

## QUICK REFERENCE: APPROVING TRANSACTIONS

### TRANSACTIONS REQUIRING APPROVAL

When appointments are created or modified, certain details will trigger an automatic approval process. The preparer (initiator) will see a message indicating that the transaction will be routed for approval, to either Student Financial Services (SFS) or the Office of the Dean for Graduate Education (ODGE), depending on the situation.

NOTE: If you are an approver in one of those areas, and also the initiator of a transaction requiring approval in your own area, you will not see the message about the routing.

Scenario	Type of approval required
Rate of Pay greater than \$25	SFS
US Graduate student, planned hours greater than 30	ODGE
International Student, planned hours greater than 20 <u>and</u> start date in the past	SFS (undergraduate) ODGE (graduate)

### APPROVING A TRANSACTION

- From the Student Workers tab in SAPweb, select **Approver Inbox**  
OR  
Click the link in the email notification of the transaction.
- Depending on your authorization, you will be taken to either the **ODGE Approver Inbox** or the **SFS Approver Inbox**.

*NOTE: If a transaction requires approvals by both ODGE and SFS, workflow will route the transaction to ODGE first, then to SFS*

#### Student Hourly Appointment ODGE Approver Inbox

##### Active transactions

Transaction #	Type	Name	MIT ID	Submitted Date	Effective Date	Department	Request Status
600012460	Create	Richard Suarez HSA-SIT-PERF	977088508	03/08/2012	01/01/2012	Biology	Pending ODGE Approval
600012455	Create	Richard Suarez HSA-SIT-PERF	977088508	03/08/2012	01/01/2012	Biology	Pending ODGE Approval
600012451	Cl						

#### Student Hourly Appointment SFS Approver Inbox

##### Active transactions

Transaction #	Type	Name	MIT ID	Submitted Date	Effective Date	Department	Request Status
600012538	Create	Akanksha Sharma	998322876	03/17/2012	02/05/2012	Biology	Pending SFS Approval
600012532	Create	Shruti Sharma	925700093	03/12/2012	03/01/2012	Sloan School of Management	Pending SFS Approval

### ODGE APPROVER INBOX

1. Click on a transaction number to view the details of the appointment
2. On the transaction details page, you may edit:
  - o Planned Hours per Week
  - o Comments (optional, unless rejecting)
  - o *End Date\* see note*
3. Select **Approve** or **Reject**. A confirmation message appears confirming the action.

### SFS APPROVER INBOX

1. Click on a transaction number
2. On the transaction details page, you may edit:
  - o Job Title (Non-UROP only)
  - o Position Title
  - o Position Description
  - o Rate of Pay
  - o Comments (optional, unless rejecting)
  - o *End Date\* see note*
3. Select **Approve** or **Reject**. A confirmation message appears confirming the action.

*\*Note: End Date field will only be editable on retroactive appointments for international students, where the student has already worked and the appointment must be approved for payment but terminated.*

### Create Appointment: Approve Transaction #600012538

#### Student details

Name	MIT ID	Course / UltDegree	Year-Class	Int'l
Akanksha Sharma	998322876	16A / SB HONS.	2-2014	No

#### Transaction details

Transaction Type	Create Appointment
Status	Pending SFS Approval
Department	Biology
Start Date	02/05/2012
End Date	05/31/2012
Job Title	Grader - Undergrad
Position Title	Test Position
Position Description	Test Position
Location	On Campus
MIT Supervisor	Jennings, Hamlin (Adjunct Professor/Executive Director, Civil and Environmental Engineering)
Rate of Pay	\$ 26.00
Planned Hours per Week	11.00
Time Group	Biology Course 7.02 (30005477)
Cost Object(s)	1633507 - 100% - PROCUREMENT M&S

*NOTE: The only difference in the approve transaction form for SFS and ODGE approvers is which fields are editable.*

#### Enter comments (optional)

Notes to Preparer required for 'Reject'.

### Create Appointment: Approve Transaction #600012536

Your request has been approved.