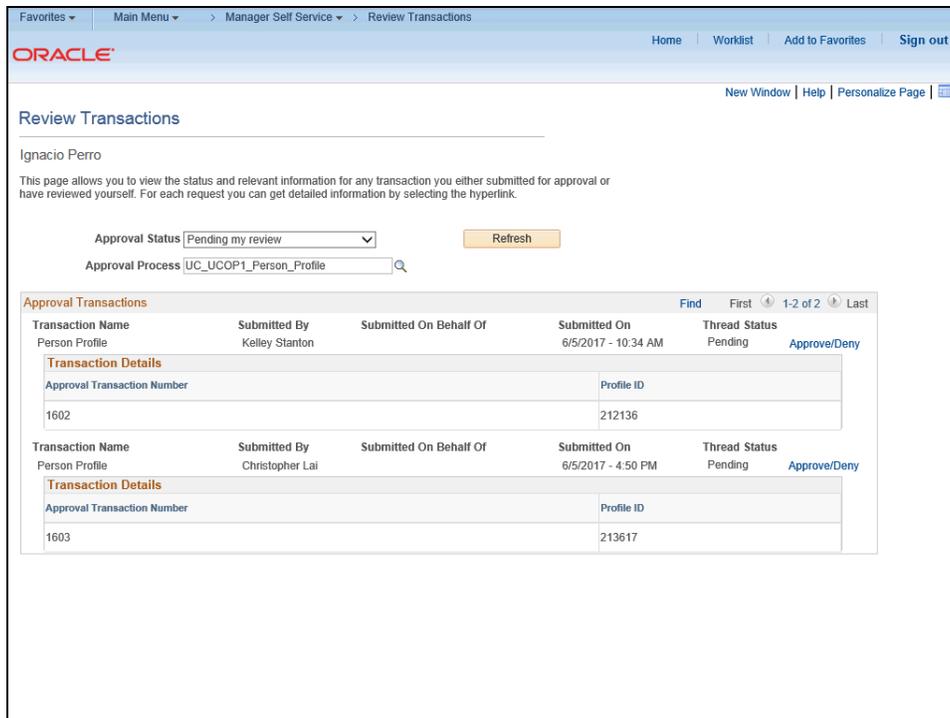


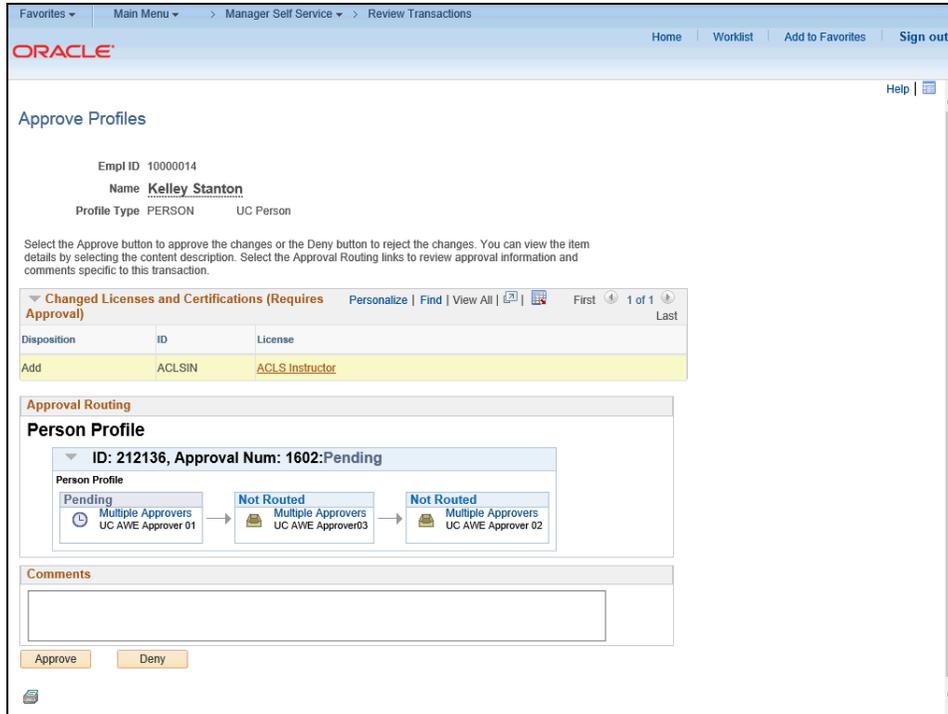
Use this task to approve a person profile transaction.

