APPROVAL SECTION

The Approval Section allows the authorized user to view, approve or disapprove a transit benefit application. The user must be a 1st Approver, for instance a Supervisor, Approval Officer, or Approval Supervisor (a combination of the 1st and 2nd Approvers), 2nd Approver, for instance a Manager/Fund Certifier or a 3rd Approver (Program Admin) within the agency to which the application is being submitted. These roles are assigned by the TRANServe Transit Benefit Manager assigned to the Agency or the Agency Transit Benefit Program Office.

Note: *Approvers are unable to view or approve their own transit benefit application in an approval queue. 1st and 2nd Approvers will only see an application on which an employee has chosen their name.*

Approval Process

1. Log on as an approver.

   From the Home page, click the **Approval Section** button; approval page is displayed.
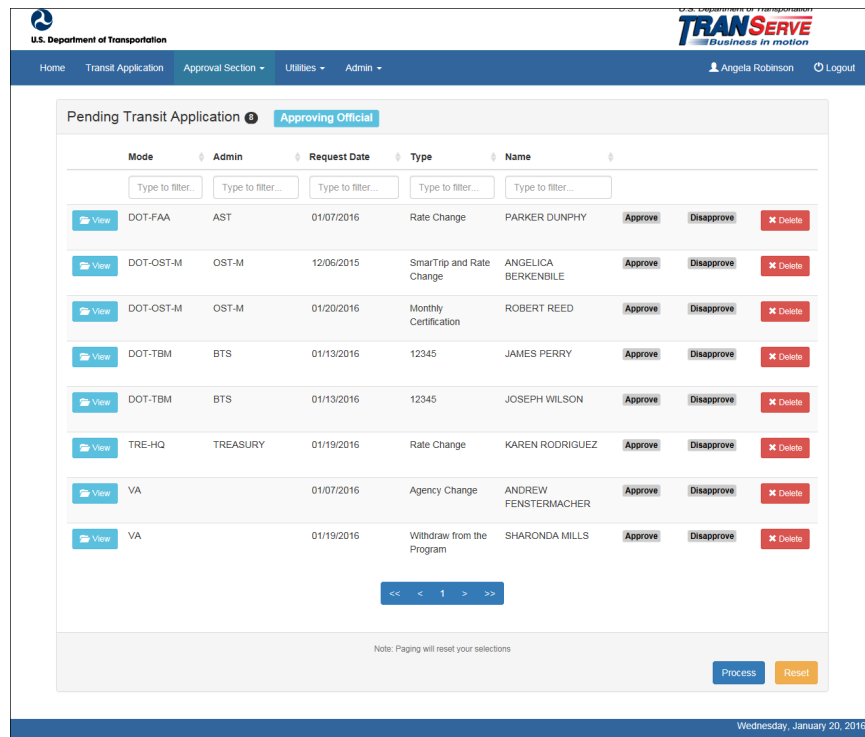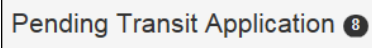

Figure 1: Approval page

The number of applications awaiting review and approval is displayed next to the page title.

Review according to your Agency Policy, and then select Approve to approve the application. After the selection is made the label will change into a checkmark.

Quick Guide for Approving Officials

Review according to your Agency Policy then select Disapprove to disapprove the application. After the selection is made the label will change into a checkmark.

A reason is required when an application is disapproved. Enter a reason in the Reason textbox. Where possible give instructions for correction. (i.e. Correct Supervisor's name)

The number of applications approved or disapproved is displayed next to the **Process** button.
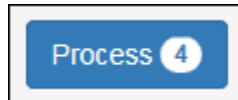

Click the **Process** button to approve or disapprove the application.

Note: *Applications can be reviewed, approved or disapproved on the Transit Benefit Worksheet/Application page by clicking the* **View** *button for the desired applicant.*

Note: *Applicants can be filtered by entering in the first few letters of the Mode (Agency Name), Admin, Type, and Name. To filter by date, enter in the date the application was submitted in the Request Date filter textbox.*

Note: *Click the column header, and then click the arrow next to the column header to sort applicants in ascending or descending order.*
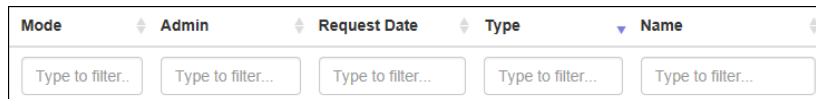
Note: *To access the additional Approval Section menu options from a mobile device; click the additional menus button at the top of the page. Click the Approval Section dropdown arrow to display the sub-menus. Click the sub-menu to enter the appropriate Approval Queue to review an application.*
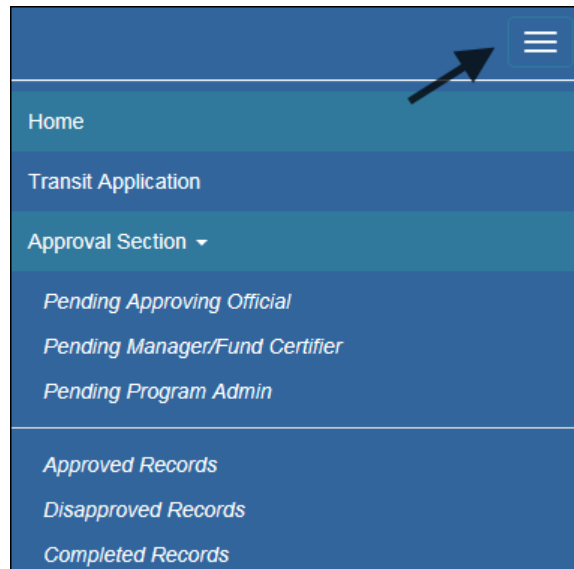

Figure 2: Approval Section Menu Options