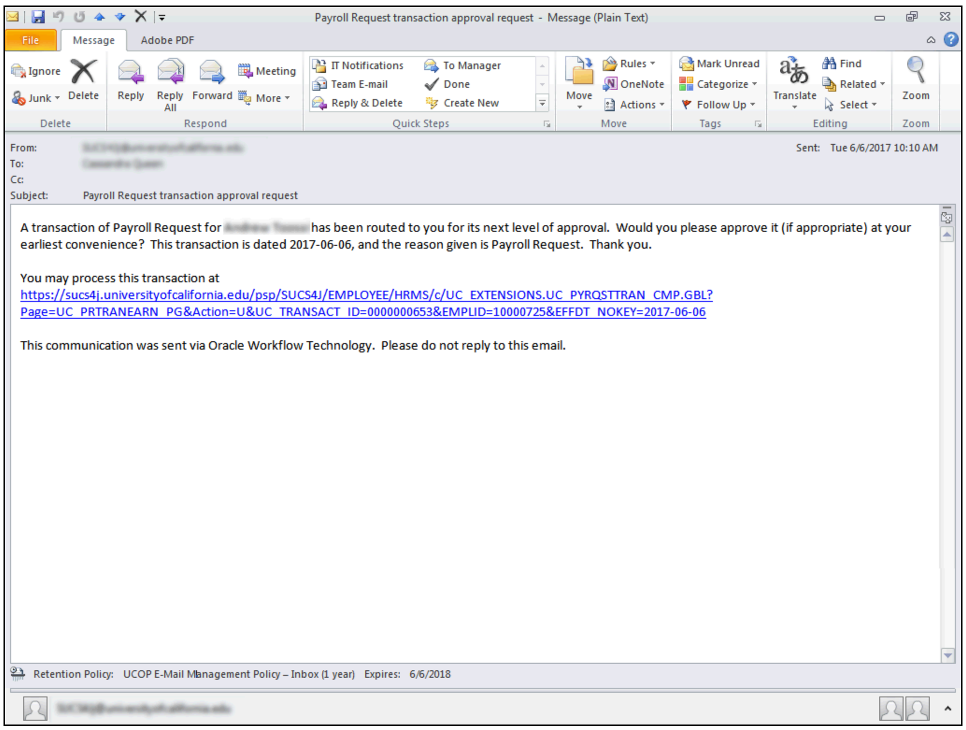
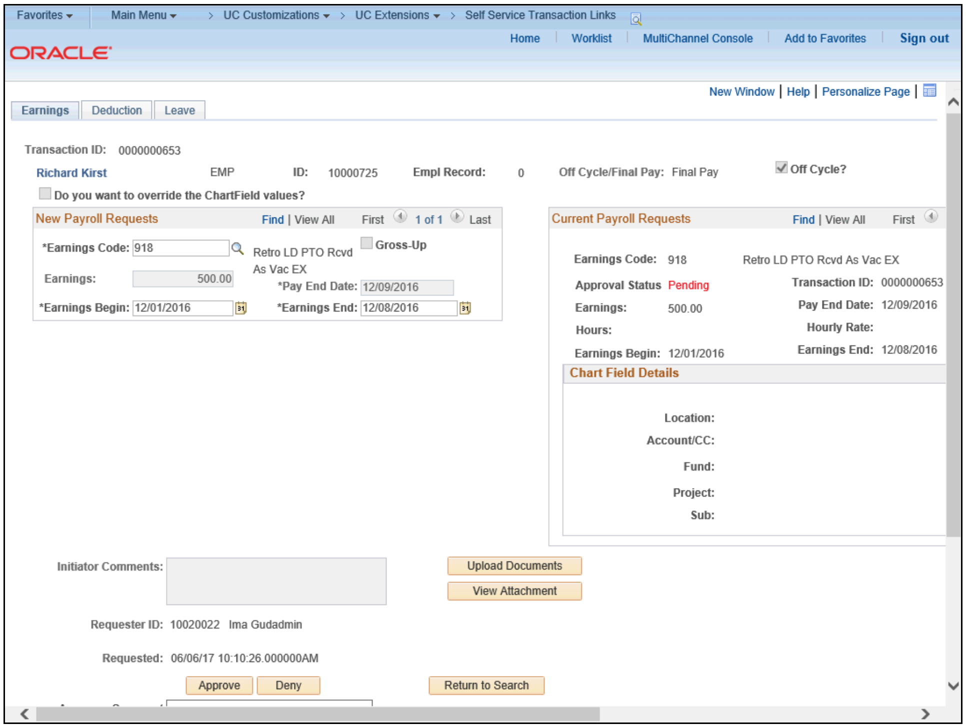
Use this task to approve a final pay transaction.

Navigation:
To open a transaction that is pending approval, navigate to your **Worklist** in UCPath and click the appropriate transaction link.
or
Click the transaction link in the system-generated email notification.



Step	Action
1.	Click the **Transaction** link.
2.	The **Earnings** page of the **Payroll Request** component appears. This page displays details for the final pay request. As you review a transaction in UCPath, refer to your local business process, which may include specific approval guidelines.

Step	Action
3.	Notice that below the data entry fields, the system displays the initiator's employee ID, name, and the date and time the transaction was submitted. Be sure to review any detail listed in the **Initiator Comments** field before you begin your review. The transaction initiator uses this field to include information that is useful during the approval process. Also, verify whether the initiator attached one or more supporting documents. To view an attachment, click the **View Attachment** button. In this example, supporting documents are not attached.
4.	The transaction header displays the transaction ID number, and the employee's name, employee ID and employee record number. The header indicates whether the final pay request is an off cycle request.
5.	The **New Payroll Requests** section provides details regarding the final pay request, including the earnings code and payment amount.
6.	The **Current Payroll Requests** section provides details regarding the employee's current additional payments. In this example, the employee's only current request is the pending request awaiting approval.
7.	In this example, there is only one row of data as indicated by the 1 of 1 value. Be sure to verify whether there are multiple rows to review and approve. If there are multiple rows, use the **View All** link to display all rows of data on a page. When this feature is enabled, the link changes to read **View 1**, so that you can return to the original setting.
8.	Continue to review the details on the **Deduction** and **Leave** pages to review any final pay deduction and final pay leave data the initiator entered.



Step	Action
9.	If necessary, scroll down to display additional fields and page options. Click the scroll bar.
10.	As the approver, you can upload one or more documents to this transaction if necessary. In this example, you will not upload a document.
11.	Each approver is assigned to a specific workflow approval level. Some transactions require only one level of approval, while others require multiple levels. In this example, the transaction requires multiple levels of approval, and the first approval is pending. The Approver 1 level can approve or deny transactions, but cannot push back a transaction. The Approver 2 and 3 levels can approve, pushback to a previous approver (not the initiator) or deny transactions.
12.	After you review the transaction details, you can approve, push back (if applicable) or deny the transaction. If necessary, you can click the **Return to Search** button to return to the search page to search for another transaction. Comments are required when you push back or deny a transaction. In this example, you will approve the transaction.

Step	Action
13.	When you are ready to approve the transaction, click the **Approve** button. 
14.	After you approve a transaction, the transaction page no longer displays the approval action buttons. The approval status monitor (the **Payroll Request** section in this example) remains at the bottom of the page. This section displays the Location approval workflow details, including completed and pending approvals.
15.	The **Approval Status** field displays **Pending** until final approval. Upon final approval, this field displays **Approved**.
16.	You have approved a final pay transaction. **End of Procedure.**