HOW TO APPROVE AN EMPLOYEE'S ALTERNATIVE WORK ARRANGEMENT

Supervisor and Manager Guide
Step 1: AccessUH

- **Log on** to AccessUH with your login CougarNet credentials.

Step 2: PASS

- **Click** the PASS icon.
  Make sure the tab above says **Manager Self Service (1)**.

- **Click** Approvals.
Step 3: Pending Approvals
This is where your employee’s requests will be located.
- Click on the Remote Worker you wish to approve, deny, or pushback.

Step 4: Remote Worker
- You can approve, deny, or push back a request.
- To view the request details, click View Remote Worker Request (1). If the information is entered incorrectly, you can push the request back to the employee to edit by clicking Pushback (2).
- Enter comments in the Approver Comment section (this step is optional).
- Once you approve this request, click Approve (3).
- If the request needs to be pushed back to the employee for edits, click Pushback. A sub-window will generate where you can click Submit.
- **Enter** comments in the Approver Comment section (this step is optional). **Click** Submit.

![Pushback Window](image1)

- Once you **click** Approve, a sub-window will generate.
- **Enter** comments in the Approver Comment section (this step is optional). **Click** Submit.

![Approve Window](image2)

- If the request needs to be denied, **click** Deny. A sub-window will generate where you can **click** Submit.
- **Enter** comments in the Approver Comment section (this step is optional). **Click** Submit.

![Deny Window](image3)

You have completed the approval process for Alternative Workplace Arrangement!