

Final Approver - Reviewing / Approving CHECKLIST

1. Email from EM System lets you know Owner has routed EM pages to you
 - Log-in to EM System
2. Groups page – select which Groups/Categories to work with
3. Summary page – review/change Employee Merit as needed
 - Save changes
4. Summary page – if changes made to EM amount, verify EM pool total is not overspent
 - Adjust EM amount if needed
5. Repeat Steps 2-4 until all Groups/Categories have been reviewed/changed
6. Groups page – verify all Groups' totals are not overspent
7. Routing page – route Groups to HR to indicate your approval