Notification Management

The Notification Management Menu allows you to check on the status of a notification, or if you are a Budget Unit Manager, to approve or edit notifications for submission to Payroll for processing.

- Approve Notifications screen
- View Notifications screen
- Main Menu (click on this link to return to the Main Menu)
- Logout (click on this link to log out of the system)
**Notification Management**

### Approve Notifications

The Approve Notifications screen allows you to search for and view notifications that may require your attention.

![Notification Management](image)

- **Approve Notifications**
  - There are 2 notifications needing approval

- **View Notifications**
  - View the status of change notifications that you have either created, approved, or processed

- **Main Menu**
  - See the Main Menu

- **Logout**
  - Use this feature to close out the Employee Management Session

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Notification Management

Approve Notifications (cont.)

1. You may sort information by the displayed drop-down menus
   - **Organizations**: Select *All Organizations* or an organization from the list.
   - **Employee**: Select *All Employees* or one employee from the list.
   - **Type**: Select *All Types* or select a type from the list. Examples of types may include Annual Pay, Overload Academic Teaching Appointment, etc.
   - **Status**: Select *All* or a specific status from the list.
     - Approved
     - Created
     - Deleted
     - Error
     - Approval in Process
     - Processed
     - Denied
     - Submitted
     - Process Rejected
   - **Category**: Select *Both* or a specific category from the list.
     - Employee Management
     - Reappointment

2. Click *Find Notifications* button to initiate the query. View the results.
3. Click the Number link in the [T-ID] column to open the *View “XXXXX” Notification* screen. See View Notification Approval Pending section below.

3. Click the Number link in the [T-ID] column.
Notification Management

View Notification allows you to search for and view notifications that may require action.

1. You may sort information by the displayed drop-down menus
   - Organizations: Select All Organizations or an organization from the list.
   - Employee: Select All Employees or one employee from the list.
   - Type: Select All Types or select a type from the list. Examples of types may include Annual Pay, Overload Academic Teaching Appointment, etc.
   - Status: Select All or a specific status from the list.
     - Approved
     - Created
     - Deleted
     - Error
     - Approval in Process
     - Processed
     - Denied
     - Submitted
     - Process Rejected
   - Category: Select Both or a specific category from the list.
     - Employee Management
     - Reappointment

2. Click Find Notifications button to initiate the query. View the results.
3. Click the Number link in the [T-ID] column to open the View “XXXXX” Notification screen. See View Notification Approval Pending section below.
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View "XXXXX" Notification allows you to view current employee information, as well as proposed changes. It allows Budget Unit Managers to approve or reject the notification.

1. Click the edit button to edit any fields in this section. Otherwise, go to step # 3.
Notification Management

View Notification Approval Pending (cont.)

The edit fields are functional. After fields are edited the information must be saved.

2. Click the Save link to save edits before proceeding to the approval process.

Approval function available to Budget Unit Managers Only

3. Select Yes (approve) or No (reject).

4. Add comments in Remarks field.

5. Click the Submit button.
Notification Management

View Notification Approved

The View Summer Session Notifications screen indicates the status of a notification, if it has been approved, who approved it, remarks and the date.

![Notification Management Screen](image)

- **Indicates who made the approval.**
- **Indicates Status has changed to Approved.**
- **Click on the Printer-friendly Version button to print the current screen shot.**