Overview

- This job aid is intended for URAs, PIs, and Business Officers.
- This document outlines the steps to approve, reject, and re-assign a labor schedule entry throughout the workflow.

In-System Processing

1. Once a labor schedule is submitted, it goes through the approval process within the module. The person in the approval workflow will receive an Ignite bell notification in the upper right corner and an email notice.

**Note:** If the labor schedule is for a Sponsored Project, it routes to URA, followed by PI before the Business Officer’s final approval. If it is non-sponsored project-related costing, it routes directly to the Business officer for approval.
2. Click on the Labor Schedule Version link to view details of the costing entry. Approve or reject the schedule entry by using the Approve or Reject buttons at the top of the page.

3. If the schedule needs to be routed to another approver, click on the Action menu and select “Route Task”. Enter the name of the person you want to send it to in the Name field. Select the name from the list provided. Enter additional comments explaining why the entry needs to be routed. Click “Approve”.

Note: The Route task feature is used primarily by the Departmental LD Analyst. It can be used when a labor schedule is entered to take an employee off of a project.