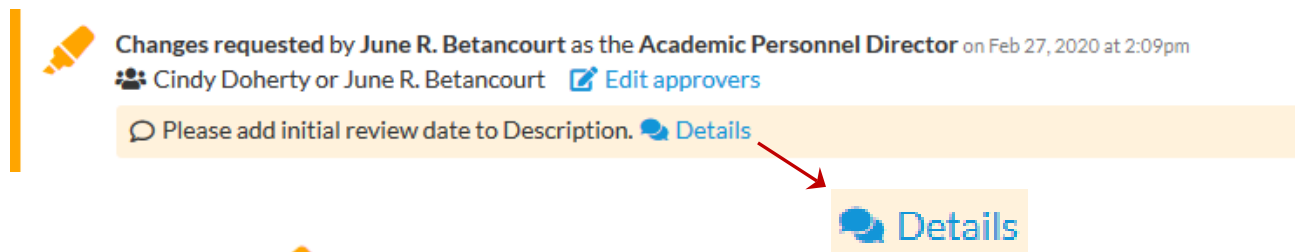

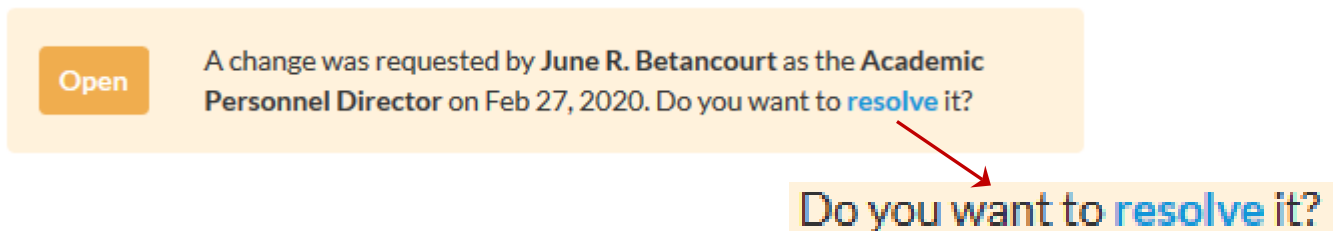


- 1) With the **Request Changes** feature, approvers will now have two options when reviewing UC Recruit items: **APPROVE** or **REQUEST CHANGES**
- 2) If all looks good, the approver may select **APPROVE**; routing will continue to next approver.
- 3) If changes are requested, open the request through the email notification, or by going to your recruitment's **Reports** area:
 - a) If accessing through **Reports**, look for orange **Changes requested**

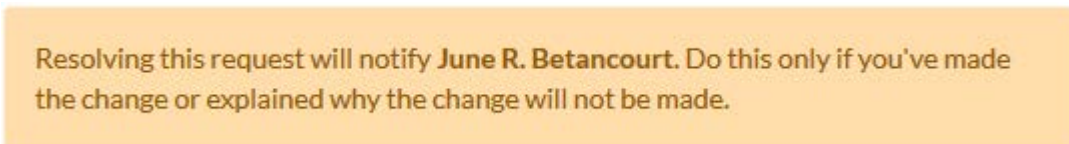


- Look for the  approval step with an orange highlighter and click on **Details**
- Search Waivers function similarly in the **Approval Request** area rather than in **Reports**

- 4) You will see which approver made the request as well as the details of the request. If you have made the changes and are ready to resolve, click **Do you want to resolve it?**



- 5) A notice will pop up:



- 6) Add a comment as appropriate (recommended):

Your comment

- 7) Click **Resolve request**

