Labor Redistribution in Wings Express

Approval
Labor Redistribution

Redistribution Approval

This screen will show redistribution approvals pending in your queue, whether you are next approver or not.
You will receive an email notification when a redistribution is ready for your approval. The initiator will be specified in the email.
Labor Redistribution
Redistribution Approval

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Pay Year</th>
<th>Pay ID</th>
<th>Pay Number</th>
<th>Sequence</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bunny</td>
<td>Bugs</td>
<td>2009</td>
<td>MD</td>
<td>6</td>
<td>2</td>
<td>Approve</td>
</tr>
<tr>
<td>Duck</td>
<td>Donald</td>
<td>2000</td>
<td>MD</td>
<td>8</td>
<td>2</td>
<td>Approve</td>
</tr>
<tr>
<td>Duck</td>
<td>Donald</td>
<td>2000</td>
<td>MD</td>
<td>7</td>
<td>2</td>
<td>Approve</td>
</tr>
<tr>
<td>Mouse</td>
<td>Minnie</td>
<td>2000</td>
<td>MD</td>
<td>6</td>
<td>2</td>
<td>Approve</td>
</tr>
</tbody>
</table>

- Refresh button will clear queue; Browser refresh or log out/in to repopulate
- Type of action to take: Approve – controls queue: approve or return
- FYI – Acknowledge only: won’t hold up queue
Labor Redistribution
Redistribution Approval

Select item to approve and double click item or click Open
Labor Redistribution
Redistribution Approval

View comments & Routing queue
Check posting date
Approve or Return only

Current and Updated Distrib. shown
View by earnings code

12/18/2009
Labor Redistribution
Redistribution FYI

Current and Updated Distrib. shown

View comments & Routing queue

Check posting date

Acknowledge only

View by earnings code
Labor Redistribution

Approve as Proxy
Labor Redistribution
Approve as Proxy
Labor Redistribution
Approve as Proxy

Click approvals link to see pending approvals for person your are acting as proxy for. You will not receive email notifications from the system as a proxy approver.
Labor Redistribution
Approve as Proxy

Select item to approve and double click item or click Open
Labor Redistribution
Approve as Proxy

Displays who your are acting as proxy for
Labor Redistribution
Approve as Proxy
Labor Redistribution
Approve as Proxy
Labor Redistribution
Approve as Proxy

Proxy approval is gone from the Approval queue
Labor Redistribution
Approve as Proxy

Routing queue shows that you have approved and who for
Labor Redistribution
Approve as Proxy

Select yourself
Labor Redistribution
Approve as Proxy

You are no longer acting as proxy
Labor Redistribution
Approve as Proxy

You can now view your own Approval queue
Labor Redistribution
Contact Information

• For help contact the Help Desk at helpdesk@wright.edu, 4827

• You may also contact Bill Polk at william.polk@wright.edu, x2137 or Teresa Kramer at teresa.kramer@wright.edu, x2893