



# Approving Access in HCM

This guide will walk you through approving access requests for your direct reports or POIs that you sponsor.

## For Support with HCM or FIN Access Requests

For questions or support, contact the [UIS Service Desk](#) or [Access Management](#).

## Manager/Sponsor Role in Approving Access

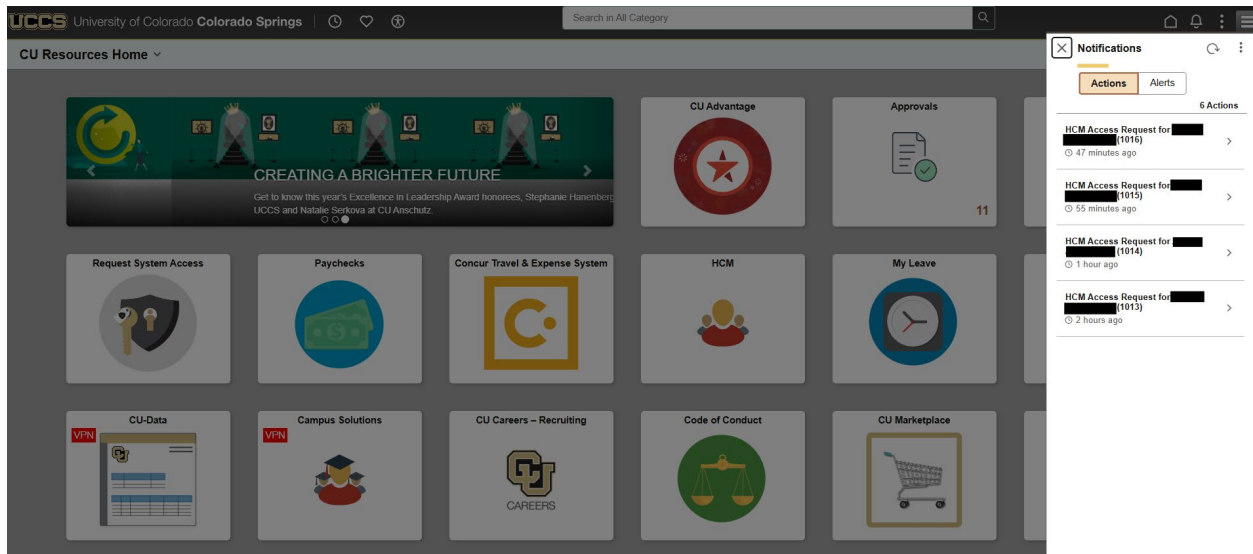
If you are a direct manager of an employee or the sponsor of a Type 15 Person of Interest (POI), you are responsible for approving access for your employee(s) or POI(s).

**NOTE:** For POIs, ONLY POI type 15 can request access to a CU application or IT resource.

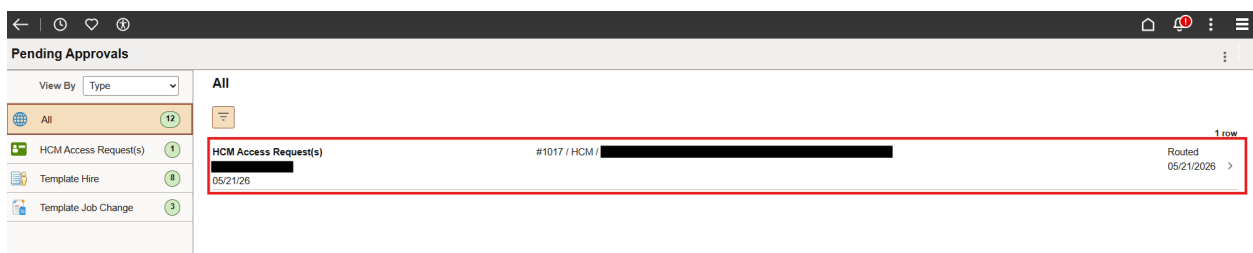
## Approval Process

As an approver, you receive an email for any requests entered for employees or POIs for which you are the manager/sponsor. You can use the link in the email to navigate to your Pending Approvals page to review the request.

You will also receive a notification in the employee portal. You can open the request by clicking on the notification to open your **Pending Approvals** page to review the request.



Once you have found the request in Pending Approvals, click the row to be routed to the HCM/FIN Access Request page.



The Access Request page includes all information about this request.

- The request ID and user information for the beneficiary of the request.
- User justification for why the role is required.



