/2021	<a href="#">Review</a>
NP002593	First Last Name R00123456	512345 - Medicine ELP	CD	E			S1238-Lead Analyst	New Position	Submitted	03/01/2021	<a href="#">Review</a>

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

Approval Route: ELP Department Head FUND MGR 133009 Executive Approver ELP HR Compensation ELP Budget VP Finance ELP President ELP Initiated On: Feb 12, 2021

Status	Started	Activity On	Approval Group	Approver	Required Action
1: Approved	2/12/21 1:25 PM	2/12/21 2:41 PM	ELP Department Head	First Last Name	<input type="button" value="Revert"/>
2: Approved	2/12/21 2:41 PM	2/12/21 2:41 PM	FUND MGR 198764	First Last Name	<input type="button" value="Revert"/>
3: Pending	2/12/21 2:41 PM		Executive Approver	First Last Name	<input checked="" type="button" value="Approve"/> <input type="button" value="Reject"/>
4:			ELP HR Compensation	ELP HR Compensation	
5:			ELP Budget	ELP Budget	
6:			VP Finance ELP	First Last Name	
7:			President ELP	First Last Name	

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.

Approval Route: ELP Department Head FUND MGR 133009 Executive Approver ELP HR Compensation ELP Budget VP Finance ELP President ELP Initiated On: Feb 12, 2021

Status	Started	Activity On	Approval Group	Approver	Required Action
1: Approved	2/12/21 1:25 PM	2/12/21 2:41 PM	ELP Department Head	First Last Name	Approve
2: Approved	2/12/21 2:41 PM	2/12/21 2:41 PM	FUND MGR 198764	First Last Name	Revert
3: Pending	2/12/21 2:41 PM		Executive Approver	First Last Name	Approve   Reject
4:			ELP HR Compensation	ELP HR Compensation	
5:			ELP Budget	ELP Budget	
6:			VP Finance ELP	First Last Name	
7:			President ELP	First Last Name	

**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.