REMOTE**WORK**

February 2025

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Overview of Remote Work

Overview

The Remote Work Agreement is an application designed to standardize and automate the change of duty point request process for staff and faculty. The Remote Work Agreement Application allows employees to request change of duty points electronically. This application will enable employees and approvers to access their submitted forms to track and review requests.

How do I access the Remote Work Agreement?

The remote work agreement can be accessed by using your eRaider credentials at https://apps.hr.ttu.edu/RWAA/.

Who can submit a Remote Work Agreement?

The request should be originated by the employee requesting the change of duty point. The supervisor will complete the justification but will not initiate the request.

What is the approval process?

Originator submits the request to their supervisor for approval. The supervisor approves the request to the 'Next Level' approver in the department's approval chain. Once approval gets to the 'Leader', who reports to the President or Chancellor, they will approve request to the President or Chancellor for final approval.

Faculty requests need to be routed to Genevieve Durham DeCesaro, Vice Provost for Faculty Success who will approve request to the Provost and Senior Vice President. The Provost will then approve request to the President for final approval.

All out of the state requests will be automatically routed to General Counsel for review/approval before Leader's approval. Do not manually input General Counsel as 'Next Level' approver.

How do I approve a request?

As an approver, you will receive an email from HR Systems TTUS with a distinct link to either approve, return with revisions, or decline the request. If you missed or accidentally deleted the email, all requests can be easily accessed by logging into https://apps.hr.ttu.edu/RWAA/Approvals/.

What happens after I submit a request?

Once submitted, you can track the progress of your requests by logging into https://apps.hr.ttu.edu/ RWAA. The request goes through the approval process, and the Originator will be notified via email of the decisions made throughout it.

Approval Process Visual

Overview

The Remote Work Agreement approval process will vary depending on the Originator's position. Review Figure 1 for a simple breakdown of what the approval process may look like.

NOTE: The number of Next Level Approvers will vary depending on the approval hierarchy within the specific department. Suppose an employee will work outside of the state of Texas. In that case, the request will be automatically sent to General Counsel before being sent to the Leader to ensure tax and legal requirements are met.



Figure 1: A simple breakdown showing the process through which a Remote Work Application must be approved.

Navigating the Dashboard

Overview

To begin, review the main components. See Figure 2. You may use the navigation menu on the top left corner of the page. The user menu will depend on the level of access. *Home* and *Sign Out* are located in the navigation menu. The *Start Agreement* button is in the middle of the page, and the current and previously created requests will be listed towards the bottom.

Remote Work Agreement Applicati	on
The Remote Work Agreement (RWAA) is an application designed to standardize and aut igreement process for Texas Tech University employees. This application allows employs approval and route through to the President or Chancellor for final approval. Employees modifications, and request extensions on agreements. Tracking is available for originator process.	omate the current remote work ses to submit a request for supervisors' can access their submitted forms, make rs and approvers throughout the
TERMS AND PURPOSE	\sim
	~
Remote Work TTU Property Agreement Application	•

Figure 2: The homepage of the Remote Work application.

Home Page

You may select the *Start Agreement* button on the home page to start a new agreement. Once an agreement is started, a dashboard will appear. See Figure 3. *Name*, *Status*, *Supervisor*, *Start Date*, *End Date*, *Property Taken*, and *Sequence* are listed on the dashboard.

- Name: This will take you to your form. If you have already submitted it will be read-only.
- Status: This will indicate where the request is regarding the approval process. Requests with
 approval history will have a link. Selecting the link will prompt a pop-up to appear, showing a
 list of Approvals that have taken place, including the approvers' name, title, action, and dates,
 which shows how the request is progressing.
- Supervisor: This will allow you to email the supervisor listed.
- Start/End Date: Date in which the request is for.
- Property Taken: Lists TTU property used for remote work.
- Sequence: Type of request. If the request is approved you can *Extend Agreement* or *Modify Agreement*. See page 17 for more information.
 - □ Extend Agreement: This option will be used to extend the agreement dates.
 - □ Modify Agreement: This option will be used to make modifications the location, hours, etc.

Name	Status	Supervisor	Start Date	End Date	Property Taken	Sequence
Raider Red	Agreement Pending Submission	Supervisor's Name				New Agreement

Figure 3: The dashboard of the Remote Work application will appear once an agreement is started.

Submitting a Request

Overview

You may start a new form by clicking the *Start Agreement* button on the homepage. You will be directed to the request form. Information in the *Requester Section* is auto populated. See Figure 4. All information, except the RNumber, may be revised.

