Flexible Approval Monitor (Supervisor)

This document will assist supervisors in locating, accessing, reviewing, and approving employee flexible work arrangement requests.

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| Created by	Creation Date	Last Updated
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First log into MyPack Portal with your normal unity ID and password.

Next you will need to locate the "Approval Monitor" tile.

If the tile is not available on your home landing page use the homepage drop down and select the HR System Homepage or HR Dashboard to find the appropriate tile.
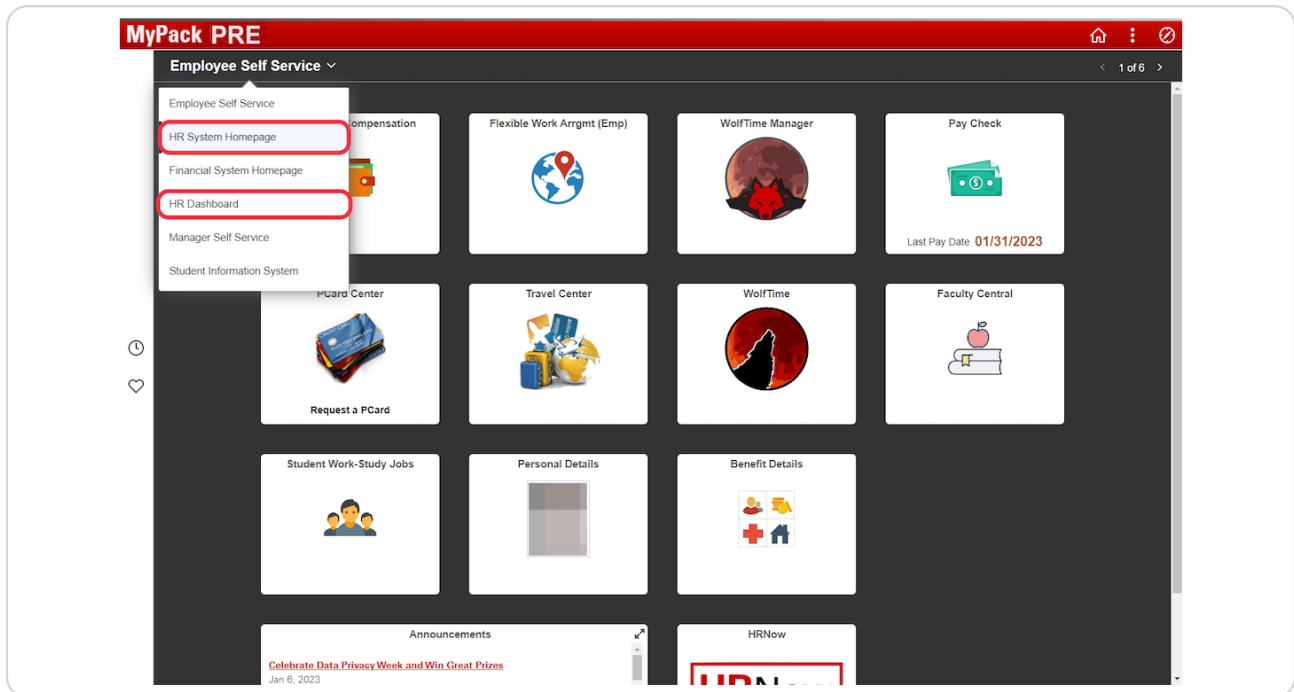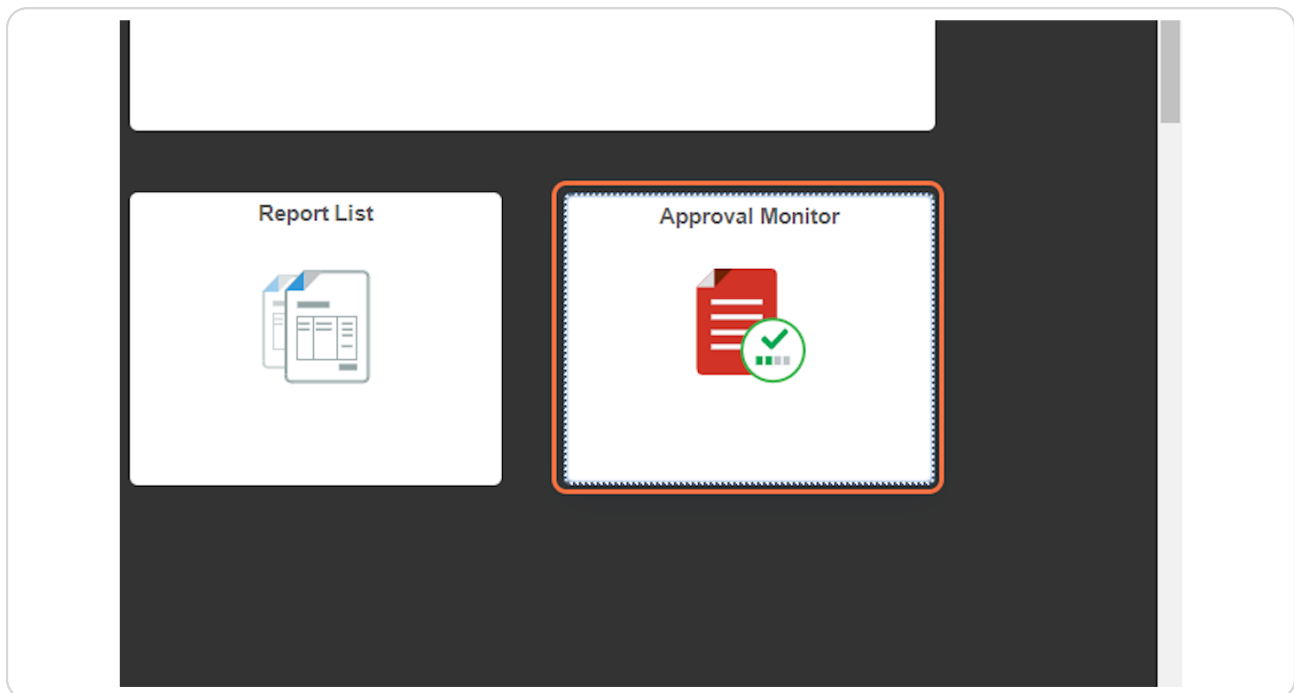
In this example the HR Dashboard homepage was selected.

