## Manager Guide - Approvals

As a manager, it's important to review and approve submissions from your team in a timely and accurate manner. This guide walks you through the simple process of accessing and approving employee claims through your manager dashboard. Follow these six steps to complete approvals quickly and efficiently.

1. After logging in, you will land on your **Manager Dashboard**. Locate the **"My To Do List"** box and click on it.



2. A list of employee submissions requiring your attention will appear. You can filter these by date, task type, or other relevant criteria to help manage your workflow.

	OVERDUE REQUIRES AUTHORISATION More	
$\odot$	Time & Expenses claim Training Administrator - DELTAA00000023 (DELT SHARED SERVICES LTD (LWD)) * Project Management Office * Z_DELT Time Claim Form * Due date: 02/05/2025	6
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	Authorise Other Absence Change Training Administrator - 72141186 * Project Management Office * Start date: 12/01/2026 * End date: 12/01/2	0

3. To view more details, expand the task. When you are ready to proceed, click the arrow on the relevant task to open it.

TO DO LIST (14) PROC	SES (0)	×
Filter All active	Sort by Due date 🗸 🕻 Search existing results Q	)
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Task descri     Start date	tion PLYCC - ESS - Payroll - Time & Expenses (New) //05/2025	
OVERDUE	QUIRES AUTHORISATIONLess	

- 4. Carefully review the claim submitted by your employee. Use the drop-down menu to select one of the following options:
  - Authorised
  - Not Authorised

## • On Hold

Some claims may span multiple pages. Be sure to check all pages, as the relevant information may not appear on the first one.

Time & Expenses claim	J Z_DELT Mileage & Expenses Cla	Im Form			Y MENU 🔂 関
	Er	nployee: Training Adminis	trator		
	9	Job title: Project Manager			
	Re	ference: DELTAF00000034	1		
		Payroll: DELT SHARED SE	RVICES LTD		
Authorisation					
	Us	er name 72141201			
	Authorisation	status* Authorised	=		
		Reason			
	DEL	Page	1   Page 2 MILEAGE & EXPENSES CLAIM FORM		
		Use this form to claim	Mileage and/or Expenses.		
		PAGE 1 = Ente PAGE 2 = E	er Number of miles Expenses details		
Enter a cost centre only your claim	n needs to be charged to a differe	nt to your normal cost centr need to claim against more t add or ren	e. If you need to make claims against a diff han one item, click the "+" or "-" to nove extra rows.	lerent cost centres, use a claim for	n per cost centre. If you
	PLEASE EN	ISURE THAT MINUS HOURS	ARE PREFIXED WITH A "-" MINUS SYMBO	NL.	
	Vehicle PEE4543543	Scheme Delt-Delt	Cost Centre (if not home cost c	entre)	
Date	Miles claimed	No of Passengers	From postcode		Reason fr
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5. If you choose **Not Authorised**, please include a brief reason in the provided text box to inform the employee of your decision.

Job title:	Project Manager
Reference:	DELTAF00000034
Payroll:	DELT SHARED SERVICES LTD (LWD)
Authorisation	
User name	72141201
Authorisation status *	Authorised 🗸
Reason	
	Page 1   Page 2
DELT SHARED	D SERVICES – DELT MILEAGE & EXPENSES CLAIM FORM
Us	e this form to claim Mileage and/or Expenses.
	PAGE 1 = Enter Number of miles
Enter a cost centre only your claim needs to be charged to a different to your need to cl	PAGE 2 = EXPENSES DECAIS r normal cost centre. If you need to make claims against a different cost centres, use a claim form per cost ce alm against more than one item, click the "+" or "-" to add or remove extra rows.
PLEASE ENSURE TH/	AT MINUS HOURS ARE PREFIXED WITH A "-" MINUS SYMBOL.

6. Remember to check all pages! Once you've reviewed everything and made your selection, click **Save** to complete the approval process.

	Authorisation	n status * Authorised	<u>י</u>		
		Reason			
		Page 1   P	age 2		
	DE	LT SHARED SERVICES – DELT MILE	AGE & EXPENSES CLAIM FORM		
		Use this form to claim Mile	age and/or Expenses.		
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	PLEASE EN	NSURE THAT MINUS HOURS ARE F	REFIXED WITH A "-" MINUS SYMBO	DL.	
	Vehicle	Scheme	Cost Centre (if not home cost o	entre)	
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Date	Miles claimed	No of Passengers	From postcode	To postcode	Re
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08/05/2025	2	2 Save	PL6 5QZ	[p]7	