Employees should originate a request on their behalf. If a field has a *, it must be filled out. The time frame of the request cannot exceed one year.

Employee Name *	Title *	Department *
Masked Rider	Trainer	Human Resources
RNumber *	Email *	Phone *
R1111111	masked.rider@ttu.edu	1234567890

Figure 4: The top two rows of the agreement are auto populated.

Remote Work Location

Continue to fill out the fields. If the request is for an out-of-state location, request will be auto-routed to General Counsel for approval before it is sent to the Leader. A photo of the work location is required. For more information on how to upload an image, see page 20.

Remote Work Schedule

Complete this section to show when you are requesting to work remotely and when you will be on campus; work hours are required. Optional comments are allowed using the text box below. See Figure 5.

Day	From				То				On Campus Or R	emote Work
☑ Monday	8:00	~	AM	~	5:00	~	PM	~	On Campus	○ Remote Work
Tuesday	8:00	~	AM	~	5:00	~	PM	~	On Campus	○ Remote Work
☑ Wednesday	8:00	~	AM	~	5:00	~	PM	~	On Campus	O Remote Work
Thursday	8:00	~	AM	~	5:00	~	PM	~	On Campus	O Remote Work
✓ Friday	8:00	~	AM	~	5:00	~	PM	~	O On Campus	Remote Work
🗆 Saturday	Time	~	AM/PM	~	Time	~	AM/PM	1 ~	O On Campus	○ Remote Work
🗆 Sunday	Time	~	AM/PM	~	Time	~	AM/PN	1 ~	O On Campus	O Remote Work

Figure 5: Complete the work schedule section and provide any optional comments in the text box.

Submission

Once the form is completed, you will reach the bottom of the form. When ready to submit, select *Submit*. The submitted form will be sent to the supervisor listed in the first section of the form for review. If approved, the supervisor will complete the justification form. If the form needs to be completed at a later date, select *Save*. Selecting *Save* will save the current version of the form until ready to submit. See Figure 6.



Figure 6: Buttons Originators have on the bottom of their unsubmitted agreement form.

Supervisor Approval

Overview

Upon submitting a request, the immediate supervisor will be notified via email from HR Systems TTUS, prompting them to review and submit their form.

As a Direct Supervisor, there are necessary steps to take for your employee's form to advance in the approval chain.

Select the unique link sent via email from HR Systems TTUS. See Figure 7. Selecting the link will take you to the *Approvals* tab. Another way to navigate to the request is by going to https://apps.hr.ttu.edu/RWAA/Approvals/ and logging in with your eRaider credentials.



Dear Direct Supervisor,

A Remote Work Agreement was submitted by Masked Rider (Job Title). To proceed with this request, an additional review with approval is required from you. To review the request, please sign in below using your eRaider credentials.

Remote Work Agreement Approvals (https://apps.hr.ttu.edu/RWAA/Approvals/)



Open the request by selecting the employee's name on the table. See Figure 8.

Name	Supervisor	Start Date	End Date	Submit Date	Approval Name	Approval Action	Approval Date	Sequence
Masked Rider	Terry Lake	01/01/2024	01/01/2025	01/02/2024	Raider Red	Pending Your Approval		Original

Figure 8: Once logged in, a table listing your employee's requests will appear.

When the request opens, insert Employee Salary information. See Figure 9.

Employee Salary

FTE *	Employee Salary (format ex: 45000.00)	* Salary: hourly, monthly or annually? *
1	Salary	Select Monthly or Annually
Exempt or Non-Exempt *	Part or Full Time *	Hire Date *
Select Exempt or Non-Exempt 🗸 🗸	Select Part or Full Time 🗸 🗸	MM/DD/YYYY

Figure 9: Direct Supervisors must complete form by filling out Employee Salary section.

Below the Employee Salary information, a justification memo is needed. See Figure 10. NOTE: The immediate supervisor must complete the Employee Salary and Justification memo to begin the approval process chain.

Justification Memo

The justification memo should include, at a minimum, the following:
Type of work to be performed,
How the employee's time and productivity will be monitored,
How it meets the business needs of TTU to have this person work from home,
Duration for which the exception is being requested,
Communication between the employee and their supervisor/department (e.g., phone calls, email, Zoom, etc.) during remote work shall be handled,
Additional Conditions agreed upon by the employee and the Supervisor, **B** *I* <u>U</u> **S** ×_e ×^a | **s** *I* <u>i</u> := := | *? | <u>E</u> = := | *? | **i** | := := | *? | E = := | •? | •? | • := := Ω → := Styles • | Normal • | Font • | Size • | <u>A</u> • <u>C</u> • | <u>S</u> |
The justification memo will need to be inserted here in order to complete the application and have it ready for the approval process.

