

Approvers and Workflow Table

Procurement documents in myUK move among approvers via "Workflow". Workflow routes Shopping Carts, hospital requisitions, and PRDs among approvers' inboxes and onto their next processing stage delivering thousands of documents per week. Designated approvers for every department and unit are listed within a workflow table, managed by Enterprise Applications Group (EAG). To accommodate possibility of absence, each department or unit should have multiple approvers (2-3 preferably) covering all levels. If only one approver is listed in the table and on leave or not available, the document stops in their inbox and cannot be accessed by other parties. If a single approver departs the University as an employee, and a replacement is not assigned by the department or unit, Shopping Carts or PRDs cease to move completely. In order to receive and approve procurement documents, a person must both have the Approver role and be listed in the Approvers Table for their respective area.

Level 1 (L1) approval is required for procurement documents <\$10,000. Documents that are \$10,000 or greater also require Level 2 (L2) approval. The same person can perform both L1 and L2 approvals for their area if desired.

How To Request the Approver Role and Receive Documents Into Workflow

1. Request your Business Officer or immediate supervisor submit the [IRIS Training Request Form](#) on your behalf completing all entries at the top and for the Combined Approvers (MM_APP_300) course.
2. Once the Training Request is approved, you will receive an email confirmation and instructions to take the online Approver training course within myUK-Employee Self-Service.
3. After training is completed and the role provided, EAG assigns the person to the Approvers Table; access is usually available within 48 hours afterwards.

How To Request Changes In Workflow (For those that already have the role)

Persons that currently have the Approver role may request changes for Workflow purposes, e.g., change in department number, L1/L2 levels, etc.

1. Request your Business Officer or immediate supervisor submit the [IRIS Training Request Form](#) on your behalf. Complete the top portion as previously and navigate to Combined Approvers section (MM_APP_300)
2. Select Combined Approvers checkbox and complete the boxes for Level and/or department changes (this is required even if you already have the role; you do not have to re-take the training).