Approve PAR

Purpose: Once the initiator creates a PAR, the task workflows for approval. The Approver will process the workflow through MyNKU. Approvers will process all PARs using this same method.

A summary of the information can be viewed on the initial screen, as highlighted below.

To process the Approve Request screen, click on the Open Task Icon, on the bottom right-hand corner of the screen.

Open Task
The **Approve Request** screen will populate the PAR with all the information.

To process, the approver can click **Approve**, **Reject** or **Back to Author**.

Once **Approve** is clicked, the PAR is approved and workflowed to the next level approver, if necessary. When approved all the way through workflow, a notification appears in the Initiator and Approver’s inbox.

Once **Reject** is clicked, the PAR is rejected, and the workflow ends. A notification appears in the Initiator and Approver’s inbox.
Once **Back to Author** is clicked, process the confirmation question.

**Back to Author**

**Confirm**

Are you sure you wish to return this request?

[Yes] [No]

If the approver clicks, **No**, the screen remains.

If the approver clicks **Yes**, the following confirmation is produced.

Processing successful.
Reference number: 000000074019
This window may now be closed

A task to edit the PAR, workflows to the initiator’s MyInbox See example below.

**Edit Part-time Faculty Pay 000000074019 for Fred T. Johnson**

**Workflow System**

Status: Ready
Priority: Medium

Created on Jan 18, 2024, 4:21 PM

Form Type: Part-time Faculty Pay
Priority: NORMAL
Employee Name: Fred T. Johnson
Start Date: 05/12/2025
End Date: 07/11/2023
Process started on: 01/18/2024
Process started by: EHPHRT5TEST6
Total payment amount: 3,000.00

Please Edit this form.