Reviewing and Authorising Input

How to Review and Authorise

- As an Authoriser you will receive an email from no-reply@yourhr.com with the subject heading of what has been input.
- The email will highlight some of the key aspects of what has been input.
- On your Homepage, you will have a To-Do-List which holds all your tasks that need to be approved.
- Click on the arrow  next to the required change.
- Review the details of the change.
- There may be multiple pages to review, depending on the type of change that has been input.
- Once the submission has been reviewed, click on the iTrent logo on the top left hand corner
- Click back on to your To-Do-List.
- Click the  box next to the change.
- Click on **Actions** and select either **Authorise** (to approve) or **Not Authorised** (to reject)
- You can tick multiple boxes to approve several changes at once.

***The inputter will receive an automated email advising them of your action**

OFFICIAL