

# How to approve, deny or pushback

1. Click on the employee **Reported Time** you want to review.
2. Select the box of the Reported Time you want to Approve/Deny/Pushback
3. Click on one of the options **Approve, Deny, or Pushback**

**Pending Approvals**

View By

All **1**

All	1
Reported Time	1

Reported Time Jazel Aguirre Escobar Quantity for Approval 6.00 Hours Routed 03/14/2024

03/01/2024 - 03/01/2024

1 row

**Reported Time**

Michael Jordan Undergraduate Assistant II **Approve Deny Pushback** **3**

1 line(s) are pending your approval

**Summary**

Time Period 03/01/2024 - 03/01/2024

Quantity for Approval 3.00 Hours Quantity Scheduled 8.00 Hours

Quantity Submitted/ Approved 0.00 Hours Quantity Reported 3.00 Hours

Quantity Denied 0.00 Hours

[View Legend](#)

Reported Time Details

Pending All

Select	Report Date	Time Reporting Code	Quantity for Approval	Reported for Date / Scheduled for Date
<input checked="" type="checkbox"/>	03/01/2024		3.00 Hours	3.00 Hours / 8.00 Hours



# How to Approve, Deny, or Pushback

4. Click **Approve** and add comments if necessary.
5. Click **Deny** and add comments if necessary.
6. Click **Pushback** and add comments if necessary.
7. **Submit** to process the selected Reported Time.

A screenshot of a dialog box for approving a request. At the top left is a 'Cancel' button. In the center is the 'Approve' button, highlighted with a red border. To its right is a 'Submit' button. A blue circle with the number '7' and an arrow points to the 'Submit' button. Below the buttons, the text reads 'You are about to approve this request.' Underneath is a text area labeled 'Approver Comments'. A blue circle with the number '4' and an arrow points to the 'Approver Comments' text area.

A screenshot of a dialog box for denying a request. At the top left is a 'Cancel' button. In the center is the 'Deny' button, highlighted with a red border. To its right is a 'Submit' button. A blue circle with the number '7' and an arrow points to the 'Submit' button. Below the buttons, the text reads 'You are about to deny this request. Approver comments, if provided, will be available on Timesheet page for time reporter view.' Underneath is a text area labeled 'Approver Comments'. A blue circle with the number '5' and an arrow points to the 'Approver Comments' text area.

A screenshot of a dialog box for pushing back a request. At the top left is a 'Cancel' button. In the center is the 'Pushback' button, highlighted with a red border. To its right is a 'Submit' button. A blue circle with the number '7' and an arrow points to the 'Submit' button. Below the buttons, the text reads 'You are about to pushback this request.' Underneath is a text area labeled 'Approver Comments'. A blue circle with the number '6' and an arrow points to the 'Approver Comments' text area.