## APPROVAL SECTION

The Approval Section allows the authorized user to view, approve or disapprove a transit benefit application. The user must be a 1<sup>st</sup> Approver, for instance a Supervisor, Approval Officer, or Approval Supervisor (a combination of the 1<sup>st</sup> and 2<sup>nd</sup> Approvers), 2<sup>nd</sup> Approver, for instance a Manager/Fund Certifier or a 3<sup>rd</sup> 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.  $1^{st}$  and  $2^{nd}$  Approvers will only see an application on which an employee has chosen their name.

## **Approval Process**

1. Log on as an approver.

Home	Transit A	pplication	Appro	wal Section +	Utilitie	es 👻 Admin 👻					👤 Angela	Robinson	🖒 Logou
F	Pending	Transit A	pplic	ation 🚳	Appro	oving Official							1
		Mode	¢	Admin	¢	Request Date	¢	Туре 🗄	Name	¢			
		Type to fi	lter	Type to filter		Type to filter		Type to filter	Type to filter				
	Tiew 🖆	DOT-FAA		AST		01/07/2016		Rate Change	PARKER DUNPHY	Approve	Disapprove	× Delete	
	🖀 View	DOT-OST-I	4	OST-M		12/06/2015		SmarTrip and Rate Change	ANGELICA BERKENBILE	Approve	Disapprove	X Delete	
	🗁 View	DOT-OST-I	A	OST-M		01/20/2016		Monthly Certification	ROBERT REED	Approve	Disapprove	× Delete	
	🖀 View	DOT-TBM		BTS		01/13/2016		12345	JAMES PERRY	Approve	Disapprove	X Delete	
	🖆 View	DOT-TBM		BTS		01/13/2016		12345	JOSEPH WILSON	Approve	Disapprove	× Delete	
	🗁 View	TRE-HQ		TREASURY		01/19/2016		Rate Change	KAREN RODRIGUEZ	Approve	Disapprove	× Delete	
	🗁 View	VA				01/07/2016		Agency Change	ANDREW FENSTERMACHER	Approve	Disapprove	× Delete	
	Serview	VA				01/19/2016		Withdraw from the Program	SHARONDA MILLS	Approve	Disapprove	X Delete	
						I	<<	< 1 > >>					
						Not	e: Pa	aging will reset your selecti	ions				
											Process	Reset	

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.

Pending Transit Application (8)

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.

Approve	
Reason	

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 submenus. Click the sub-menu to enter the appropriate Approval Queue to review an application.

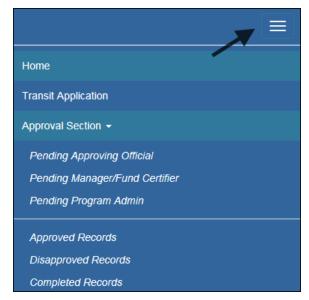


Figure 2: Approval Section Menu Options