Σ

Approve Decline

Undo

How to decline 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.

If 1 or more lines of a claim are declined the full claim will workflow back to the employee until the declined line is amended or deleted.

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				×		
	Your tasks	?	Gro	up by 🐱		
	Expand all	Collapse all				
	~ 7025817					
	Leave Approva	al - Line Manager Name: Ti	ST EMPLOYEE Reso	ource ID		
	• TEST EMPLOY	/EE				
	Expense Appro	oval (LM) Resource ID: 702	25817 Name: TEST E	MPLOY		
	Expense Appro	oval (LM) Resource ID: 702	25817 Name: TEST E	MPLOY		
	Go to Task mar	nagement				
Your task list can be multiple tasks, then	e found by clicki the number of t	ng the tick symbol a asks will show next	t the top right of to the tick symbo	the screen	n. If you hav	e
This will load a list c	of your outstand	ing tasks, you can e	ther double click	directly o	n the task v	ou wish
to open, or you can	select 'go to tas	sk management' to v	iew and manage	e your full t	ask-list.	
NOTE: If the employ	vee has attache	d any supporting do	cumentation to t	heir claim	such as ex	nense
receipts, these can	be viewed by cl	icking on the paperc	lip icon on the ta	isk.		
Time and Expenses						
Map Action	Expense type	Description	Date fro	om No/Base	e Rate	Amount
✓ ▲ Ov	ertime - Plain Time	Overtime - Plain Time - project work	23/03/2020	2.0	0000 11.9700	23.94
🗹 💂 Ov	ertime - Time + Half	Overtime - Time + Half - project work	24/03/2020	2.0	0000 11.9700	35.91

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

59.85

Business World

How to decline a Business World task

Tim	e and Ex	penses							
	Мар	Action	Expense type	Description	ı	Date from	No/Base	Rate	Amount
		Decline	Overtime - Plain Time	Overtime - Plain Time - project work	c 23	3/03/2020	2.0000	11.9700	23.94
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Σ									59.85
Appr	ove De	cline Undo							
This	s will	change	the action colum	nn to "declined".					
		*	Workflow log (row 1)					
					terration and				
)2/04/2020 20:48 TEST)2/04/2020 20:48 TEST	EMPLOYEE (7025817) - D FMPLOYEE (7025817) - A	istributed				
			2/01/2020 20:10 1201		ato approved				
		D	uplicate claim, please cl	neck the dates.					
		C	CODV						
						_			
You	i mu	st ente	r a reason for de	eclining a task into	o the text box	at the top	o right of	the scr	een &
clic	k 'cc	opv' to a	save vour comn	nonte					
			ouro your oomin						
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