










TL018.04: Running the Request Batch Approval Process

Step	Action
1.	On the Employee Self Service menu, click the NavBar button. 
2.	Click the Navigator button.  Navigator
3.	Click the Time and Labor menu. 
4.	Click the Approve Time menu. 
5.	Click the Request Batch Approval Process menu. 
6.	Click the Add a New Value tab. 
7.	Populate the Run Control ID field. Run Control ID <input data-bbox="527 1556 979 1593" type="text"/>
8.	Click the Add button. 
9.	Populate the From Date field by entering the HCM Conversion Date: 03/26/2017. From Date <input data-bbox="492 1801 643 1839" type="text"/>



Step	Action
10.	Populate the End Date field by entering the Pay End Date . End Date <input type="text"/>
11.	Validate the Accounting Date and make any needed updates. NOTE: In most instances, the Accounting Date should be the current date. <input type="text" value="12/13/2016"/>
12.	Click the Look up icon associated with the Group ID field. 
13.	Select the desired value from the listing. NOTE: The Request Batch Approval Process applies to both biweekly <u>and</u> monthly Employee Time Reporter Groups. For pay periods involving biweekly and monthly employees, the process should be executed for <u>both</u> Time Reporter Groups. <input type="text" value="98BWK"/>
14.	Click the Save button. <input type="button" value="Save"/>
15.	Click the Run button. <input type="button" value="Run"/>
16.	On the Process Scheduler Request page, click the OK button. <input type="button" value="OK"/>
17.	To monitor successful completion of the process, click the Process Monitor link. <input type="button" value="Process Monitor"/>
18.	You have successfully completed the Running the Request Batch Approval Process topic. End of Procedure.