Figure 10: Immediate supervisors must ensure the justification memo answers the prompt listed above the text box.

Continue to scroll down and review the request, including Remote Work Location section and Employee Schedule section. For more information on how to view an image, see page 20. If the information looks correct, you will have the option to approve, return with revisions, or decline the request at the bottom of your page. See Figure 11.

Name	Action	Action Date	Comment
Originator's Name	Approve	01/03/2024	ţ
Approval Options			
O Approve			
○ Approve ○ Return with Revisions			

Figure 11: Options will appear at the bottom of the form. When ready, select your decision.

Submitting Next Level Approvers

To Approve

Select *Approve*. This option will prompt you to add information for the Next Level Approver. Insert the designated Next Level Approver's information. See Figure 12.

Next Level Approval		
Name *	Title *	
Name	Title	
Email *	Confirm Email *	
Email	Confirm Email	

Figure 12: If Approve is selected, the system will prompt you to insert the Next Level Approver's information. Inserting the information will let the system notify the Next Level Approver that their decision is needed once the form is submitted.

To Return with Revisions

Select *Return with Revisions*. Selecting this option will require comments to be made for the Originator. Once this decision is selected and the form submitted, the Originator will be notified via email that revisions are needed.

Who do I send back to?

Edits should be sent back to the Immediate Supervisor if any of the following need revision:

- Justification Memo
- Employee Salary Revisions

Edits should be sent back to the Originator if any of the following need revision:

- Employee Detail Information
- Remote Work Location
- Remote Work Schedule

To Decline

Select *Decline*. Selecting this option will require comments to be made for the Originator. Once this decision is selected and the form submitted, the Originator will be notified via email that the request was declined.

To Submit Decision

Once your decision is selected, press *Submit*. If your review is incomplete, select *Save* to come back at a later time. Selecting *Save* stores your comments and approval section without submitting it so you can continue to review without losing information. See Figure 13.



Figure 13: Buttons Direct Supervisors have when approving a request.

Approving as a Next Level Approver

Overview

Once a request has been submitted, the next level Approver will be notified via email from HR Systems TTUS. The approver also has the option to log into https://apps.hr.ttu.edu/RWAA/Approvals/ and view the requests pending their approval. See Figure 14. If the email was accidentally deleted, another email will be sent two days from the original request date.



Figure 14: Approvers will have an additional option on the home page navigation menu.

Approvers Page Dashboard

After selecting Approvals on the navigation menu, a table will appear. See Figure 15.

- Name: This will take you to the submitted form.
- Supervisor: This will allow you to email the supervisor listed.
- Start/End Date: Date in which the request is for.
- Submit Date: Date the request was submitted.
- Approval Name: Name of the current approver.
- Approval Action: Type of action pending. If final approval from the President/Chancellor is complete, you can view the PDF by selecting *President/Chancellor*.
- Approval Date: Final approval date. If the request is in the approval process, no date will appear.
- Sequence: Column will have the option to view previous agreement with a link to previous Remote Agreement (if current one happens to be an extension or modification).

Name	Supervisor	Start Date	End Date	Submit Date	Approval Name	Approval Action	Approval Date	Sequence
Masked Rider	Terry Lake	01/01/2024	01/01/2025	01/02/2024	Raider Red	Pending Your Approval		Original
Fearless Champion	Bob Williams	01/15/2024	01/05/2024	04/15/2024	Raider Red	Pending Your Approval		Original

Figure 15: To view pending requests or previous approved requests, the Approver may use the dashboard for assistance.

To Approve

Select the request by clicking the employee's name on the approver dashboard. Review the information. When ready to approve, select *Approve*. See Figure 16. By selecting *Approve*, a new section will appear where the approver must list who the request will be sent to as a Next Level Approver. Enter the information for the next approver. See Figure 17.

Approval Options
 Approve Return with Revisions Decline

Figure 16: Approvers may select Approve and provide any additional comments before submitting.

Name *	Title *
Name	Title
Email *	Confirm Email *
Email	Confirm Email

Figure 17: Approvers must insert who the request will be sent to next for approval.

