

## **Approve PAR**

Transaction Code: My Inbox

## Location(s):

myNKU

**Purpose:** For approving, rejecting, or sending a PAR back to author.

1. Select the Home tab and click "My Inbox".

| NKÜ                   |                           |                                 |  | HOME |
|-----------------------|---------------------------|---------------------------------|--|------|
| <                     |                           |                                 |  |      |
| Inbox                 |                           |                                 |  |      |
| My Inbox<br>All Items | My Outbox<br>Outbox Items | My Workflows<br>Initiated by Me |  |      |
| <b>⊻</b> 21           | 🖹 269                     | 品                               |  |      |

2. Tasks will appear in the left side bar to approve

|  |  | HOME   | SAF   | GUI                        | EMPLO'       |
|--|--|--------|-------|----------------------------|--------------|
|  |  |        |       |                            |              |
| All Tasks (20)   | Approve Form   |        |       |                            |              |
| Search Q 🧭<br>Approve NKU PartTime Faculty<br>Pay 00000025526 for Natalie W<br>Workflow System Medium<br>Reserved by You | Approve NKU PartTime Faculty Pay 00000025526 for Natalie W Norse<br>Workflow System<br>Created on Apr 2, 2020, 4:57 PM                 |        | Pr    | Status: Re<br>riority: Mec | eady<br>dium |
| Travel Request 0000020764 for<br>Approver 102  |  |        |       |                            |              |
| Worktlow System Medium   | Form Type: NKU PartTime Faculty Pay  |        |       |                            |              |
| Reserved by You<br>Requisition Approval 10068882<br>00010<br>Workflow System Medium                                      | Priority: NORMAL<br>Employee Name: Natalie W Norse<br>Start Date: 0J/13/2020<br>End Date: 05/12/2020<br>Process started on: 04/02/2020 |        |       |                            |              |
| Reserved by You<br>Approve NKU Supplemental<br>Payment 00000025512 for<br>Workflow System Medium                         | Process started by: INITIATOR11<br>Total payment amount: 100.00<br>Please Approve, Return to Author or Reject this form.               |        |       |                            |              |
| Approve NKU Supplemental<br>Payment 00000025506 for<br>Workflow System Medium  | Sh   | ow Log | Claim | Open Tas                   | sk [Ċ        |



3. Select the task you want to process. To launch the PAR form, click "Open Task" at the bottom of the screen.



- 4. The PAR form requested will open. Review the details of the PAR.
- 5. Select one of the following options:
  - a. Save Draft to save the request without approving.
    - i A confirmation will appear: "Data was saved in a provisional version".
  - b. **Back to Author** to send the PAR back to the initiator for correction. Be sure to enter "New Comments" for the initiator to review (see below).
    - i A confirmation will appear: "Request was returned to author".

- c. **Approve** to submit the PAR for further approval/processing.
  - i A confirmation will appear: "Request approved".
- d. **Reject** to deny the PAR. Be sure to enter "New Comments" for the initiator to review (see below).
  - i A confirmation will appear: "Request rejected".

| Save Draft | Back to Author |
|------------|----------------|
| Approve    | Reject         |

Note: "New Comments" should always be entered when selecting "Back to Author" or "Reject".

| New Comments                    |                                       |
|---------------------------------|---------------------------------------|
| Always enter New Comments for S | ending Back to Author and Rejections. |

Once the PAR has been processed, you may exit and return to My Inbox to continue processing workflow tasks.