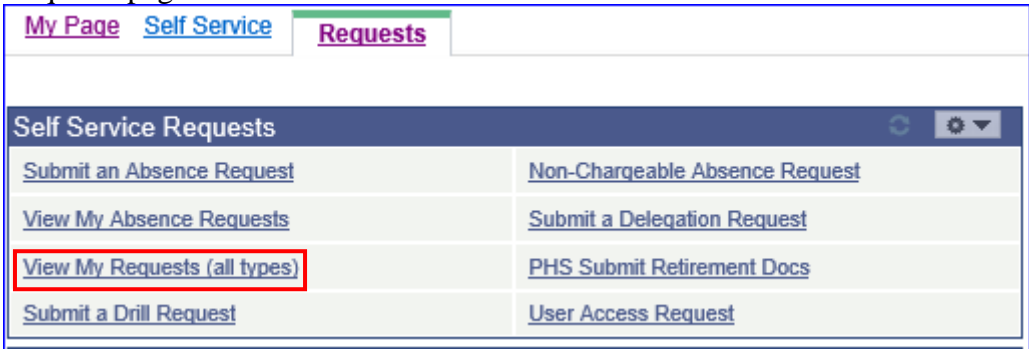
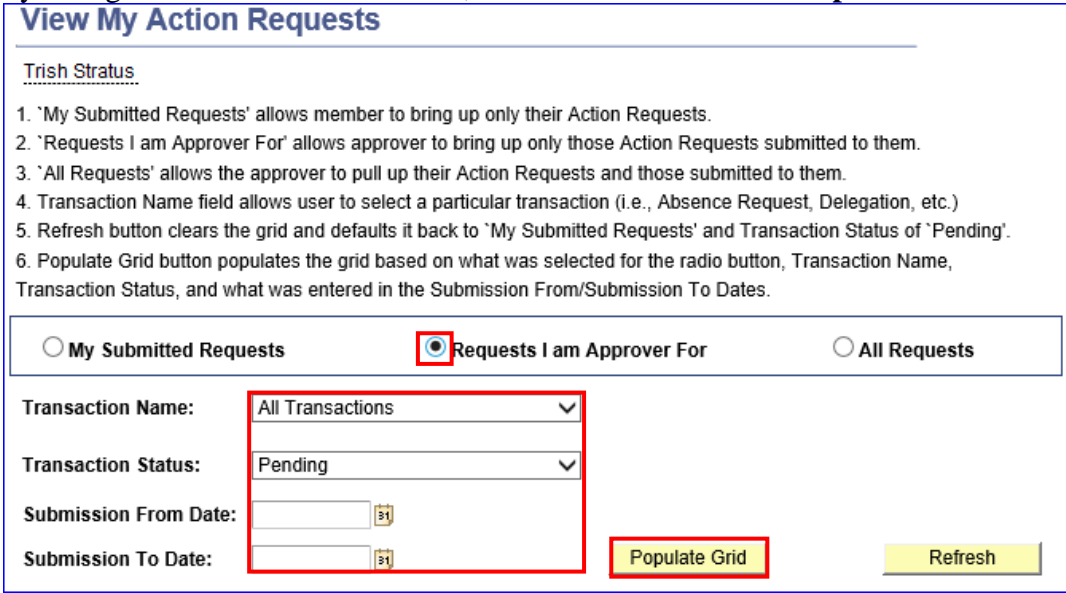


Contract Data - Approval

Introduction This guide provides the procedures for approving a contract for a member in Direct Access (DA).

Information **DO NOT** approve the contract until you have viewed a signed copy of the DD-4.