To Return with Revisions

By selecting *Return with Revisions*, a new section will appear where the approver must select whom the request will be sent back for correction. The list will vary depending on how far the request is in the approval chain. For example, suppose the Direct Supervisor returns the request, they will only see the Originator listed on the pop-up table. See Figure 18. For additional information on to whom a request should be sent back, refer to page 10.

<u>Ap</u>	orova	al Options		
0	Appro Retur	ove n with Revisions		
12	То	Approval Name	Title	Approval
	0	Fearless Champion	Analyst	Approve (Originator)

Figure 18: When returning a request form, select who the form should be sent back to and submit required comments regarding the decision.

To Decline

Select *Decline*. Selecting this option will require comments. Once this decision is selected and the form submitted, the Originator will be notified via email that the form request was declined.

To Submit Decision

Once your decision is selected, press *Submit*. If your review is incomplete, select *Save* to come back at a later time. Selecting *Save* stores your comments and approval section without submitting it so you can continue to review without losing information. See Figure 19.



Figure 19: Buttons Next Level Approvers have when approving a request.

Approving as a Leader

Overview

Once a request has been approved by the Originator, Direct Supervisor, and all appropriate Next-Level Approvers, the request will then be sent to a Leader. NOTE: Out-of-state employees' forms will be sent to General Counsel before reaching the Leader.

The Leader can approve, return with revisions, or decline the request. **To streamline this process**, **Leaders can also approve multiple remote work requests simultaneously. To learn more about the batch approval feature, see page 21.** Once a request has been submitted, the next level approver will be notified via email from HR Systems TTUS. The approver also has the option to log into https://apps.hr.ttu.edu/RWAA/Approvals/ and view the requests pending approval after selecting *Approvals* on their navigation menu. See Figure 20.

🖀 Home 🛛 🏕 Approvals 🛛 🕞 Sign Out

Figure 20: Approvers will have an additional option on the home page navigation menu.

Open the request by selecting the employee's name on the table. See Figure 21.



Figure 21: Once logged in, a table listing the requests needing your approval will appear.

Review the request form. At the bottom of the request form, you will have three options. As a Leader, you can approve, return with revisions, or decline the request.

To Approve

Review the information. When ready to approve, select Approve. See Figure 22.

Leadership Approval Options

GApprove Figure 22: Leaders have three choices to choose from when approving a request.

Using the drop-down menu, select who the request should be sent to next for final decision. See Figure 23.

Chancellor, President Approval	
Select	~
Select	
Dr. Lawrence Schovanec - President, Texas Tech University	
Dr. Tedd L. Mitchell - Chancellor, Texas Tech University System	

Figure 23: Leaders who approve the request must select the appropriate final approver using the drop-down arrow.

To Return with Revisions

By selecting *Return with Revisions*, a new section will appear where the Leader must select whom the request will be sent back to for correction. The list will vary depending on each department. When returning a request, comments are required. See Figure 24. For additional information on to whom a request should be sent back, refer to page 10.

То	Approval Name	Title	Approva
0	General Counsel	Assistant General Counsel	Approve
0	Next Level Approver	Head Director	Approve
0	Next Level Approver	Senior Director	Approve
0	Next Level Approver	Director	Approve
0	Direct Supervisor	Manager	Approve
0	Masked Rider	Job Title	Approve

Figure 24: When returning a request form, select whom the form should be sent back to and submit required comments regarding the decision.

To Decline

Select *Decline*. Selecting this option will require comments. Once this decision is selected and the form submitted, the Originator will be notified via email that the form request was declined.

To Submit Decision

Once your decision is selected, press *Submit*. If your review is incomplete, select *Save* to come back at a later time. Selecting *Save* stores your comments and approval section without submitting it so you can continue to review without losing information. See Figure 25.



Figure 25: Buttons Leaders have when approving a request.

Approving on behalf of General Counsel

Overview

When an employee will be working remotely outside of the state of Texas, the approval process will go through General Counsel before the Leader automatically. General Counsel must review out-of-state employees for tax purposes.

General Counsel will be notified via email from HR Systems TTUS. Individuals on behalf of General Counsel also have the option to log into https://apps.hr.ttu.edu/RWAA/Approvals/ and view the requests pending their approval after selecting *Approvals* on their navigation menu. See Figure 26.



Figure 26: General Counsel members will have an additional option on the home page navigation menu.

Open the request by selecting the employee's name on the table. See Figure 27.



Review the request form. At the bottom of the request form, you will have three options. As a member of General Counsel, you can either approve, return with revisions, or decline the request.

To Approve

Review the information. When ready to approve, select Approve. See Figure 28.