Locate the Approval Monitor tile on the page.

Click on the Approval Monitor tile.

Once the Approval Monitor page opens it may take a few seconds to locate all transactions awaiting approval.

When the system has finished receiving updates you will see a number displayed at the top portion of the action menu. Once the total approval number is displayed select the HCM Misc Approvals drop down arrow to locate the Flexible Work request awaiting review and approval.
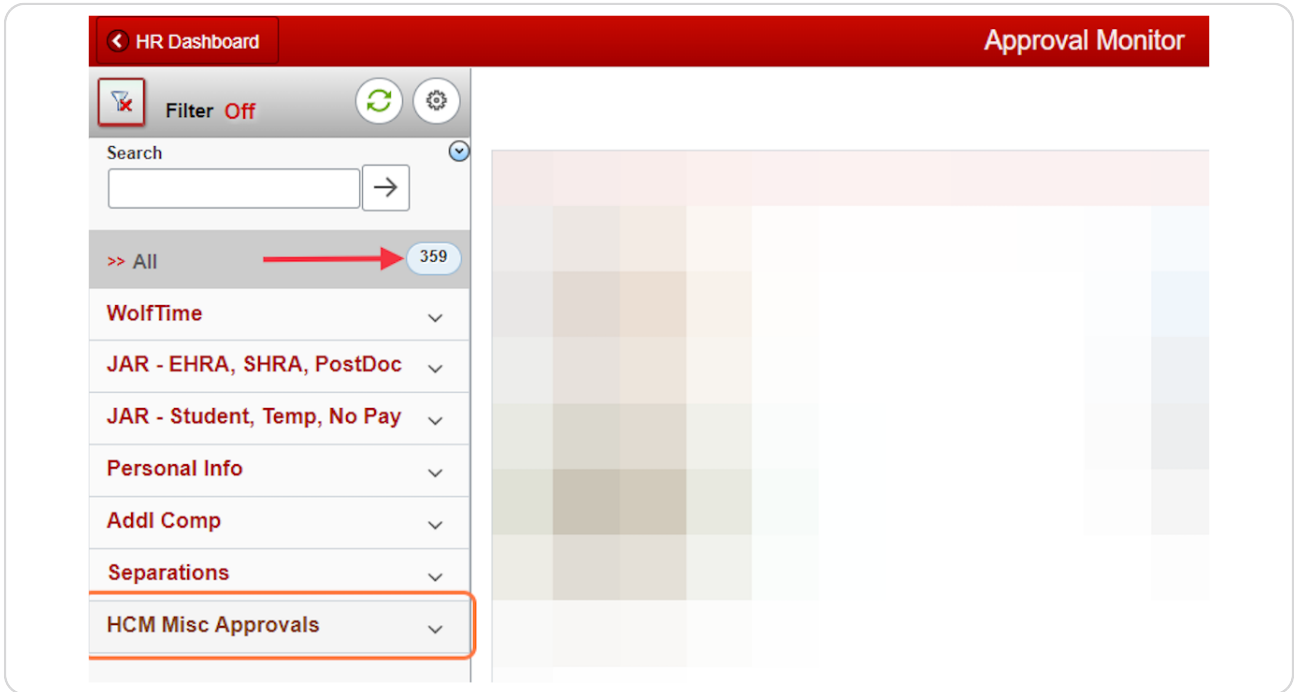
Click on Flexible Worker to access and review any flexible request submitted by your direct reports.

