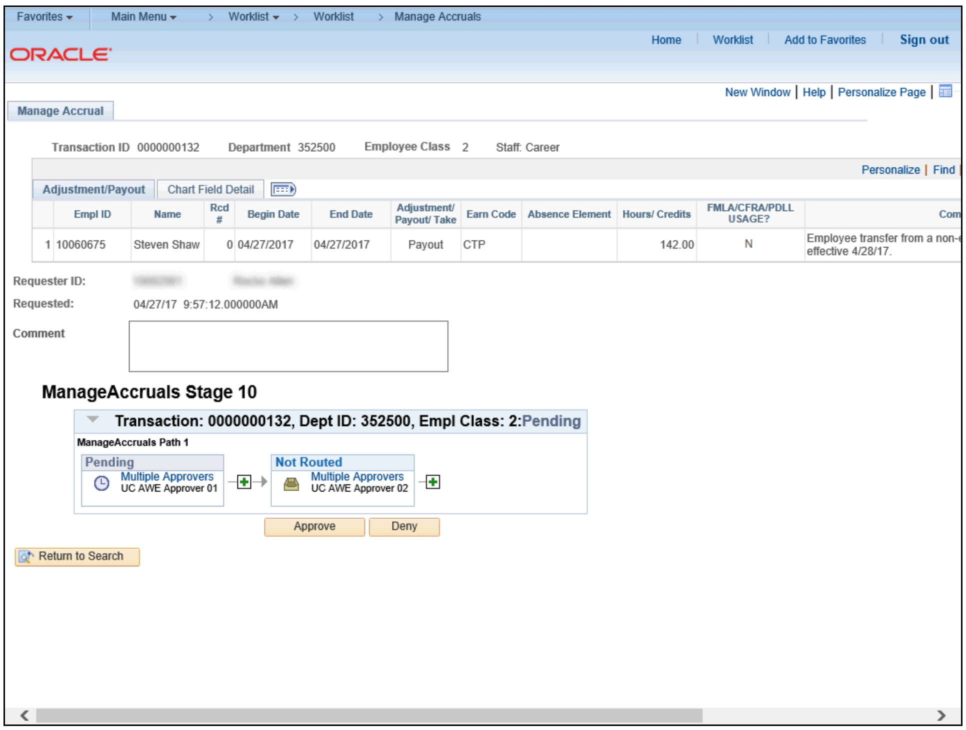
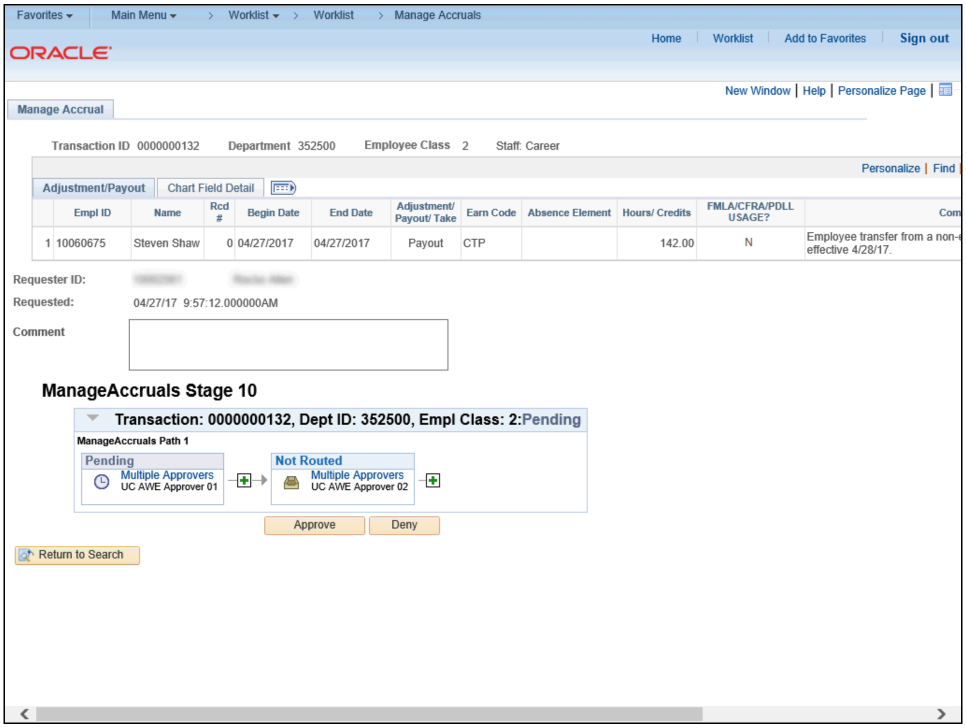
Use this task to approve an employee accrual adjustment transaction.

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.