Office of General Counsel Approval Options
Approve
O Return with Revisions
○ Decline
Comment

Figure 28: Individuals on behalf of General Council will have three choices when approving a request.

To Return with Revisions

By selecting *Return with Revisions*, a new section will appear where an individual from General Council must select to whom the request will be sent back for correction. The list will vary depending on each department. When returning a request, comments are required. See Figure 29. For additional information on to whom a request should be sent back, refer to page 10.

0	Approval Name	Title
)	Next Level Approver	Head Director
)	Next Level Approver	Senior Director
0	Next Level Approver	Director
)	Direct Supervisor	Manager
2	Masked Rider	Job Title

Figure 29: When returning a request form, select who the form should be sent back to and submit required comments regarding the decision.

To Decline

Select *Decline*. Selecting this option will require comments. Once this decision is selected and the form submitted, the Originator will be notified via email that the form request was declined.

To Submit Decision

Once your decision is selected, press *Submit*. If your review is incomplete, select *Save* to come back at a later time. Selecting *Save* stores your comments and approval section without submitting it so you can continue to review without losing information. See Figure 30.



Figure 30: Buttons Leaders have when approving a request.

Additional Notes

Form Modifications/Extensions

When a form has been modified or extended the approvals dashboard will provide the original form to review under *Sequence* (view previous agreement). See Figure 31.



, agreement.

To Extend:

Go to the homepage of the Remote Work application and select the request that needs to be extended under the table. Select the *Extend Agreement* button.

A pop up will occur. To continue extending the agreement on file, select *Extend Agreement*. See Figure 32.

Notice X	
Our records indicate you have already completed a Remote Work Agreement. If you would like to extend current agreement please select Extend Agreement button below.	
For assistance, please contact Human Resources Systems at hrs.systems@ttu.edu	
Extend Agreement Close	

Figure 32: Extension pop up.

Review the current agreement on file and edit any fields necessary. Once finished, select *Submit*. If your submission is incomplete, select *Save* to come back at a later time.

To Modify

Go to the homepage of the Remote Work application and select the request that needs to be modified under the table. See Figure 31. Select the *Modify Agreement* button.

A pop up will occur. To continue extending the agreement on file, select *Modify Agreement*. See Figure 33.



Figure 33: Modification pop up.

Review the current agreement on file and edit any fields necessary. Once finished, select *Submit*. If your submission is incomplete, select *Save* to come back at a later time. Selecting *Save* stores your comments and approval section without submitting it so you can continue to review without losing information.

Communication

All email communication will come from HR Systems TTUS. Originator will receive the following communication:

- Final Approval
- Once a final approval has been received.
- If the form was declined.
- If the Change of Duty Point form was extended.
- 30 and 7 days prior to agreement expiration, employee will receive a reminder email to submit an extension.
- NOTE: HR Compensation and Operations will receive an email of notification. HR Compensation and Operations will attach the approved document to the employee's ePAF (if department does not).

Pre-Employment Remote Work

The Pre-Employment Remote Work Agreement (PRWAA) is an application designed to standardize and automate the current remote work agreement process for future Texas Tech University employees.

New employees at Texas Tech who will be working remotely need access to the Remote Work Application. Since these individuals do not yet have eRaider credentials, a separate authentication method and application have been created so such individuals may submit a Pre-Employment Remote Work Agreement request. Employers, such as Supervisors, Managers or Hiring personnel must first begin this process. Follow the steps below to correctly fill out the form.

Log into https://apps.hr.ttu.edu/RWAA/PRWAA/index.php using your eRaider credentials. Enter the new employee's information. NOTE: The email field may include the employee's personal email address if they do not yet have access to their TTU email. See Figure 34.

Emplo	yee Information		
Last Name *		Rnumber	
New Employee's La	ist Name	R00000012	
e reached.			
	Confirm Email *		
address@email.com		1	
	Select Eclass *		
	N1		~
	Last Name * New Employee's La	Last Name * Last Name * New Employee's Last Name reached. Confirm Email * address@email.com Select Eclass * N1	Last Name * Rnumber New Employee's Last Name R00000012 e reached. Confirm Email * address@email.com Select Eclass * N1

Figure 34: User will be prompted to insert the new employee's information in all fields marked with an *.

The new employee will receive an email notification providing a link and instructions on how to access the Pre-Employment Remote Work application. This link will be available for 7 days. Upon accessing the application, the employee should complete the form as instructed. For detailed information on submitting a remote work request, please refer to page 6.

