EXECUTIVE: TRANSACTION APPROVAL

Staff changes awaiting your review and approval, such as hire actions, promotions, or salary changes, will be listed in your **Workday Inbox**. You will be notified via email when there is something for you to approve. Follow the steps below to review and approve transactions in Workday.

1. From your **Workday Inbox**, click on the item to review.

2. Review the details of the employee action.

3. If the action is ok, click the **Approve** button to continue.

   If any changes are needed, you can return the action item for revision.

   - **Send Back:** Use if a change to the item is needed. The recipient will be required to make a change and re-submit for approval. Click **Send Back** and enter your **comments** of what you would like changed. The recipient will receive notification with your comments.
   - **Deny:** Deny will cancel the action item. Use the Send Back option to request corrections.