

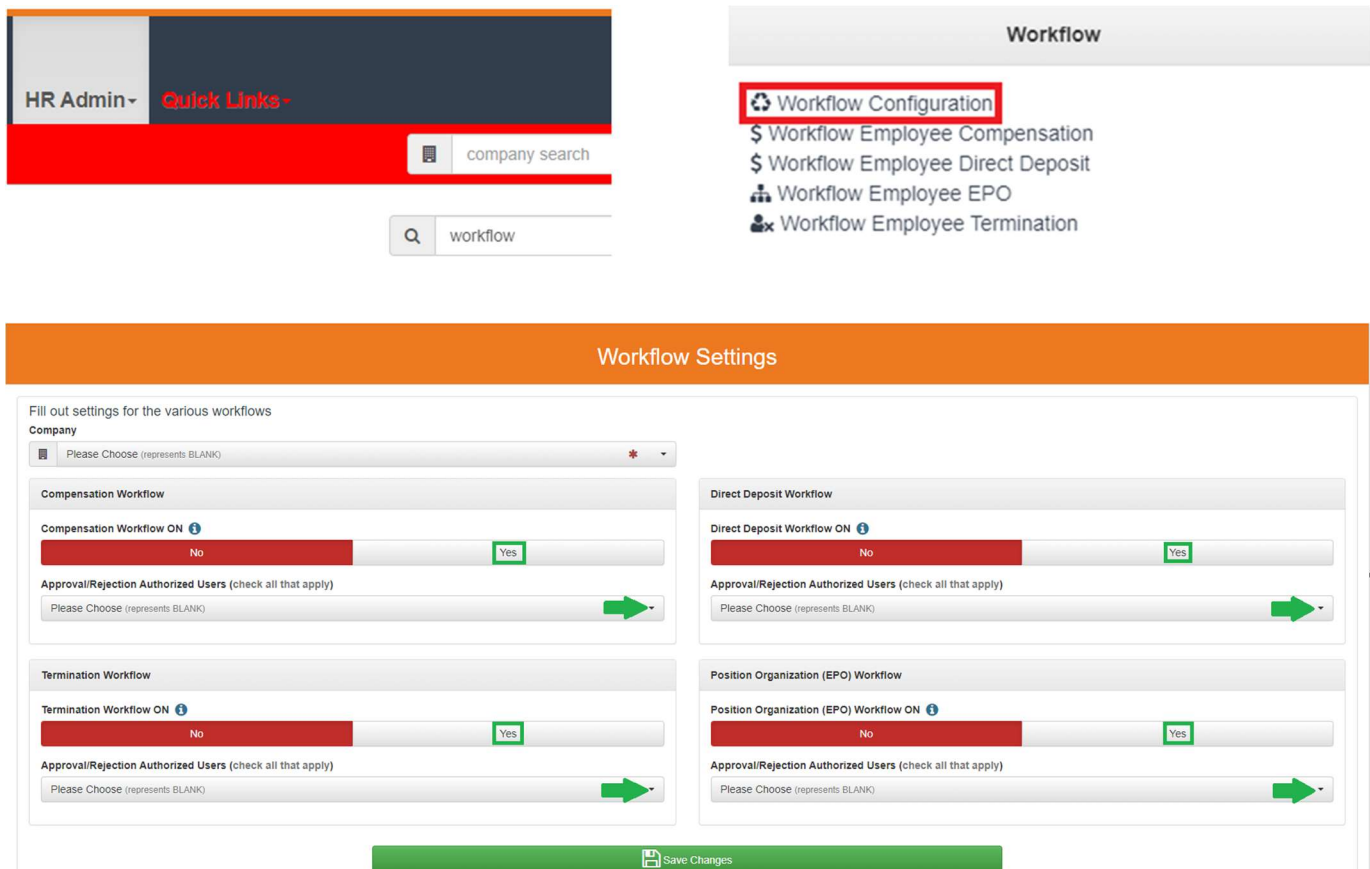
TITLE: *Setting Up Workflow Configuration Approvers*

SUMMARY: *Giving access to authorized users for approving and rejecting workflows: Workflow Employee Compensation, Workflow Employee Direct Deposit, Workflow Employee EPO, and Workflow Employee Termination.*

STEPS & SCREENSHOTS:

INSTRUCTIONS

Access the HR Admin Dashboard and search “Workflow” or scroll down to find the “Workflow” menu.



The screenshot shows the HR Admin Dashboard with a search bar containing "workflow". The search results show a "Workflow" menu with options: "Workflow Configuration", "Workflow Employee Compensation", "Workflow Employee Direct Deposit", "Workflow Employee EPO", and "Workflow Employee Termination". The "Workflow Configuration" option is highlighted with a red box.

The "Workflow Settings" page is shown below, with a header "Workflow Settings". The page contains four sections for configuring workflows: "Compensation Workflow", "Direct Deposit Workflow", "Termination Workflow", and "Position Organization (EPO) Workflow". Each section has a "Workflow ON" toggle (set to "Yes") and an "Approval/Rejection Authorized Users" dropdown menu (set to "Please Choose (represents BLANK)"). A green "Save Changes" button is at the bottom.

Activate the desired workflow(s) by selecting “Yes” and then choosing one or more authorized users that you give permission to approve or reject the workflow. Save changes to activate the authorized user to get a notification and approve or reject the workflow, which also can be accessed by returning to the workflow menu on the HR Admin Dashboard and selecting the desired workflow.