Navigation: PeopleSoft Menu > Manager Self Service > **Review Transactions**

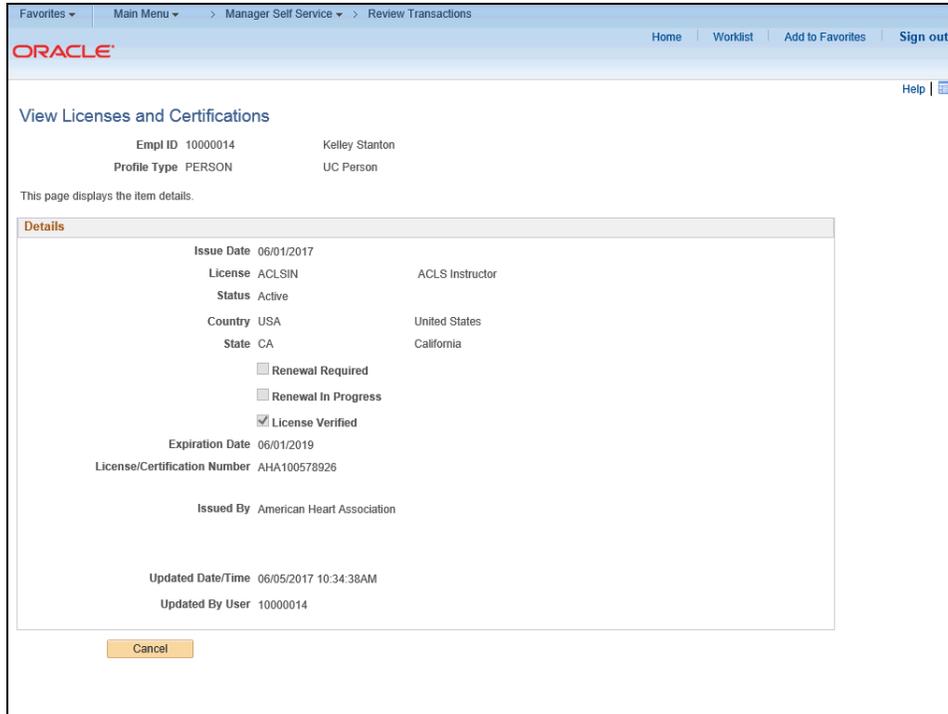
Step	Action
1.	Use the Review Transactions page to access person profile update transactions submitted for your review. You can filter transactions by approval process, as in this example.



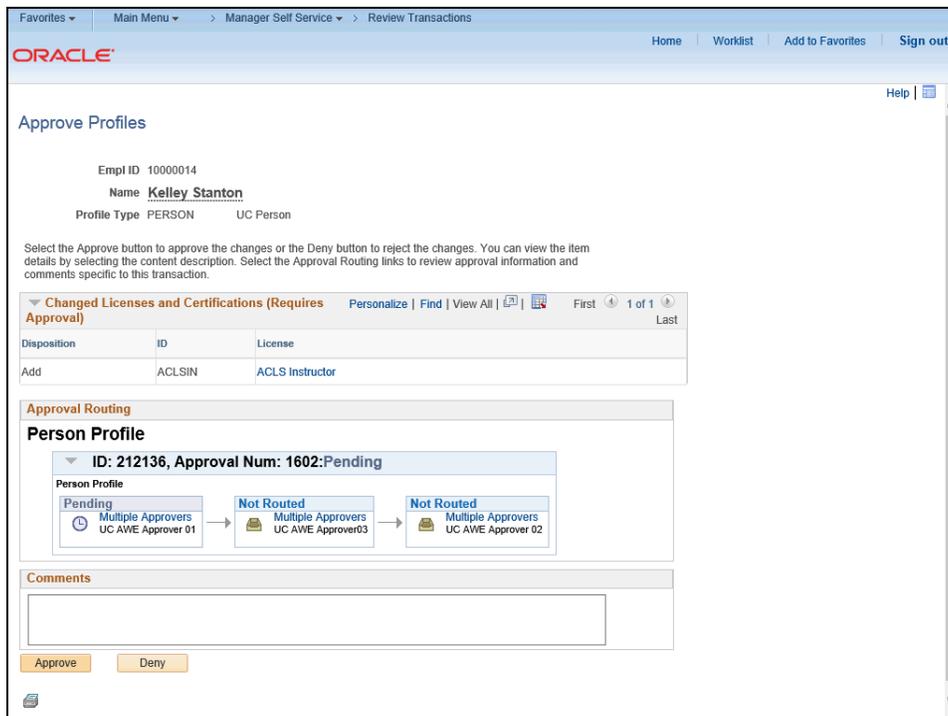
Step	Action
2.	Click the Approve/Deny link for the transaction you want to review. Approve/Deny



