

Configure Auto-Approve in Approve My Check®

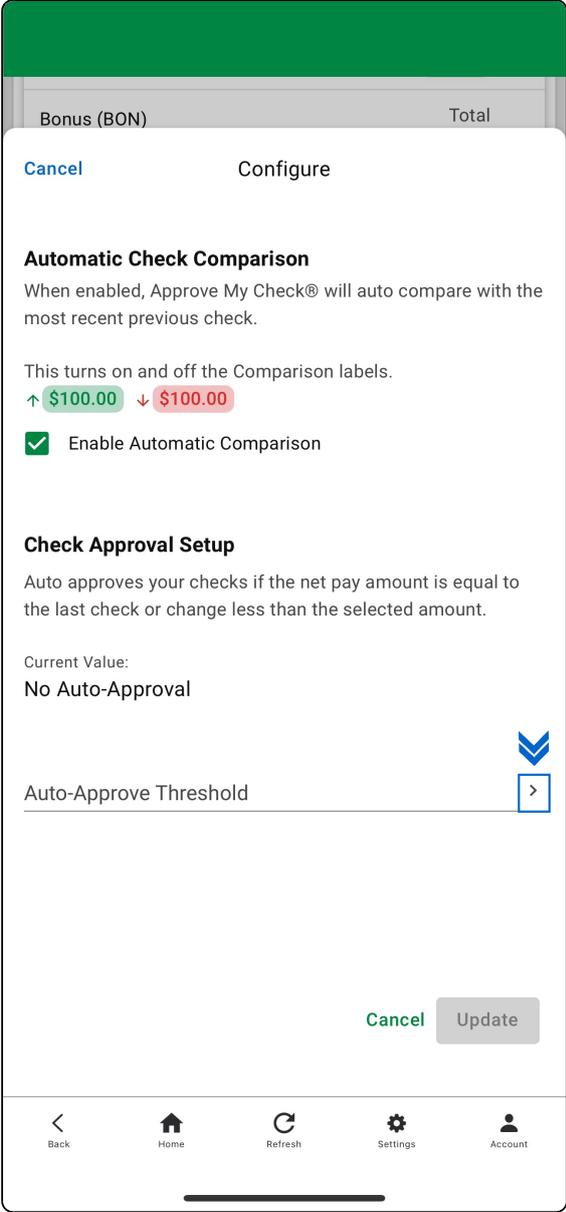
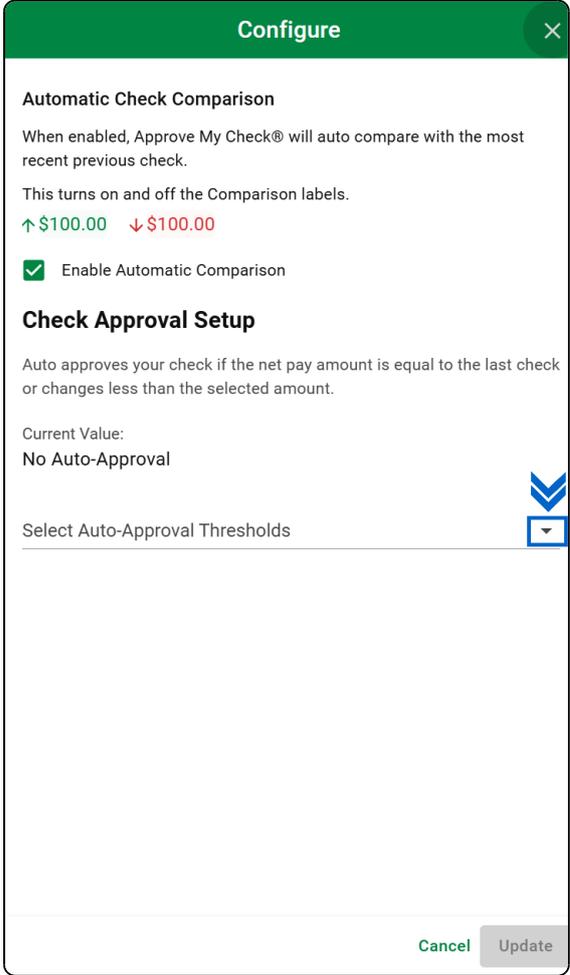
Approve My Check® allows you to review and approve your pay before your pay date, giving you direct access to resolve any questions. With Auto-Approval, you can designate a certain threshold to auto-approve your check. If your paycheck does not fluctuate often between pay periods, this is a great way to automate Approve My Check®. Let's walk through how to set this up.

First, navigate to Approve My Check® on your phone or desktop and tap or click "Configure."

Mobile View	Desktop View

A Configure pop-up window will display. Tap or click "Select Auto-Approval Thresholds."



Mobile View	Desktop View
	

Select an auto-approve value from the list. For example, if you make approximately \$2,000 per pay period and select "Net Pay change is under \$10.00." Then, your check will auto-approve anything between \$1,990.00 - \$2,010.00.

Values will vary depending on how your company has this set up.

Mobile View	Desktop View
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