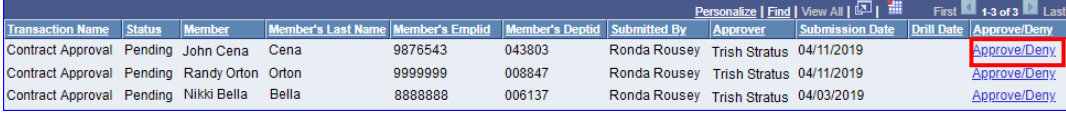
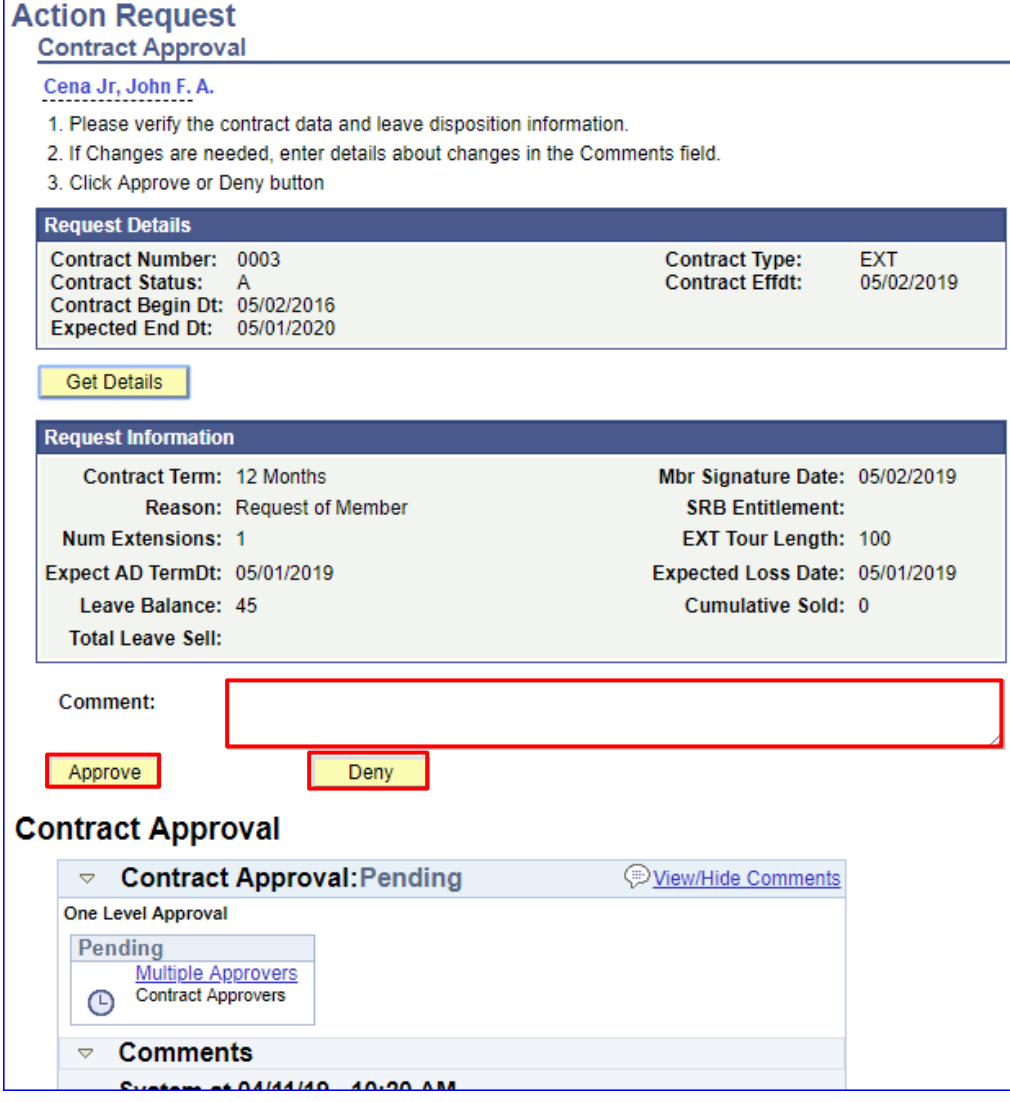
Procedures See below.

Step	Action
1	<p>From the Requests tab, select View My Requests (all types) from the Self Service Requests pagelet.</p> 
2	<p>Select the Requests I am Approver For radio button. You may narrow the search by filling in the Transaction Name, Status and Dates. Click Populate Grid.</p> 