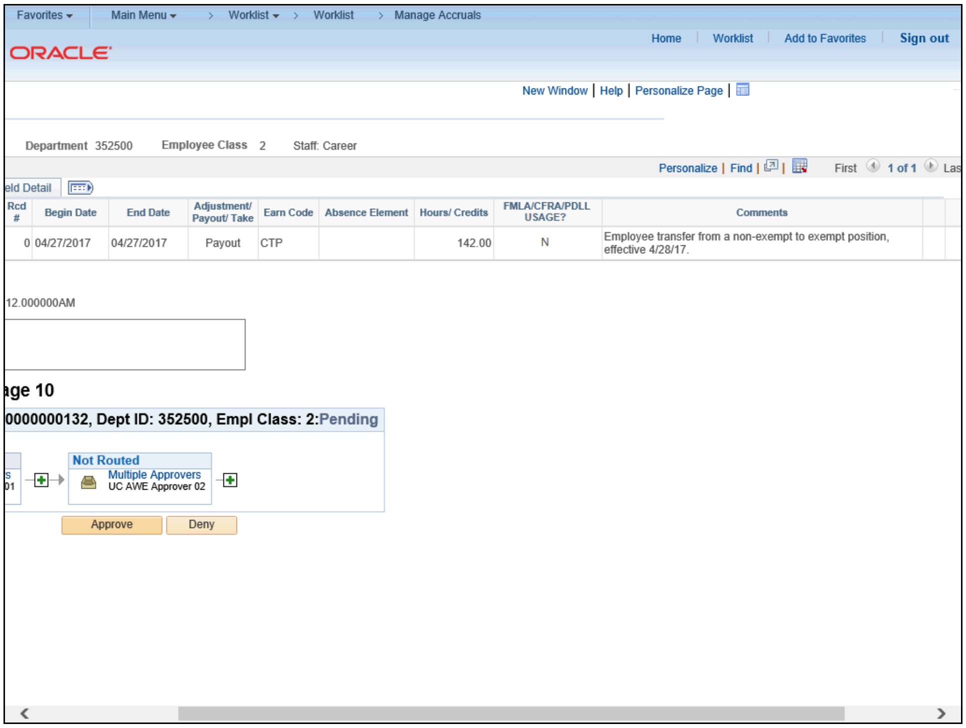


Step	Action
1.	The **Manage Accrual** page displays detail for the pending accrual adjustment transaction. As you review a transaction in UCPath, refer to your local business process, which may include specific approval guidelines.



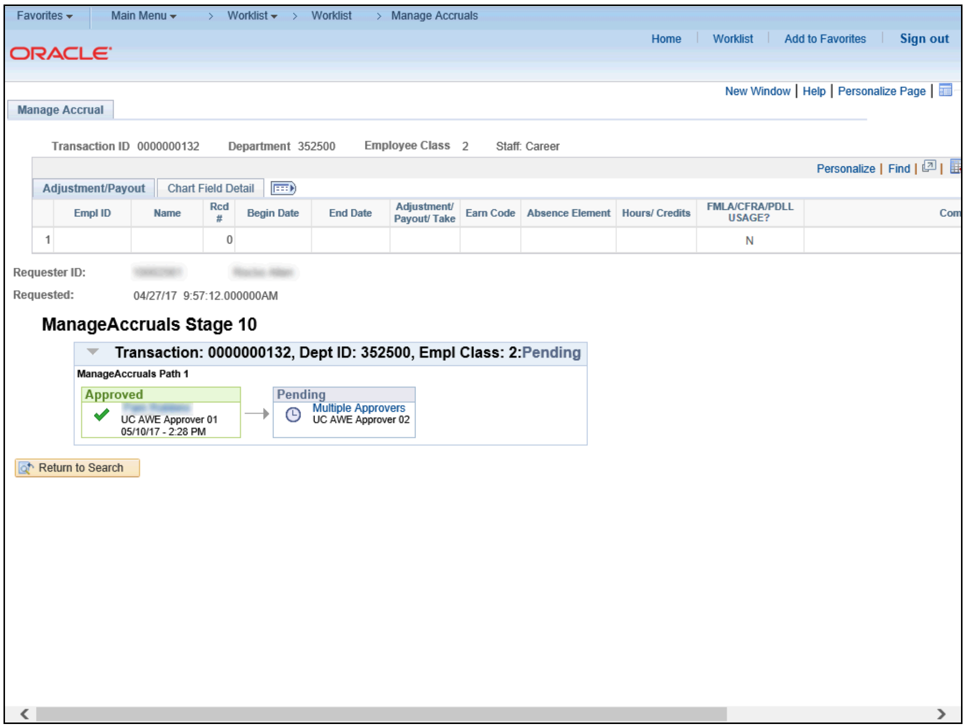
Step	Action
2.	The system displays the initiator's User ID and name, and the date and time the transaction was submitted.
3.	The initiator can enter an accrual adjustment transaction for only one department and one employee class combination at a time. In this example, if an adjustment is also necessary for an employee in the same department, but with an Empl Class of Faculty, a separate transaction is required.
4.	The **Adjustment/Payout** tab displays the employee ID and name of the employee for which the adjustment is being entered. It also displays adjustment details, including the date or date range, the adjustment type and earnings code, and the hours/credits.
5.	The initiator can indicate whether the adjustment should count toward FMLA (Family Medical Leave Act), CFRA (California Family Rights Act), or PDLL (Pregnancy Disability Leave Law) usage. The initiator can select a value only when **Adjustments/Payout/Take** field value is **Take**. The field defaults to **N** (No). Additional options are: **A-FMLA**, **B-CFRA**, **C-PDLL**, **D-FMLA/CFRA**, **E-FMLA/PDLL** and **Y-Yes**. In this example, the value is the default of **N** (No), because the initiator did not enter a **Take** value.

Step	Action
6.	If necessary, scroll right to display additional fields and page options. Click the scroll bar.



Step	Action
7.	Review the **Comments** field. Initiators are required to enter comments for all updates made using this page.
8.	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.
9.	After you review the transaction details, you can approve, push back (if applicable) or deny the transaction. Comments are required when you push back or deny a transaction. In this example, you will approve the transaction.

Step	Action
10.	When you are ready to approve the transaction, click the **Approve** button. 



Step	Action
11.	After you approve a transaction, the page no longer displays the approval action buttons. The approval status monitor (**ManageAccruals Stage 10** section in this example) remains at the bottom of the page. This section displays the approval workflow details, including completed and pending approvals.
12.	You have approved an accrual adjustment transaction. **End of Procedure.**