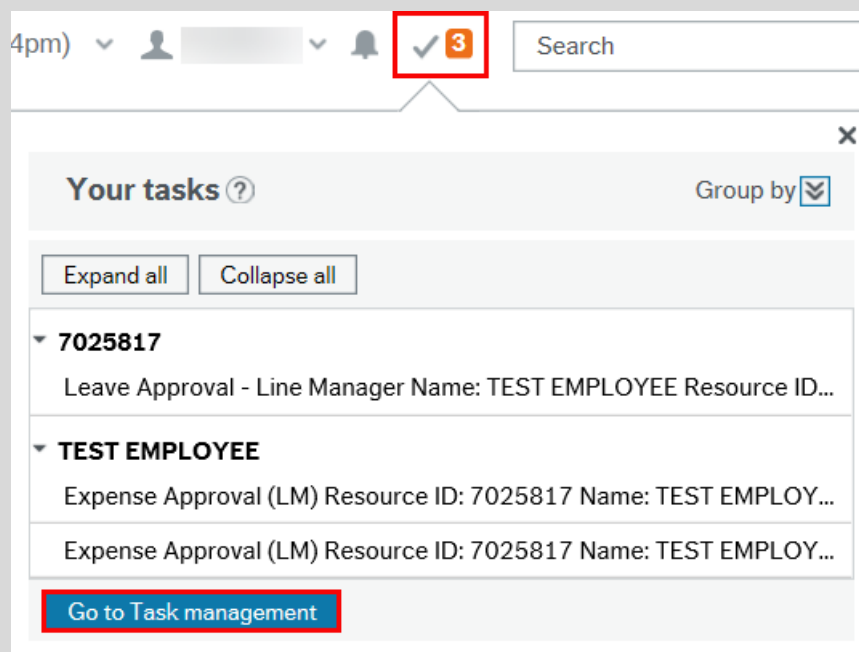


## How to approve a Business World task

The guidance below will provide step by step instructions on how to approve a task on Business World.

When managing your task-list it is important to check if there is more than one page on your tasks when approving or declining. The task will not move on from the line manager unless all rows of a claim have had an action taken.

It also important to ensure that there are no 0 hours/balance claims. These should be rejected back to the employee for hours/balance to be added or for the claim to be deleted.



Your task list can be found by clicking the tick symbol at the top right of the screen. If you have multiple tasks, then the number of tasks will show next to the tick symbol.

This will load a list of your outstanding tasks, you can either double click directly on the task you wish to open, or you can select 'go to task management' to view and manage your full task-list.

**NOTE:** If the employee has attached any supporting documentation to their claim, such as expense receipts, these can be viewed by clicking on the paperclip icon on the task.

Time and Expenses									
<input checked="" type="checkbox"/>	Map	Action	Expense type	Description	Date from	No/Base	Rate	Amount	
<input checked="" type="checkbox"/>			Overtime - Plain Time	Overtime - Plain Time - project work	23/03/2020	2.0000	11.9700	23.94	
<input checked="" type="checkbox"/>			Overtime - Time + Half	Overtime - Time + Half - project work	24/03/2020	2.0000	11.9700	35.91	
Σ								59.85	
<input checked="" type="button" value="Approve"/> <input type="button" value="Decline"/> <input type="button" value="Undo"/>									

Select the line(s) you wish to approve by clicking the tick box and click the **“Approve”** button. If there are multiple lines in the task you can select all at once by using the tick box in the grey section.

## How to approve a Business World task

Time and Expenses									
<input type="checkbox"/>	Map	Action	Expense type	Description	Date from	No/Base	Rate	Amount	
<input type="checkbox"/>		Approve	Overtime - Plain Time	Overtime - Plain Time - project work	23/03/2020	2.0000	11.9700	23.94	
<input type="checkbox"/>		Approve	Overtime - Time + Half	Overtime - Time + Half - project work	24/03/2020	2.0000	11.9700	35.91	
								Σ	59.85

This will change the action column to “approved”. To save your approval scroll down on the task window and click save.

✱ Expense details

Expense type Overtime - Plain Time	Date 23/03/2020	Position ERP Support Officer	Description Overtime - Plain Time - project work
Hours 2.0000	Overtime Hourly Rate 11.9700	Amount 23.94	Tax amount 0.00
— GL Analysis —			
Costc FT0005 Business World Support and Development	Posnogl 111099 ERP Support Officer	Otreason PROJECT Project Work	Emptype 41 Local government employees - general

A pop up success message will appear once your approval has been saved.

**Success**

The item is successfully processed. You are now ready to process the next item.

**Please note:** Employees will not receive any notification for approved claims as no further action will be required from them. Any approved tasks for overtime claims and expenses will automatically electronically workflow for payment in the next payrun.