

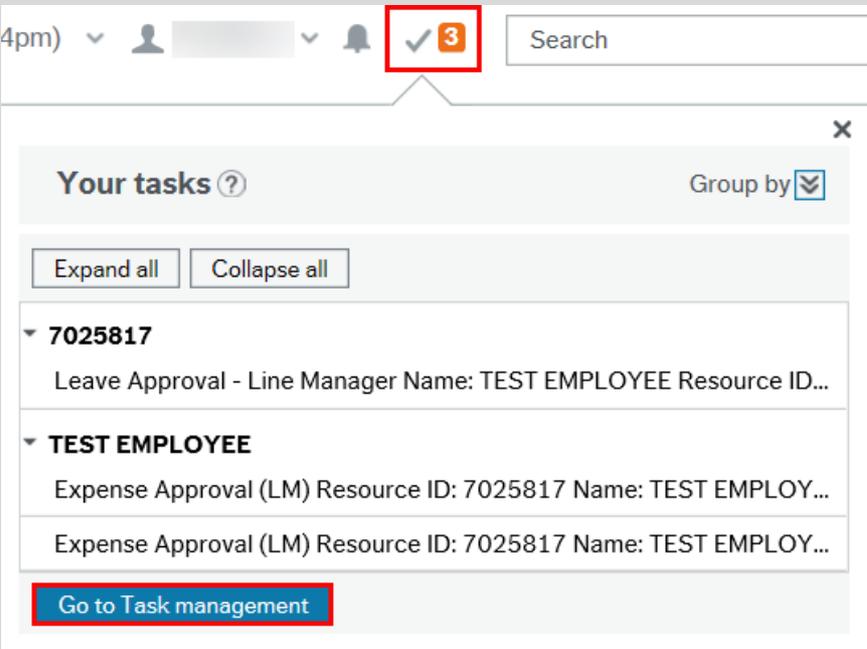
How to decline a Business World task

The guidance below will provide step by step instructions on how to approve a task on Business World.

When managing your task-list it is important to check if there is more than one page on your tasks when approving or declining. The task will not move on from the line manager unless all rows of a claim have had an action taken.

It also important to ensure that there are no 0 hours/balance claims. These should be rejected back to the employee for hours/balance to be added or for the claim to be deleted.

If 1 or more lines of a claim are declined the full claim will workflow back to the employee until the declined line is amended or deleted.



The screenshot shows the top navigation bar with a user profile, a search bar, and a notification icon with a red box around it containing a checkmark and the number '3'. Below this is a 'Your tasks' panel with a 'Group by' dropdown, 'Expand all' and 'Collapse all' buttons, and a list of tasks. The first task is '7025817 Leave Approval - Line Manager Name: TEST EMPLOYEE Resource ID...'. The second task is 'TEST EMPLOYEE Expense Approval (LM) Resource ID: 7025817 Name: TEST EMPLOY...'. The third task is 'Expense Approval (LM) Resource ID: 7025817 Name: TEST EMPLOY...'. A red box highlights the 'Go to Task management' button at the bottom of the panel.

Your task list can be found by clicking the tick symbol at the top right of the screen. If you have multiple tasks, then the number of tasks will show next to the tick symbol.

This will load a list of your outstanding tasks, you can either double click directly on the task you wish to open, or you can select 'go to task management' to view and manage your full task-list.

NOTE: If the employee has attached any supporting documentation to their claim, such as expense receipts, these can be viewed by clicking on the paperclip icon on the task.

Time and Expenses									
<input type="checkbox"/>	Map	Action	Expense type	Description	Date from	No/Base	Rate	Amount	
<input checked="" type="checkbox"/>			Overtime - Plain Time	Overtime - Plain Time - project work	23/03/2020	2.0000	11.9700	23.94	
<input checked="" type="checkbox"/>			Overtime - Time + Half	Overtime - Time + Half - project work	24/03/2020	2.0000	11.9700	35.91	
Σ								59.85	
<input type="button" value="Approve"/> <input checked="" type="button" value="Decline"/> <input type="button" value="Undo"/>									

Select the line(s) you wish to approve by clicking the tick box and click the **“Decline”** button. If there are multiple lines in the task you can select all at once by using the tick box in the grey section.

How to decline a Business World task

Time and Expenses									
<input type="checkbox"/>	Map	Action	Expense type	Description	Date from	No/Base	Rate	Amount	
<input type="checkbox"/>		Decline	Overtime - Plain Time	Overtime - Plain Time - project work	23/03/2020	2.0000	11.9700	23.94	
<input type="checkbox"/>		Decline	Overtime - Time + Half	Overtime - Time + Half - project work	24/03/2020	2.0000	11.9700	35.91	
Σ								59.85	

Approve Decline Undo

This will change the action column to “declined”.

Workflow log (row 1)

02/04/2020 20:48 TEST EMPLOYEE (7025817) - Distributed
 02/04/2020 20:48 TEST EMPLOYEE (7025817) - Auto approved

Duplicate claim, please check the dates.

Copy

You must enter a reason for declining a task into the text box at the top right of the screen & click ‘copy’ to save your comments.

The employee will see the comment written here so they know what changes are required.

Expense details

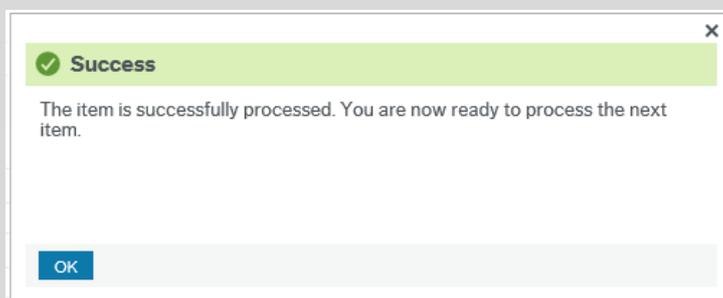
Expense type Overtime - Plain Time	Date 23/03/2020	Position ERP Support Officer	Description Overtime - Plain Time - project work
Hours 2.0000	Overtime Hourly Rate 11.9700	Amount 23.94	Tax amount 0.00

— GL Analysis —

Costc FT0005 Business World Support and Development	Posnogl 111099 ERP Support Officer	Otreason PROJECT Project Work	Emptype 41 Local government employees - general
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Save

A pop up success message will appear once your approval has been saved.



Please note: Employees with email addresses saved within Business World will get an email alert advising them they have the declined task in Business world to review and action.