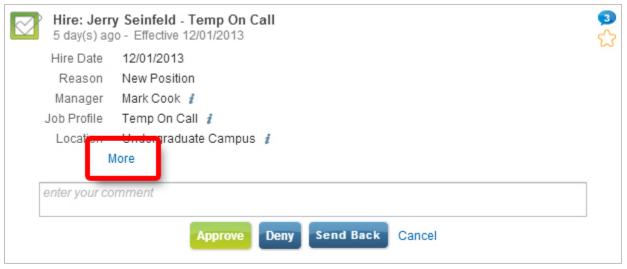
EXECUTIVE: TRANSACTION APPROVAL

Staff changes awaiting your review and approval, such as hire actions, promotions, or salary changes, will be listed in your Workday Workfeed. Follow the steps below to review and approve transactions in Workday.

1. On the **All About Me** screen, move your cursor over an action item on the **Actions** tab of your **Workfeed** list and click the **Review** button to display summary information:

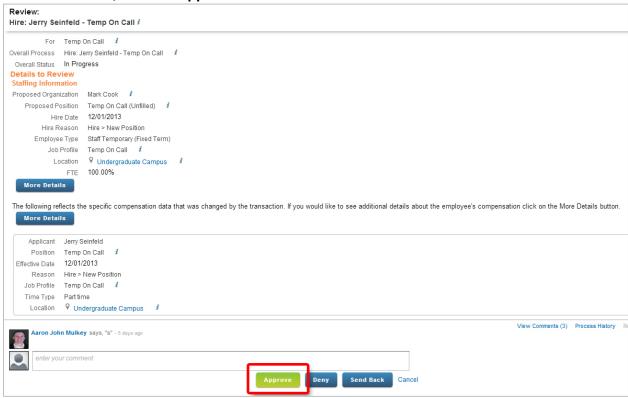


2. Click the More link to view additional details:



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3. If the action is ok, click the **Approve** button to continue:



If any changes are needed, you can return the action item for revision.

Send Back: Use if a change to the item is needed. The recipient will be required to make a change and re-submit for approval. Click Send Back and enter your comments in the pop-up window. The recipient will receive notification with your comments.



- Deny: Deny will cancel the action item. Use the Send Back option to request corrections.
- 4. **Next steps** in the workflow will be indicated on the screen. Click the **Close** button to return to your Workfeed and approve remaining action items per the steps above:



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