Approving Themis Self Service transactions

The following information is an overview of the Themis approval process.

1. The staff member submits a request via Themis Self Service.
   
   For example, request for internal training, application for leave of absence, etc. For a complete list of all actions requiring supervisor approval refer to the Functions available in Supervisor Self Service reference card.

2. The supervisor receives an email notification that a transaction is awaiting approval.

   **Note:** this email notification will be generated in an overnight process and the supervisor will receive it the following day if the transaction is not actioned prior to the overnight process. The email will contain the details of the request, including the name of the staff member submitting the request, the type of transaction and the request action history.

3. The supervisor reviews and actions the transaction.

   Depending on the email preferences you have set in Themis, you will either be able to action the request via the email itself or you will need to log in to Themis to access the request via your Worklist. Refer to the Actioning a request section below for further information on the available methods.

4. The staff member receives a Worklist notification that the transaction has been actioned.

**Actioning a request**

There are two methods available for actioning a transaction: via your Themis Worklist or via the email notification itself. The method you use will depend on your Themis email notification preferences. Refer to the Setting your Themis email notification preferences reference card for further details.

**Approving via your worklist**

1. Log in to Themis.

2. Access the notification by clicking on the appropriate link in the Worklist.

3. Review the request in the Notification Details screen.

4. Action the transaction as required.

   You may approve, reject, reassign the notification or return to the staff member for correction. For further information on actioning a notification, refer to the Understanding your Themis Worklist and notifications reference card.

**Approving via an email notification**

1. Open the email notification and review the request.

2. Click on the appropriate link located at the bottom of the email.

   You may approve, reject, reassign the notification or return to the staff member for correction (depending on your preferences). Themis will generate an email response message (including the Themis response template) for you to complete.

3. Enter your response and any comments between the quotation marks.

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Type the desired action between the quotation marks.</td>
<td>Example: “Approve”; “Reject”</td>
</tr>
<tr>
<td>Note</td>
<td>Type any comment for the staff member between the quotation marks.</td>
<td>Example: “Thank you for attaching your medical certificate.”</td>
</tr>
</tbody>
</table>

4. Once you have completed the information, send the email.

   **Important:** make sure you include the notification ID (NID) in your response.