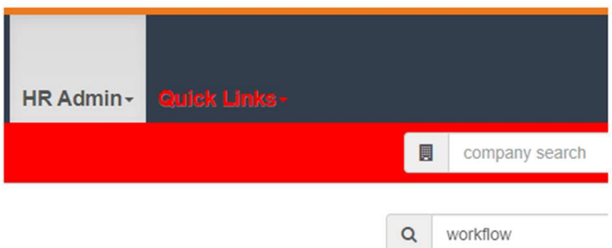
TITLE: *Setting Up Workflow Configuration Approvers*

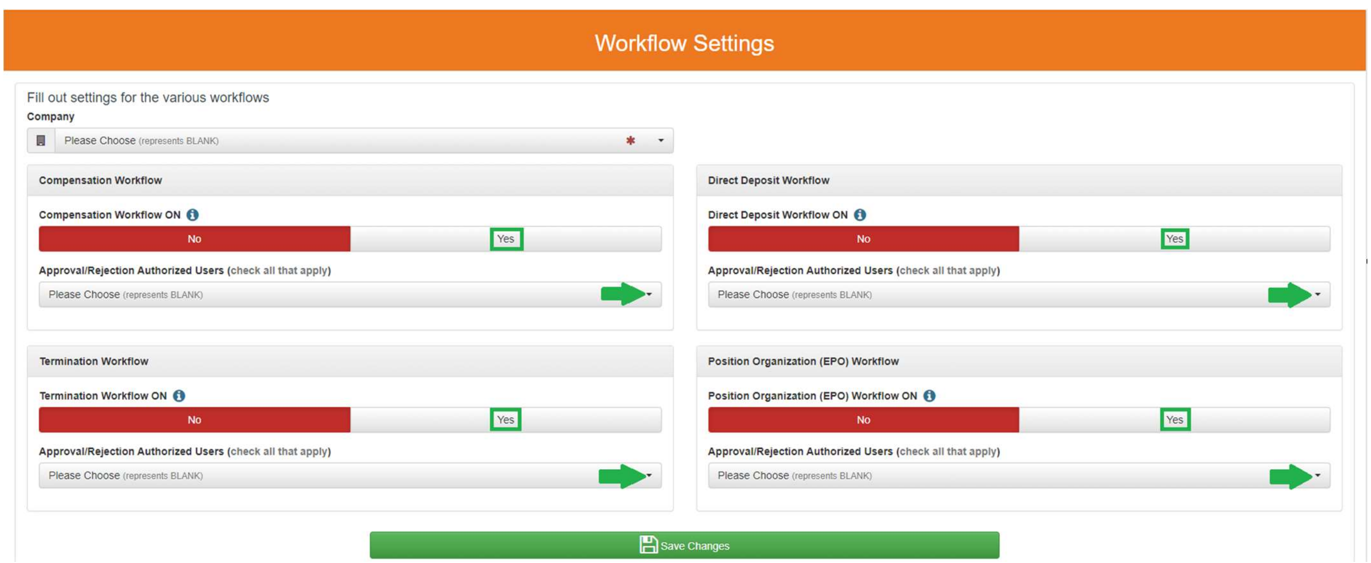
SUMMARY*: Giving access to authorized users* for approving and rejecting workflows: Workflow Employee Compensation, Workflow Employee Direct Deposit, Workflow Employee EPO, and Workflow Employee Termination.

STEPS & SCREENSHOTS:

INSTRUCTIONS

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





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.