CATS Approver Page

Show 10 entries   Search:

Approve	Reject	Approver Notes	Pers No.	Name	Employee Notes	LT	Date	Type	Hrs.	Beg Time	End Time	Cost Center	Fund	Fund Center	Func Area	Grant	WBS
☐	☐	rejecting you!	00123456	CATS EMPLOYEE	The Governo	X	03/24/2014	Z002	4.00	12:00 PM	04:00 PM	1092503	109FP01	NOT_RELEVANT	//	NOT RELEVANT	
☐	☐		00123456	CATS EMPLOYEE	Since 2008, the	X	03/24/2014	Z001	4.00	08:00 AM	09:00 AM	1092503	1091005	NOT_RELEVANT	//	NOT RELEVANT	
☐	☐		00123456	CATS EMPLOYEE	The funds will b	X	03/25/2014	Z001	2.00	06:00 PM	08:00 PM	1092503	109FP02	NOT_RELEVANT	//	NOT RELEVANT	
☐	☐		00123456	CATS EMPLOYEE	The fund will be	X	03/26/2014	LA	8.00	08:00 AM	05:00 PM	1092503	109ST02	NOT_RELEVANT	//	NOT RELEVANT	

Showing 1 to 4 of 4 entries   SAVE   Previous Next

Show Entries
- Use the drop down to change the selection to display up to 100 entries.
- Default display is 10.

Approve All
- Click in the box next to Approve to change the decision to approve on all displayed entries.

Approver Notes
- Approvers may save short notes.
- Notes will appear on the ZT20 (Employee and Time Administrators have access to this report) and in rejection emails to employees.
- Use of this field is optional.

LT (Long Text)
- An **X** will appear in the LT field if there is more text in Employee Notes than what is displayed on the screen.
- Clicking on the **X** will open a new window with all notes displayed.

Search
- Use this field to search for a particular employee's request, specific date, or types of costing.

Save
- After selecting approve or reject click save to take action on displayed entries.
- Not selecting either approve or reject will leave the request on the screen for a later decision.