- Which roles have been included in this request. Use the arrow on the right side of each line to review each role and view training requirements and when the user completed this training.
- Approver Comments is where your comments will go regarding whether this request should be approved or denied.
- Approval Chain shows where this request is in the approval workflow – who has approved and who is yet to approve before this role can be added to the user’s profile.

The screenshot shows a web interface for 'HCM Access Request(s)'. At the top, it indicates '1 line(s) are pending your approval' and has 'Approve' and 'Deny' buttons. Below is a 'Summary' section with fields for Request ID (1017), Department, Job Code, Position Number (00818066), Recipient, Employee ID, Email Address, and Description (Current Employee). There are sections for 'Justification' and 'Request Details'. Under 'Request Details', there are 'Pending' and 'All' tabs. A table with one row is shown, with a checkbox on the left and a right-pointing arrow on the right. Below the table is an 'Approver Comments' text box and an 'Approval Chain' dropdown menu.

Review the information in the request to determine whether access is appropriate for the user. For each role that you approve, select the checkbox to the left of the line. If all roles are approved, you can select the checkbox at the top of the table to select all. Enter any relevant comments in the Approver Comments box, and click Approve at the top of the page.



The screenshot shows the 'HCM Access Request(s)' interface. At the top, it indicates '1 line(s) are pending your approval' and has 'Approve' and 'Deny' buttons. The 'Summary' section displays: Request ID 1017, Department 40404 VCEMSA-Financial Aid Admin, Job Code 4101 Student Asst I, Position Number 00818066 Student Employment Assistant, Recipient Abdul Abdulsattar, Employee ID 435470, Email Address aabdus3@uccs.edu, and Description Current Employee. The 'Justification' section shows 'Test request'. The 'Request Details' section has 'Pending' and 'All' tabs. Below is a table with one row: a checked checkbox, Request ID 1017-1, Role CU PPL, and Description Access to PeopleSoft Payroll functions and data. The 'Approver Comments' section contains the text 'The access requested is appropriate for the user's position'. An 'Approval Chain' section is partially visible at the bottom.


For any roles that are not appropriate, select the checkbox to the left of the role, include any relevant comments, and **click Deny**.

Once approved, the request will be routed to any subsequent approvers in the workflow. Once all approvers have approved the request, the role will be added to the user's profile.

## Review the Status of a Request

To view an outstanding or completed request, use the **Find an Existing Value** in the top right corner of the Request HCM Access or Request FIN Access page in HCM.

The screenshot shows the 'Request HCM System Access' interface. It features a search bar with the placeholder text 'Request ID (NEXT)' and an 'Add' button. In the top right corner, there is a button labeled 'Find an Existing Value' with a magnifying glass icon.

You can search by a Request ID (if known) or Employee ID. You can also search for an employee ID by using the magnifying glass icon  to search by Employee ID, Display Name, or Email Address. If you'd like to view all requests that are available to you, click Search without including any search parameters.

**NOTE:** You will only be able to view requests for users who fall under your specific department row level security. If you cannot see users you would expect to see, please work with your campus HCM access coordinator to identify the correct level of department row level security required to complete the duties of your position.



Request HCM System Access

Find an Existing Value [Add a New Value](#)


Search Criteria  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches  Saved Searches

Request ID

Employee ID

[Show filter options](#)



You will be presented with a list of all requests that match the criteria specified. You may click any of these requests for additional details. If only one result is returned in the search, HCM will open the request details by default.

Request HCM System Access

Find an Existing Value [Add a New Value](#)

Search Criteria  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches  Saved Searches

Request ID

Employee ID

[Show filter options](#)

Search Results  
4 results

Request ID	Employee ID	Display Name	Email Address	Date Added	Status	
1016	435470			05/21/2026	Denied	>
1015	435470			05/21/2026	Awaiting Further Approvals	>
1014	435470			05/21/2026	Denied	>
1013	435470			05/21/2026	Complete	>



The request details page will show you who the request was made for, what roles were requested and the status of the approval steps.

**System Access**

**HCM Access Request**

Request ID: 1015

Emp ID: [REDACTED] Name: [REDACTED]

Position: [REDACTED] Department: [REDACTED]

Requested Roles	Long Description
1 CU HCM User Inquiry	Inquiry-only access to HCM data for general users.

**HCM Access Request**

Request:[1015 - 1, CU HCM User Inquiry]:Pending [View/Hide Comments](#)

CO Springs HCM Access Request

Approved: Supervisor 05/21/26 - 10:49 AM

Pending: Multiple Approvers Springs Access Coordinator

[Return to Search](#)