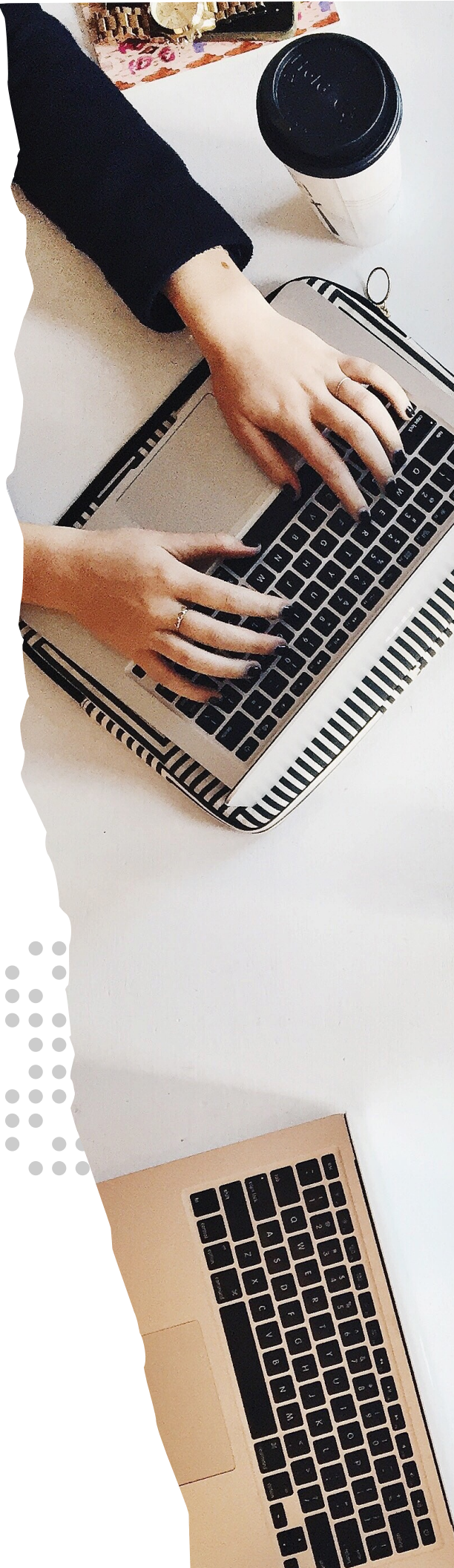
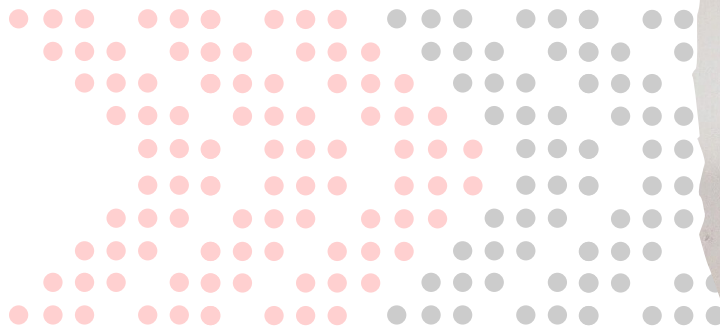


HOW TO APPROVE AN EMPLOYEE'S ALTERNATIVE WORK ARRANGEMENT

Supervisor and Manager Guide



Step 1: AccessUH

- Log on to AccessUH with your login CougarNet credentials.



CougarNet Login MyUH Login

CougarNet Username

Don't know your CougarNet ID?

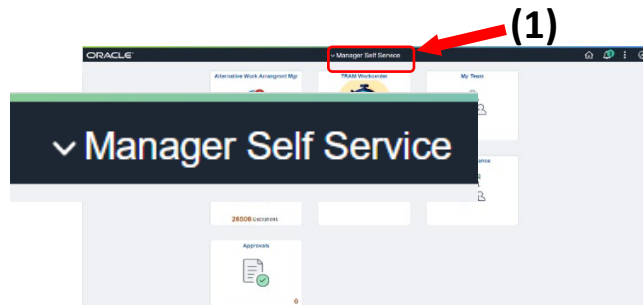
CougarNet Password

Change/Reset your CougarNet Password.

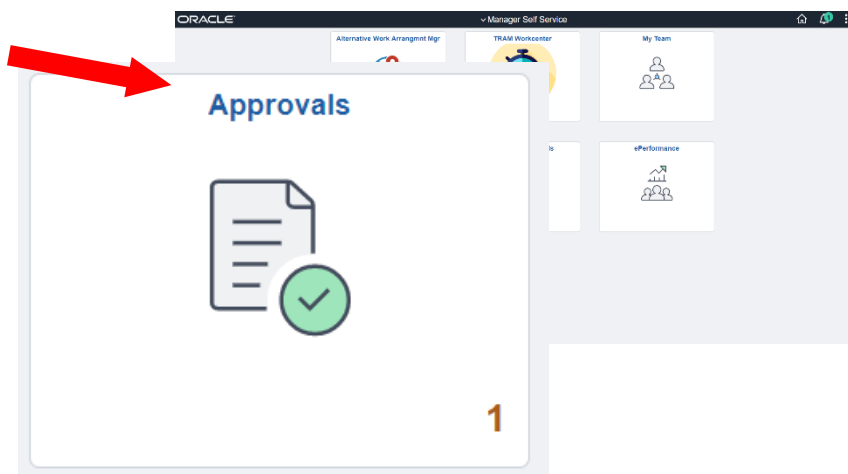
Login using your CougarNet

Step 2: PASS

- Click the PASS icon.
Make sure the tab above says **Manager Self Service (1)**.




