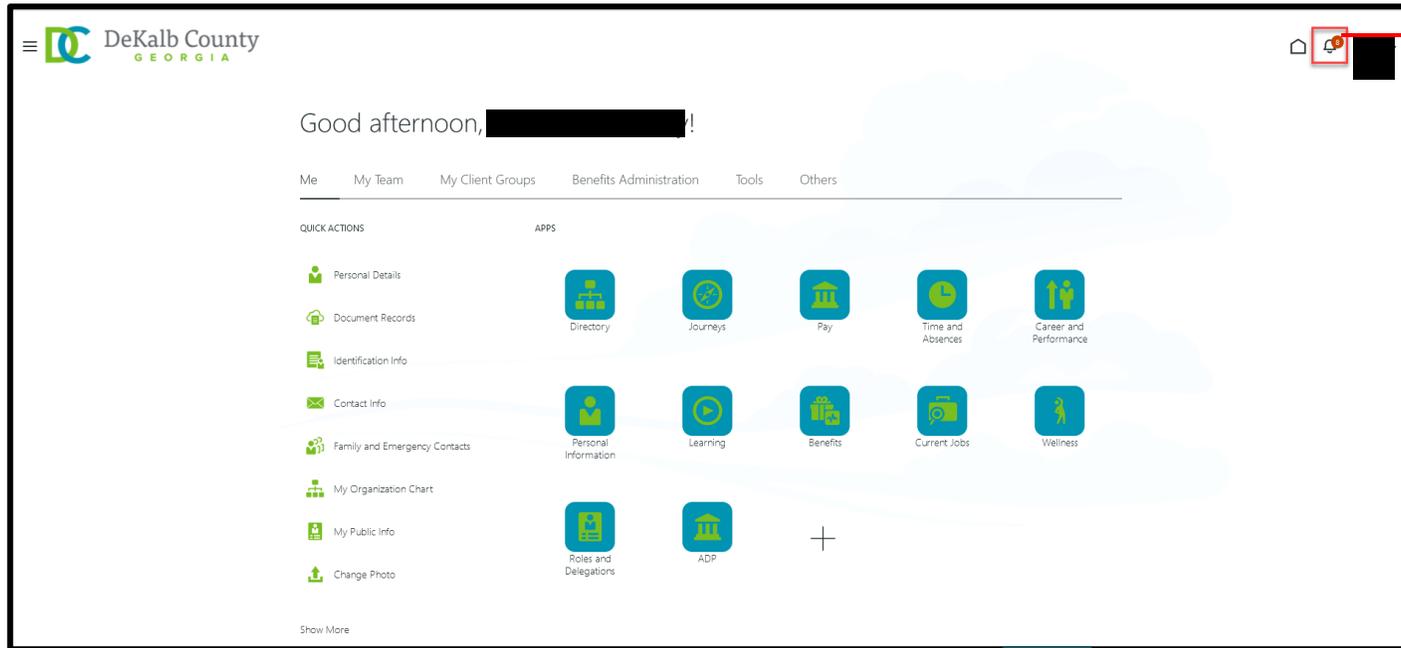


Managing Approvals

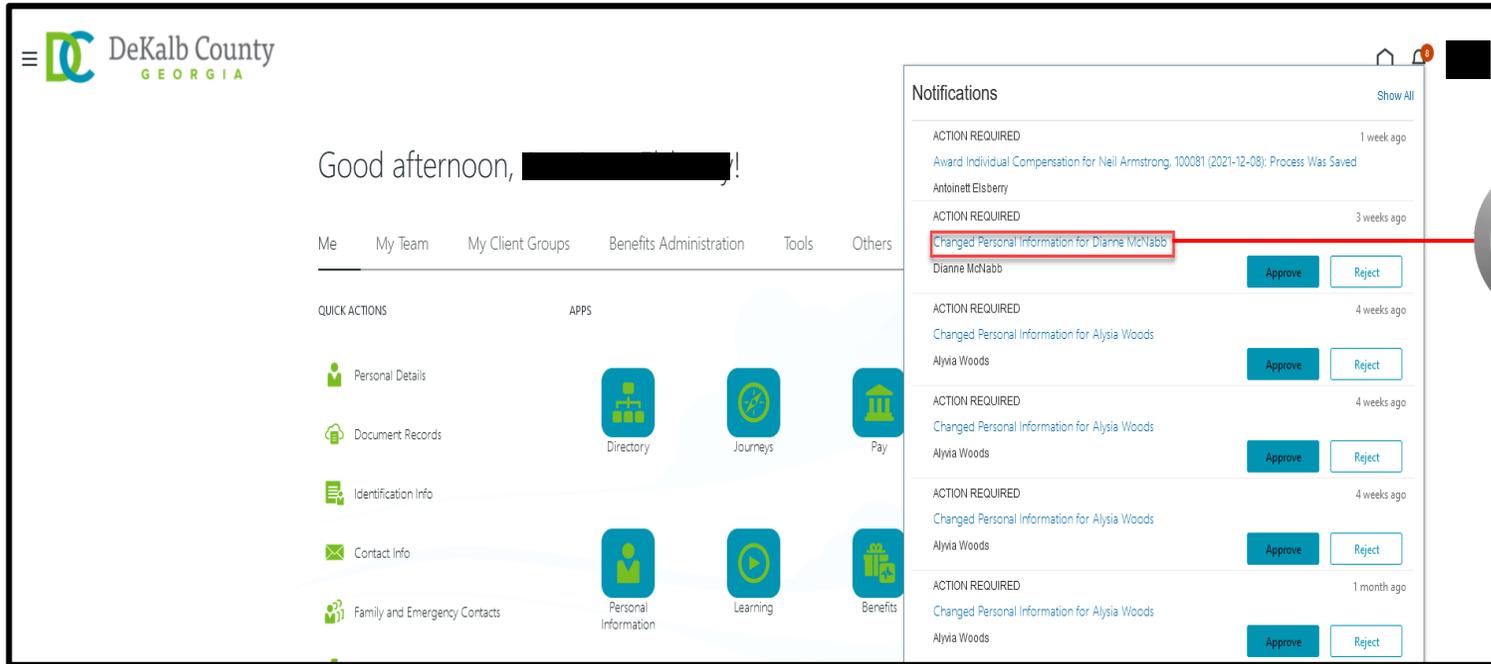


1 Select the **Bell** icon on the top right corner of the CV360 homepage



Selecting the Bell icon will display a list of all the notifications that the Payroll Coordinators have received in CV360. The notification can either be an approval notification or it can be For Your Information (FYI) notification. If the notification is a FYI, there will be a Dismiss button for the user to Dismiss the notification

Managing Approvals



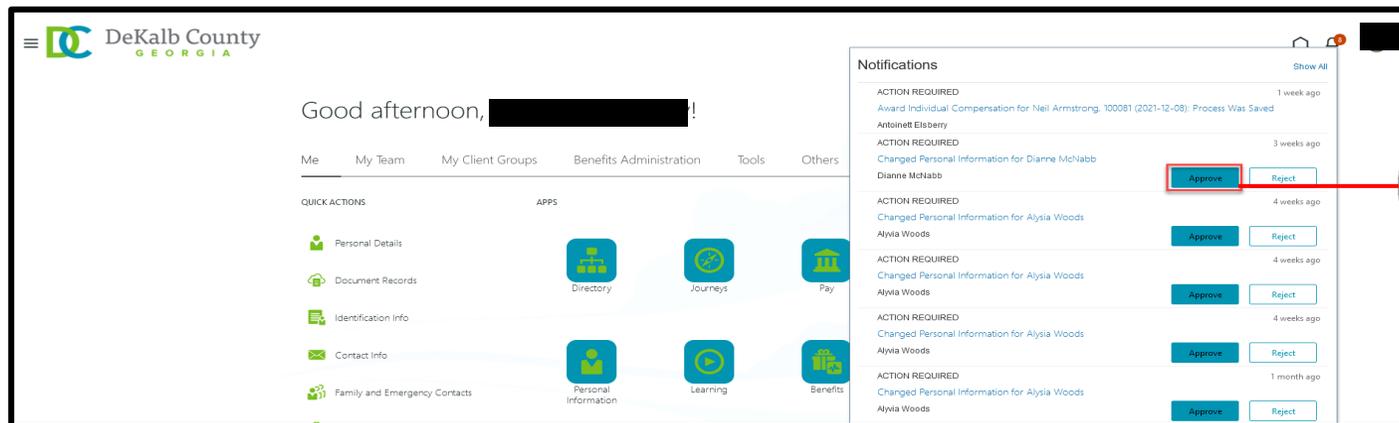
The screenshot shows the DeKalb County Georgia portal. A notification panel on the right lists several 'ACTION REQUIRED' items. The notification for 'Changed Personal Information for Dianne McNabb' is highlighted with a red box. Below the notification title are two buttons: 'Approve' and 'Reject'.

2

Select the relevant **Notification** that you would like to act on (Approve or Reject)



Selecting the Notification will open the Notification with basic details of the transaction in a new tab. You can also click on Approve and approve the transaction



The screenshot shows the same DeKalb County Georgia portal. The 'Approve' button for the notification 'Changed Personal Information for Dianne McNabb' is highlighted with a red box.

3

Select the **Approve** button to approve the transaction



To Reject a request, select the Reject button next to the Approve button