SATERN

Job Aid: Approving Training Requests

Purpose

The purpose of this job aid is to guide Supervisors through the step-by-step process of approving an Employee's training request.

> **Task A**
>
> **Approve an Employee's Training Request**
> 9 Steps

Task A.	Approve an Employee's Training Request

1	From the My Employees tab, click the **Approvals** link in the **Supervisor Links** box.	
2	The **Pending Reviews and Approvals** page displays and opens to the pending approval.	
3	Click the **expand icon** (▶) next to the Learner's name and/or click the **Title** link for additional information on the request.	*Note: For APPEL and/or LMD courses, you will need to click on the title of the offering and check the comments to ensure the Learner included the Estimated Travel and Per Diem. If the Comments field did not include the Estimated Travel and Per Diem information relevant to attend this course, you have two options:*
4	Select the **Enter Reasons for Approvals or Denials** checkbox to allow for comments.	*1. Deny the request and ask the Learner to fill-in the information him/herself, or*
5	Select the **Approve** radio button next to the Learner's request.	*2. Call/email the Learner and add the information for the Learner during your approval action.*
6	Click **Next**.	

7	Enter reasons for approval, if applicable.	**Pending Reviews and Approvals** ⊙ Help Approve or Deny → **Approval Reasons** Enter a reason for approving your employee's training request below. **8** [Previous] [Next] **Approval Reasons** User Name and Schedule Approval Reason (optional) **7** Fahey, Brian A Writing Effective Business Documents
8	Click **Next**.	
9	Click **Confirm**. Notifications are sent to the affected users.	**Pending Reviews and Approvals** ⊙ Help Approve or Deny → Approval Reasons → **Confirm** **9** [Previous] [Confirm] **Approve** User Name Title Price Fahey, Brian A Writing Effective Business Documents 0.00 US Dollar (USD)