In this example there is one flexible request awaiting your review. When you click the Flexible Worker option the names of direct reports who have submitted a request will appear in the center section of the page.
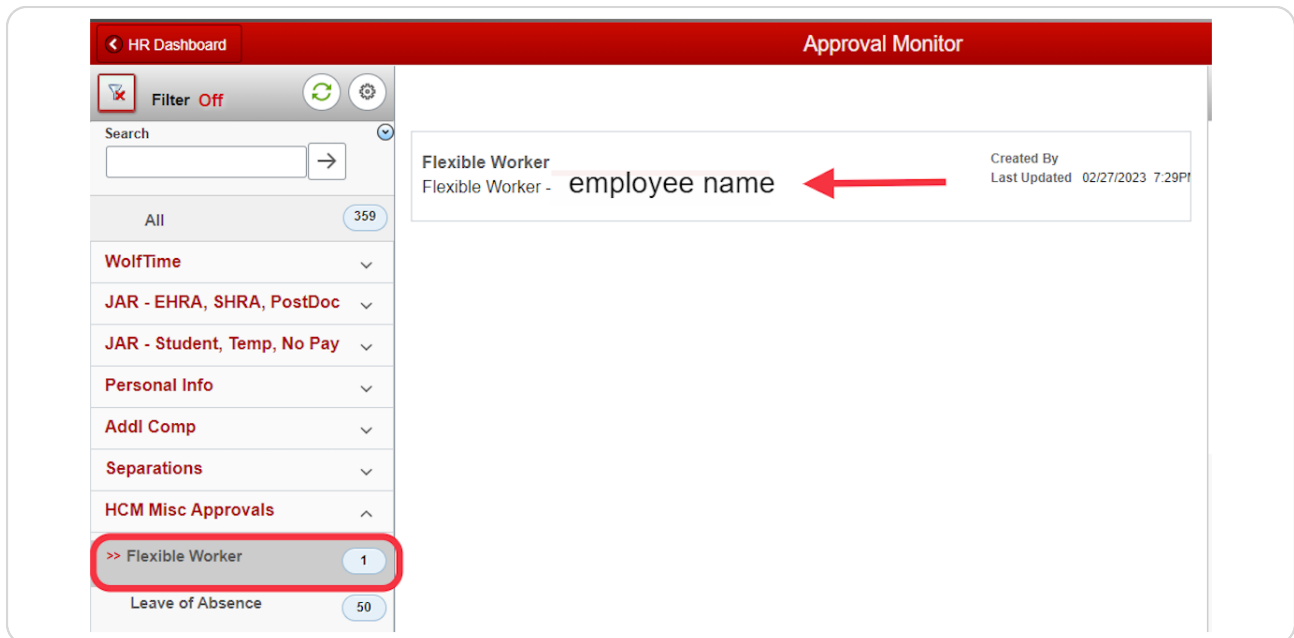
Click on a Flexible Worker request in the center of the page to review the actual submission details.
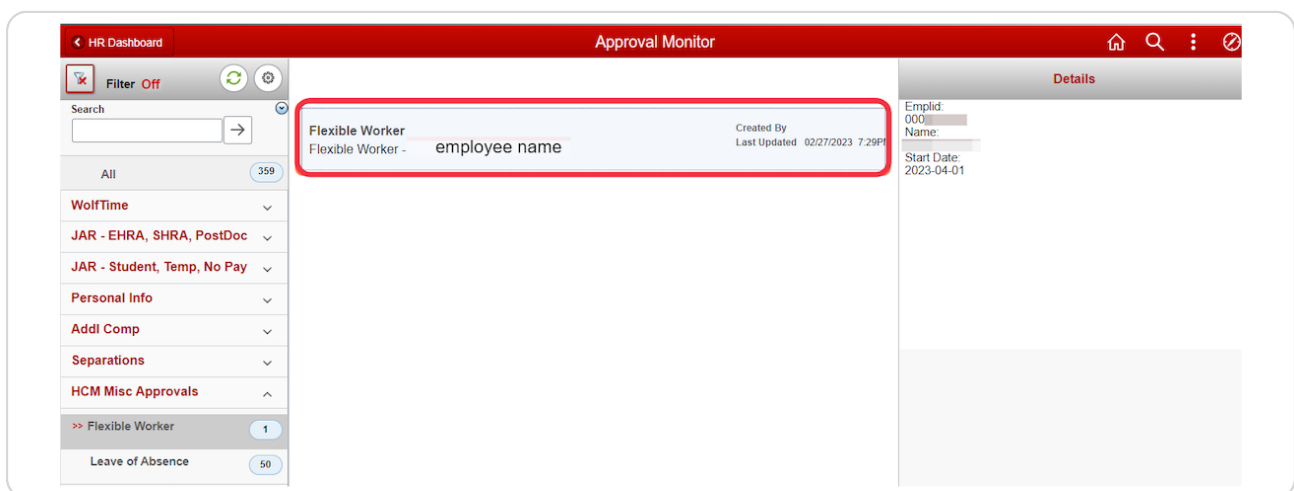
Reviewing the Request Details page

