

PA40 – Approving a Personnel Action Request


Process: A request for a personnel action for an employee has been submitted in SAP. Approvers are responsible for reviewing the request and attachments prior to approving or rejecting.

Role: Authorized Users

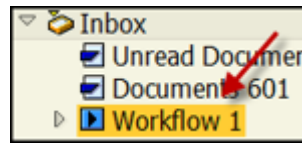
Frequency: When needed

Option 1: SAP

Access the SAP Business Workplace

Enter transaction SBWP
OR
Click the SAP Business Workplace icon  in the SAP GUI **SAP Easy Access** screen

Open the workflow



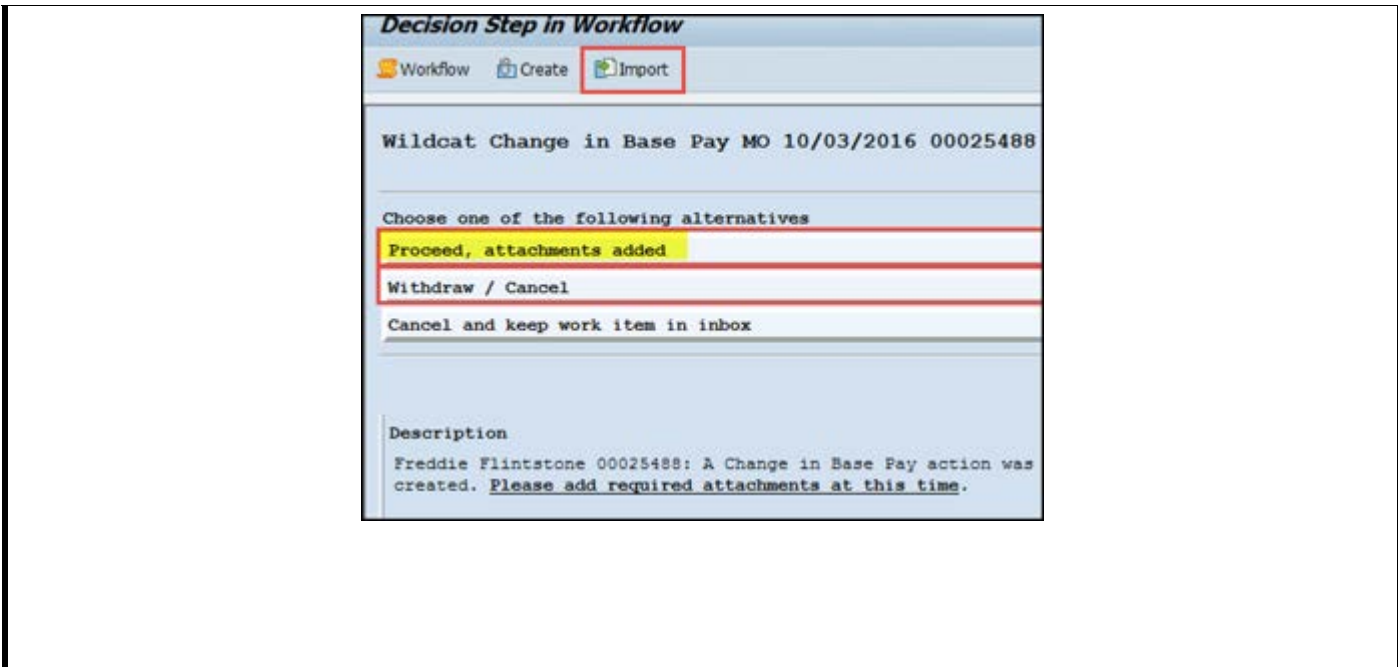
Add attachments (if necessary)

Click the  **Import** button to browse and open files to attach

Approve or reject

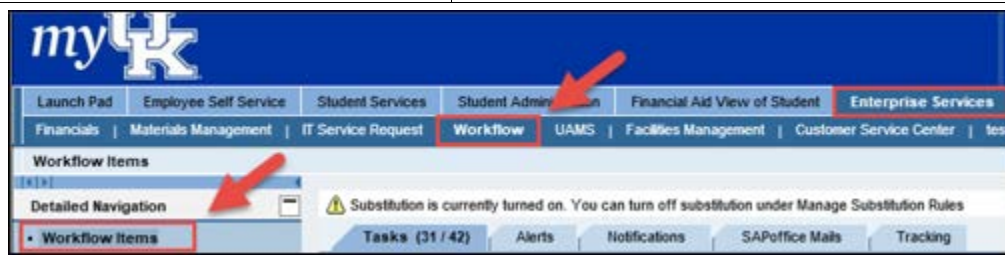
Click the button to approve or reject the request
A text box will open to allow for comments to be added
Comments are mandatory for rejections

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Option 2: myUK Portal

<p>Open your workflow tasks</p>	<p>Click on the Enterprise Services tab Click on the Workflow subtab Click on the Workflow Items menu option</p>
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<p>Open the workflow</p>	
<p>Add attachments (if necessary)</p>	<p>Click the Manage Attachments button Browse and upload files</p>
<p>Enter comments</p>	<p>Comments are mandatory for rejections</p>
<p>Approve or reject</p>	<p>Click the button to approve or reject the request</p>