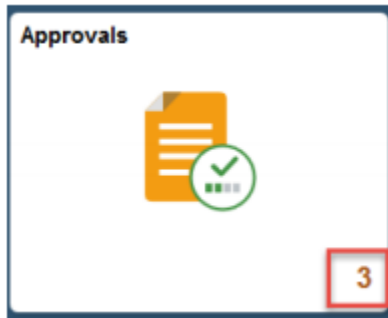
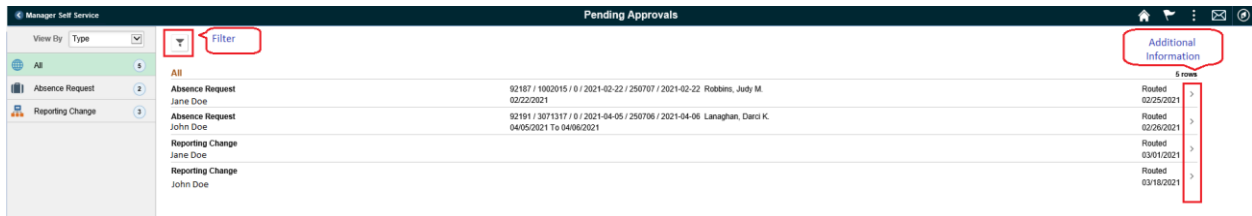


## Approvals Tile

The Approvals tile provides access to items that require your approval, such as absence requests, reporting changes, terminations, or delegations. You will notice that there is a number in the lower right-hand corner of the Approvals tile. This indicates the number of items in your queue that require your approval. The Approvals tile in the Fluid User Interface takes the place of your Worklist in the PeopleSoft Classic view.



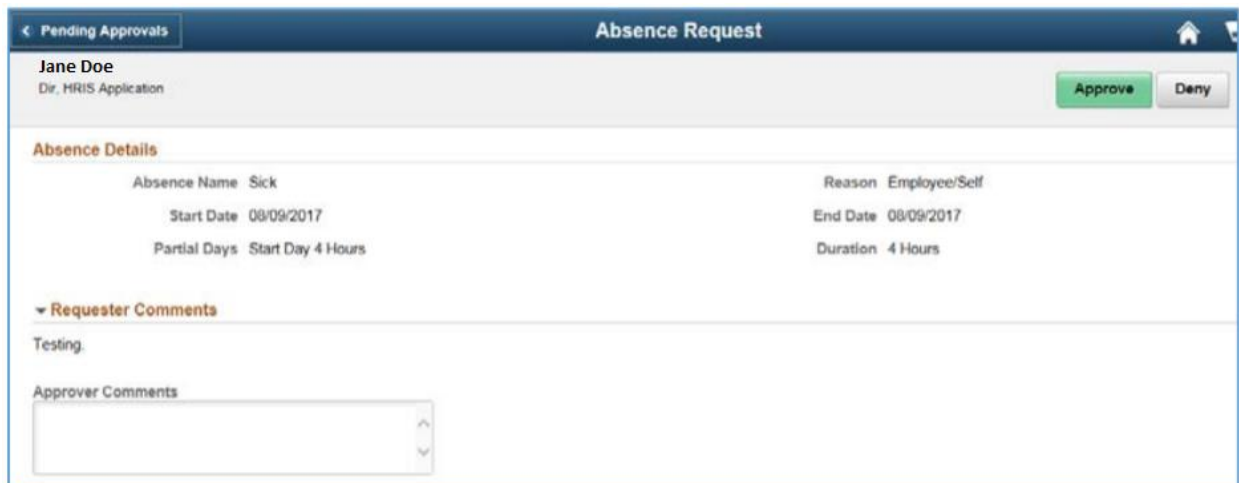
## Contents of the Approvals Tile



The screenshot shows the "Pending Approvals" page. On the left, there is a navigation menu with "All" selected. The main area displays a table of pending items. A red box highlights the "Filter" button in the top right. Another red box highlights the "Additional Information" link in the top right. A third red box highlights the "5 rows" indicator in the top right.

Type	Requester	Start Date	End Date	Reason	Employee/Self	Status
Absence Request	Jane Doe	02/22/2021	2021-02-22	Robbins, Judy M.		Roaded 02/25/2021
Absence Request	John Doe	04/05/2021 To 04/06/2021	2021-04-05	Lanaghan, David K.		Roaded 02/26/2021
Reporting Change	Jane Doe					Roaded 03/01/2021
Reporting Change	John Doe					Roaded 03/18/2021

Select each transaction to view more information or take action on this approval item. If accessing an absence request, the system displays a page where managers can approve or deny the request. Select the Pending Approvals button in the top left to return to the Approvals main page.



The screenshot shows the "Absence Request" details page for Jane Doe. The page includes a header with "Jane Doe" and "Dir, HRIS Application". There are "Approve" and "Deny" buttons. The "Absence Details" section shows the following information:

Absence Name	Sick	Reason	Employee/Self
Start Date	08/09/2017	End Date	08/09/2017
Partial Days	Start Day 4 Hours	Duration	4 Hours

Below the details is a "Requester Comments" section with the text "Testing." and an "Approver Comments" section with a text input field.