

Faculty Supplemental Pay Requests - Making an Approval Decision in TeamDynamix Client Portal

This article covers the steps required for you to make an approval decision on an Faculty Supplemental Pay request for which you are an approver.

Accessing the Request from an Email Notification

1. Open the email with subject line **TeamDynamix Workflow Step Assignment...**
2. Review the details of the request included in the **Service Request Details** section
3. Click on the link in the section near the top of the email "To act on this Choice step, click the link below:" In the below example this request is awaiting Department Chair Review and Approval, but you could receive other types of approvals.

Workflow Step Assignment

You are assigned to the "**Department Chair Review and Approval**" Choice workflow step.

To act on this Choice step, click the link below:

[Department Chair Review and Approval Workflow Step](#)

Service Request Details

Service Request 526381

4. Log In to the TeamDynamix Client Portal using your UNH credentials (this will only happen if you haven't already logged in)
5. Once you're authenticated, you'll be brought directly to the Ticket in the Client Portal. Review the details again, if needed, then click on the button which corresponds with your decision.

✓ Approve as Requested

✓ Return to Provost Office for Correction (add detailed Comments after making selection to return)

✓ Decline - Notify Provost Office (add detailed Comments after making selection to decline)

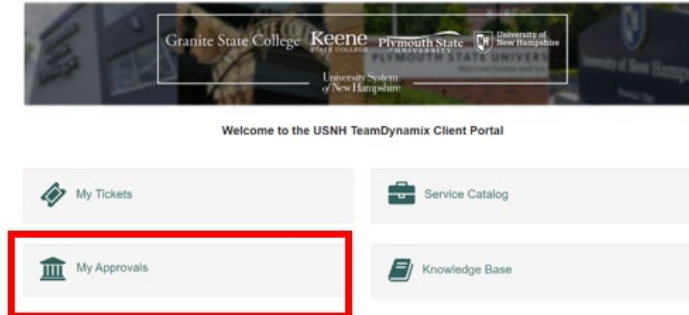
After clicking the button you will have the opportunity to add Comments (recommended).
Request Submitted → Dept. Chair → Dean(s) → Finance → Provost's Office → HR for entry

Note: Requests routed to the Provost's office for correction will be sent back through the approval process from Department Chair to approve any changes made.

Click **Save**.

Accessing Your Approvals from the Portal

1. Visit the USNH TeamDynamix Client Portal at <https://td.unh.edu/TDClient/60/Portal/Home/>
2. Select the My Approvals button from the main screen.



3. Log In to the TeamDynamix Client Portal using your UNH credentials (this will only happen if you haven't already logged in)
4. Choose from the list the item you want to review. Click on the link in the **Step** column to go to the approval view.

My Approvals (193)

Q Search Print

Search Status Pending Include Pending Group Assignments

ID ↕	Item ↕	Step ↕	Result ↕
526381	[Employee Name] - [Department] SAMPLE	Department Chair Review and Approval	Pending

5. Review the details then click on the button which corresponds with your decision.

- ✓ Approve as Requested
- ✓ Return to Provost Office for Correction (add detailed Comments after making selection to return)
- ✓ Decline - Notify Provost Office (add detailed Comments after making selection to decline)

After clicking the button you will have the opportunity to add Comments (recommended).

The workflow remains the same:

Request Submitted ➡ Dept. Chair ➡ Dean ➡ Finance ➡ Provost's Office ➡ HR for entry

Click **Save**.

Note: Toggling between approval view and detailed view

When reviewing the request, you may wish to select the link in the Service Request Details section in order to see additional details on the request, such as any attachments that may have been included. The link is always the Title of the request, which will be the Employee Name and Department Name (sample below).

Current Workflow Step

Service Request Details

Service Request
526381: [\[Employee Name\] - \[Department\] SAMPLE](#)

Description

To return to the approval view, select the link in the Current Workflow Step section. In the sample below, you would select Department Chair Review and Approval to return to the approval screen.

[\[Employee Name\] - \[Department\] SAMPLE](#)

Service Request ID: 526381

[✖ Withdraw Request](#) [📎 Add Attachment](#) [🔔 Add Alert](#) [🔗 To TDNext](#)

Details

Account/Department
ET&S - Project Management and Process Improvement (PMPi)

Service
UNH Provost / Faculty Supplemental Pay

Source
Web

Workflow
Faculty Supplemental Pay Workflow

Current Workflow Step
[Department Chair Review and Approval](#)