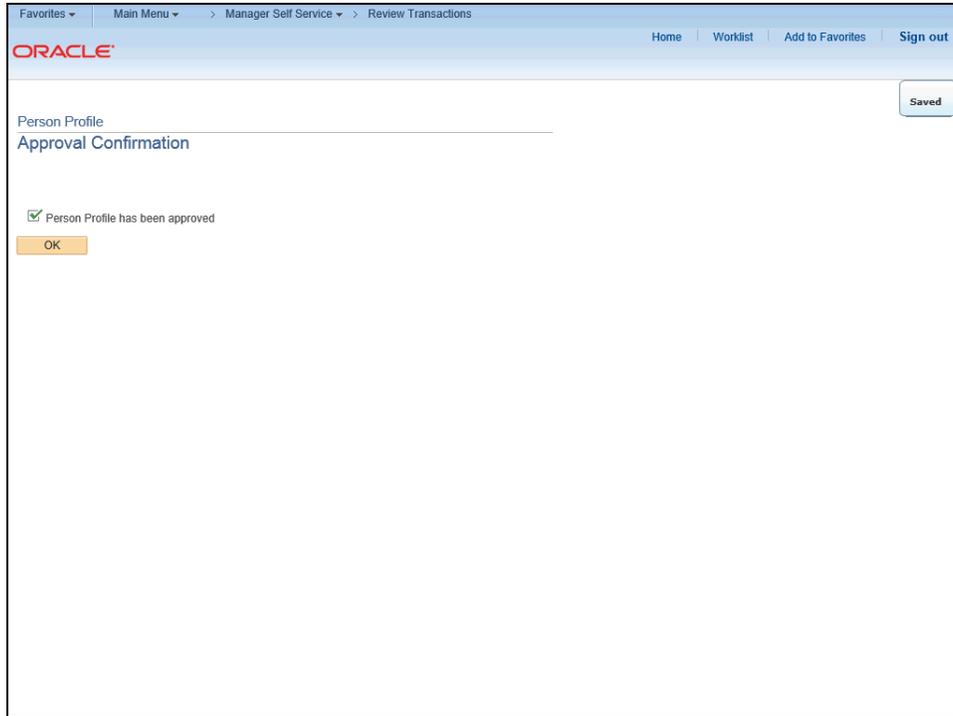
Step	Action
3.	<p>The Approve Profiles page appears, which includes a section for each type of profile update the employee entered that requires your approval. In this example, the employee added a new license, so the page displays the Changed Licenses and Certifications section.</p> <p>For this example, click the ACLS Instructor link.</p> <p>ACLS Instructor</p>



Step	Action
4.	<p>The system displays the appropriate page, which corresponds to the update (View Licenses and Certifications in this example).</p> <p>Review the profile update details.</p>
5.	<p>When you are finished reviewing the profile update details, click the Cancel button to return to the Approve Profiles page.</p> <p style="text-align: center;"></p>



Step	Action
6.	<p>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.</p> <p>The Approver 1 level can approve or deny transactions, but cannot push back a transaction.</p> <p>The Approver 2 and 3 levels can approve, push back to a previous approver (not the initiator) or deny transactions.</p>
7.	<p>After you review the transaction details, you can approve, push back (if applicable) or deny the transaction. You can also enter comments, which are required if you are denying or pushing back the transaction.</p> <p>In this example, you will approve the transaction.</p>
8.	<p>When you are ready to approve the transaction, click the Approve button.</p> <div data-bbox="397 1598 548 1635" style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 10px;">Approve</div>



Step	Action
9.	<p>If there are no errors, the system displays the Approval Confirmation page.</p> <p>Click the OK button.</p> 

Approve Profiles

Empl ID 10000014
Name **Kelley Stanton**
Profile Type PERSON UC Person

Select the Approve button to approve the changes or the Deny button to reject the changes. You can view the item details by selecting the content description. Select the Approval Routing links to review approval information and comments specific to this transaction.

Changed Licenses and Certifications (Requires Approval)

Disposition	ID	License
Add	ACLSIN	ACLS Instructor

Approval Routing

Person Profile

ID: 212136, Approval Num: 1602:Pending

Person Profile

Approved
 ✓ Ignacio Perro
 UC AWE Approver 01
 06/05/17 - 5:01 PM

Pending
 ⌚ Multiple Approvers
 UC AWE Approver03

Not Routed
 📁 Multiple Approvers
 UC AWE Approver 02

Comments

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