Continued on next page

Contract Data - Approval, Continued

Procedures,
continued

Step	Action																																												
3	<p>Click the Approve/Deny link for the contract you are approving (Example is an approval for an Extension).</p>  <table border="1"> <thead> <tr> <th>Transaction Name</th> <th>Status</th> <th>Member</th> <th>Member's Last Name</th> <th>Member's Emplid</th> <th>Member's DeptId</th> <th>Submitted By</th> <th>Approver</th> <th>Submission Date</th> <th>Drill Date</th> <th>Approve/Deny</th> </tr> </thead> <tbody> <tr> <td>Contract Approval</td> <td>Pending</td> <td>John Cena</td> <td>Cena</td> <td>9876543</td> <td>043803</td> <td>Ronda Rousey</td> <td>Trish Stratus</td> <td>04/11/2019</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Randy Orton</td> <td>Orton</td> <td>9999999</td> <td>008847</td> <td>Ronda Rousey</td> <td>Trish Stratus</td> <td>04/11/2019</td> <td></td> <td>Approve/Deny</td> </tr> <tr> <td>Contract Approval</td> <td>Pending</td> <td>Nikki Bella</td> <td>Bella</td> <td>8888888</td> <td>006137</td> <td>Ronda Rousey</td> <td>Trish Stratus</td> <td>04/03/2019</td> <td></td> <td>Approve/Deny</td> </tr> </tbody> </table>	Transaction Name	Status	Member	Member's Last Name	Member's Emplid	Member's DeptId	Submitted By	Approver	Submission Date	Drill Date	Approve/Deny	Contract Approval	Pending	John Cena	Cena	9876543	043803	Ronda Rousey	Trish Stratus	04/11/2019		Approve/Deny	Contract Approval	Pending	Randy Orton	Orton	9999999	008847	Ronda Rousey	Trish Stratus	04/11/2019		Approve/Deny	Contract Approval	Pending	Nikki Bella	Bella	8888888	006137	Ronda Rousey	Trish Stratus	04/03/2019		Approve/Deny
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4	<p>Enter Comments (if applicable) and click Approve or Deny (deny returns the contract to the HRS user).</p>  <p>Action Request Contract Approval</p> <p><u>Cena Jr, John F. A.</u></p> <ol style="list-style-type: none"> Please verify the contract data and leave disposition information. If Changes are needed, enter details about changes in the Comments field. Click Approve or Deny button <p>Request Details</p> <table border="1"> <tr> <td>Contract Number:</td> <td>0003</td> <td>Contract Type:</td> <td>EXT</td> </tr> <tr> <td>Contract Status:</td> <td>A</td> <td>Contract Effdt:</td> <td>05/02/2019</td> </tr> <tr> <td>Contract Begin Dt:</td> <td>05/02/2016</td> <td></td> <td></td> </tr> <tr> <td>Expected End Dt:</td> <td>05/01/2020</td> <td></td> <td></td> </tr> </table> <p>Get Details</p> <p>Request Information</p> <table border="1"> <tr> <td>Contract Term:</td> <td>12 Months</td> <td>Mbr Signature Date:</td> <td>05/02/2019</td> </tr> <tr> <td>Reason:</td> <td>Request of Member</td> <td>SRB Entitlement:</td> <td></td> </tr> <tr> <td>Num Extensions:</td> <td>1</td> <td>EXT Tour Length:</td> <td>100</td> </tr> <tr> <td>Expect AD TermDt:</td> <td>05/01/2019</td> <td>Expected Loss Date:</td> <td>05/01/2019</td> </tr> <tr> <td>Leave Balance:</td> <td>45</td> <td>Cumulative Sold:</td> <td>0</td> </tr> <tr> <td>Total Leave Sell:</td> <td></td> <td></td> <td></td> </tr> </table> <p>Comment: <input type="text"/></p> <p>Approve Deny</p> <p>Contract Approval</p> <p>Contract Approval: Pending View/Hide Comments</p> <p>One Level Approval</p> <p>Pending</p> <p>Multiple Approvers</p> <p>Contract Approvers</p> <p>Comments</p> <p>System on 04/11/19 10:20 AM</p>	Contract Number:	0003	Contract Type:	EXT	Contract Status:	A	Contract Effdt:	05/02/2019	Contract Begin Dt:	05/02/2016			Expected End Dt:	05/01/2020			Contract Term:	12 Months	Mbr Signature Date:	05/02/2019	Reason:	Request of Member	SRB Entitlement:		Num Extensions:	1	EXT Tour Length:	100	Expect AD TermDt:	05/01/2019	Expected Loss Date:	05/01/2019	Leave Balance:	45	Cumulative Sold:	0	Total Leave Sell:							
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Contract Data - Approval, Continued

Procedures,
continued

Step	Action
5	<p>The contract is Approved. It is good practice to navigate back to the Mbr Service Dates tab in Contract Data and ensure the dates (Expected AD Term Date and Expected Loss Date) have updated correctly.</p>  <p>The screenshot shows a web interface for 'Contract Approval'. At the top, there are two buttons: 'Approve' and 'Deny'. Below them is the heading 'Contract Approval'. A dropdown menu is open, showing 'Contract Approval: Approved' with a 'View/Hide Comments' link. Underneath, it says 'One Level Approval' and shows a green box with the word 'Approved', a green checkmark, the name 'Trish A. Stratus', the role 'Contract Approvers', and the timestamp '04/11/19 - 10:59 AM'. At the bottom, there is a 'Comments' section with a dropdown arrow.</p>