- Click Approvals.



Step 3: Pending Approvals

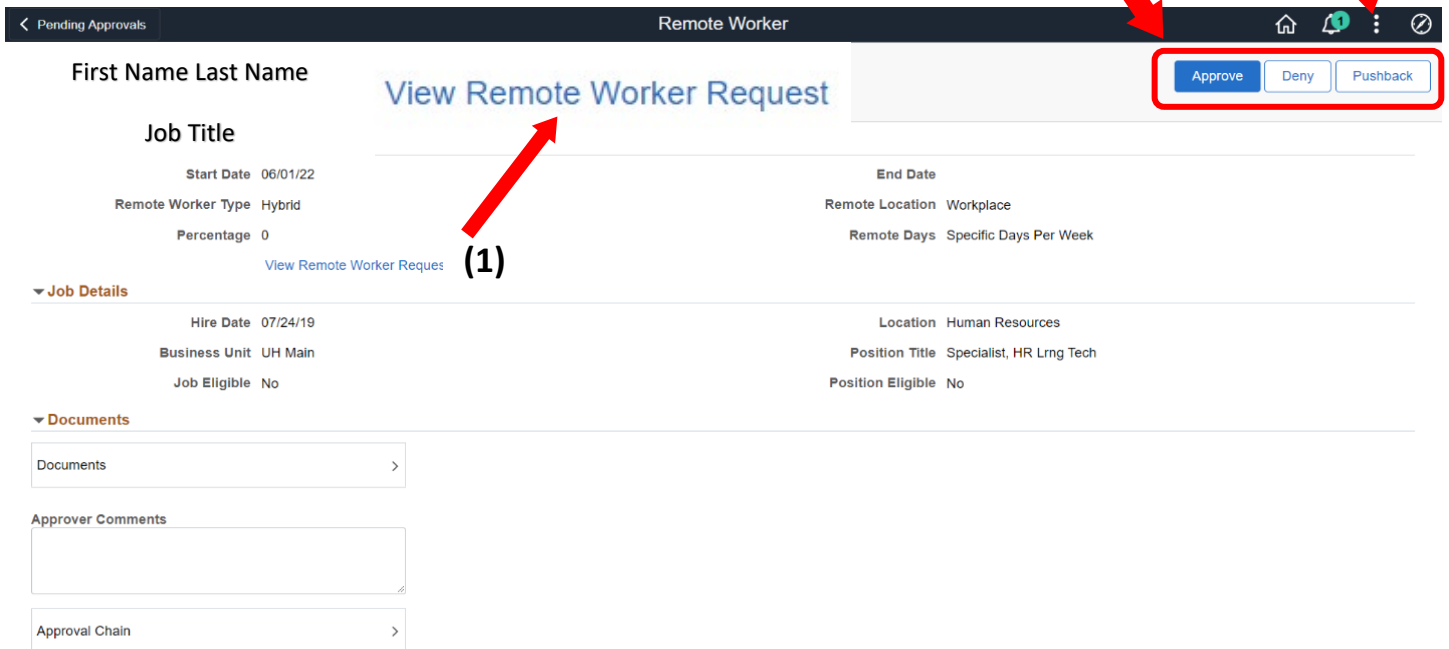
This is where your employee's requests will be located.

- Click on the Remote Worker you wish to **approve, deny, or pushback**.

All			1 row
			
Remote Worker	Work Life Balance	Routed	
First Name, Last Name	06/01/22	03/22/2022	>

Step 4: Remote Worker

- You can **approve, deny, or push back** a request.
- To view the request details, **click View Remote Worker Request (1)**. If the information is entered incorrectly, you can push the request back to the employee to edit by **clicking Pushback (2)**.
- **Enter** comments in the Approver Comment section (this step is optional).
- Once you approve this request, **click Approve (3)**.



The screenshot shows the 'Remote Worker' request details page. At the top, there is a navigation bar with a back arrow, 'Pending Approvals', 'Remote Worker', and icons for home, notifications, and a menu. Below the navigation bar, the request details are displayed in a grid format. A red arrow labeled (1) points to the 'View Remote Worker Request' link. A red arrow labeled (2) points to the 'Pushback' button in the top right corner. A red arrow labeled (3) points to the 'Approve' button in the top right corner. The details include fields for First Name, Last Name, Job Title, Start Date (06/01/22), End Date, Remote Worker Type (Hybrid), Remote Location (Workplace), Percentage (0), Remote Days (Specific Days Per Week), Hire Date (07/24/19), Location (Human Resources), Business Unit (UH Main), Position Title (Specialist, HR Lrng Tech), and Job Eligible (No). There are also sections for Documents, Approver Comments, and Approval Chain.

- If the request needs to be pushed back to the employee for edits, click Pushback. A sub-window will generate where you can click Submit.
- **Enter** comments in the Approver Comment section (this step is optional). **Click** Submit.

- Once you **click** Approve, a sub-window will generate.
- **Enter** comments in the Approver Comment section (this step is optional). **Click** Submit.

- If the request needs to be denied, **click** Deny. A sub-window will generate where you can **click** Submit.
- **Enter** comments in the Approver Comment section (this step is optional). **Click** Submit.

You have completed the approval process for Alternative Workplace Arrangement!