



## Mileage Approval

---

### Unapproved Mileage

- Pending Mileage screen is where you will find all your pending submissions waiting your approval.

### Approve/Reject Mileage:

1. Click on the name of the employee you want to approve.
2. Select the trips you would like to approve/reject by clicking the check box next to the travel date.

- a. You can select all trips by clicking the Select All check box.



- b. If you need to reject a trip, a denial reason is required for all trips being rejected.
3. If approving:
    - a. Choose the account number you would like to charge the mileage to.
    - b. Click the Approve button. ✓
  4. If Rejecting:
    - a. Make sure you have a Denial Reason for all trips being rejected.

- i. Make sure to use the copy feature to set a denial reason for multiple trips 

- b. Click the Deny button. ✗

### User Management

- User Management screen allows you to manage employees under your approval.
  - You can add new employees to your approval.
  - You can manage employee basic information such as name, email address.

### Add Mileage User:

1. Click Add User button
2. In the Email Address text box, start typing the email address of the user you would like to add. The type ahead feature will provide suggestions to help speed up the process.

Email Address

Status

Group

- blarsononw@olatheschools.org
- blawrencsf@olatheschools.org
- bleasergrs@olatheschools.org
- blecuyerwa@olatheschools.org
- bleftwichfpc@olatheschools.org



# WAGEBACK

3. When you have successfully selected the user you are wanting to add, all the required employee data will be filled out for you.
4. Choose which of your approval groups you would like this user to be under.
5. Click Save User. You should now see the name you just added under your list of Travelers.

## Mileage History

- History screen allows you to view the mileage history of all travelers under your supervision. From here you can change account numbers or reject previously approved submissions until payroll has run. All transactions for the time period of the payroll run are locked and can no longer be edited.

### Change Account Number:

1. Click on the name of the employee you want to edit the approval for.
2. Select the trip(s) you would like to change by clicking on the checkbox next to the date of the trip(s).
3. Select the account number.
4. Click the Update button. 

### Reject Previously Approved:

1. Click on the name of the employee you want to edit the approval for.
2. Select the trip(s) you would like to change by clicking on the checkbox next to the date of the trip(s).
3. Provide a Denial Reason for all trips being changed.
4. Click the Deny Button. 

## Reports

1. Click on the report you would like to run.
2. Fill out all pertinent selection criteria.
3. Choose the desired output type.
4. Click Submit.