You have three options in the upper right corner allowing you to Approve, Deny, or Pushback a flexible request. The "View Flexible Work Request" option allows the supervisor to see the details regarding the flexible request.

Supervisor responsibilities associated with approving a request are available on the UHR Flexible Work at NC State website.

Viewing the request details.

The request details submitted by your direct report should capture the details that took place during your 1-on-1 meeting with the employee before they submitted the request. In this example the employee is working a flexible work week, three days per week, and from the flexible location provided. The employee also provided a note and/or attachment with specifics regarding the request.

Click on Document Details

To open the note and/or attachment provided by the employee click on the highlighted arrow. When you are finished with viewing the details click the "X" in the upper right corner of the page to close it and return to the approval page.

Approve, Deny, or Pushback a flexible request.

In this example the supervisor is familar with the flexible request and chooses to approve it by clciking the "Approve" option at the top.
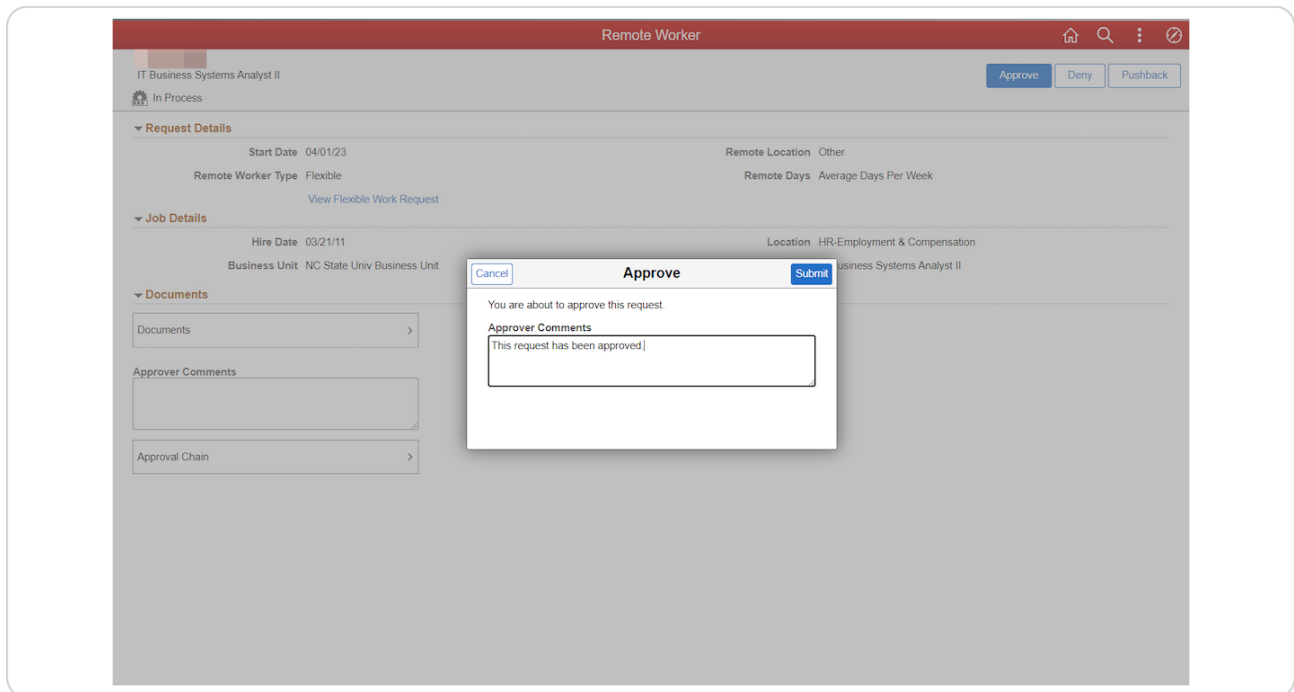
Adding Approver Comments as part of the approval process.

Click in the text box provided and begin add comments. When you are finished click the "Submit" button.

Flexible Request, approved.

In this example the flexible request has been approved indicated in the top left corner.

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