Uploading/ Reviewing Images

You will be asked to submit an image of your remote work location when filling out a request form.

To Attach

On the form, select *Attach/View Image* and attach the needed image. A new window will populate. Only png, jpeg, and jpg files up to 5MB are allowed. By uploading, you agree to follow all Texas Tech University Information Technology Operating Policies (52.1 - 52.07). See Figure 35.

Please use this form to upload image of the work environment at the Remote Work Location (home office, etc). You may only upload one image for your Remote Work Agreement. Image may be up to 5MB in size. Only png, jpeg and jpg files allowed. You may close this tab after you are done.

	Choose File	No file chosen
1	By uploading a	file, you agree to follow all Texas Tech University Information Technology Operating Policies (52.01 - 52.07).

Agree and Upload

Figure 35: New window will open. User will be prompted to upload an image by selecting Choose File.

To Remove

Once an image is attached, two buttons will appear. See Figure 36. If an image was accidentally attached, select *Remove*. You will be able to upload a new image. Attach the correct image.

Employee Name	Agreement Status	File Name	Upload Date	Uploaded By	Action	
		Workplace Picture			View	
Raider Red	Agreement Pending Submission		06/14/2024	R00012345	Remove	
Figu	re 36: Once image is unloa	ded user will hav	ve two action	buttons: view	٨/	

Figure 36: Once image is uploaded, user will have two action buttons; view and remove.

To Download

As a supervisor, you will need to view images uploaded to a Remote Work request. When reviewing the submitted request, select *Attach/View Image*. A new window will open. In the new window, select *View*. See Figure 37.

Employee Name	Agreement Status	File Name	Upload Date	Uploaded By	Action
Raider Red	Agreement Pending Approval	Workplace Picture	01/02/2024	R00012345	View

Figure 37: Approvers will be able to view uploaded images by selecting View in the new browser window.

Batch Approvals

As a senior leader, you can use the Batch Approvals module to review and approve multiple requests efficiently.

Batch Approvals Module

On the Approvals page, click the *Batch Approvals* button. This will open a pop-up window. See Figure 38.

😭 Home 🛛 ≁ App	orovals 🕩 Sign (Out						
		R	emote Wo	rk Agreeme	nt Application A	oprovals		
The Remote Work Ag This application allow submitted forms, ma	greement (RWAA) ws employees to s ke modifications,) is an applicatio submit a request , and request ext	n designed to s t for supervisors ensions on agre	tandardize and au ' approval and rou eements. Tracking	tomate the current remo ute through to the Preside is available for originator	te work agreement process f ent or Chancellor for final ap s and approvers throughout	or Texas Tech Univer proval. Employees c the process.	sity employees an access their
Remote Work Use	er Guide							\sim
				Batch A	Approvals			
Name	Supervisor	Start Date	End Date	Submit Date	Approval Name	Approval Action	Approval Date	Sequence
Masked Rider	Raider Red	01/28/2025	10/06/2025	02/06/2025	Senior Leader Name	Pending Your Approval		Original

Figure 38: The Batch Approvals button must be selected to start the process.

To Approve

To approve multiple requests at once, first select the next approver for the agreements you want to approve. Then, review the requests requiring your approval. You can use the features in the window to assist with the approval process. See Figure 39.

- Check Box: All requests are checked by default. To return or decline a request, manually uncheck the box next to it. NOTE: Only approvals can be processed in batches. Returns and declines must be handled individually through the standard agreement approval form. Refer to page 13 for more information.
- Memo: View details of the associated request.
- Approvals: View a summary of approvals.
- Comment: Add a comment to the request or edit an existing one.

When ready to approve, select Approve.

Select								~
Agreement Pending Approval								
Name	Supervisor	Agreement Dates	State	Previous Approval	Memo	Approvals	Comment	
Masked Rider	Raider Red	01/28/2025 - 10/06/2025	ТХ	Fearless Champion	Memo	Approvals	Add Comment	
Olivia Barnes	Ava Moreno	05/05/2025 - 12/31/2025	TX	Daniel Foster	Memo	Approvals	Add Comment	
Jacob Mitchell	Ethan Sullivan	03/11/2025 - 09/15/2025	TX	Sophie Patel	Memo	Approvals	Add Comment	

Figure 39: Ensure that only requests that you intend to approve are checked. Additional features are provided in blue to streamline the approval batch submission process.

Next Level Communication

The next level approver selected during the batch approval process will receive an email notification when a request is ready for review and approval.