How to approve an expense report from your worklist

Step 1 – Log in

Step 2 – Click Employee Self Service

Step 3 – Click Manager Self Service

Step 4 – Click Approvals

Step 5 – Click Expense Report you want to review

Step 6 – Click Attachments to view, click Expense Line to review detail; then input Approver Comments

Step 7 – Select Approve or Deny

Step 8 – You will see a confirmation; click Submit; and then Sign Out

You are about to approve this request.