

Human Capital Management: Step-by-Step Guide

Approving Transactions

This guide describes approving transactions submitted in HCM.

HCM has the following types of transactions, and therefore, different procedures for approving them.

- **Template Based Transactions (TBTs):** Certain transactions, like hires and transfers, are created through a TBT and submitted for approval.
- **Standard requests:** Some requests, such as PETs and Position updates, are submitted through PeopleSoft pages as delivered, meaning without any customization to the delivered code.
- **Electronic Personnel Action Requests (ePARs):** Transactions submitted through SMART forms.

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Before You Begin

Navigation tips:

▼ HCM Community Users

Procedures in this guide begin from the HCM Community Users dashboard:

1. From the portal, click the **HCM** tile. The Employee Self Service dashboard appears.
2. Click **Employee Self Service**.
3. Click **HCM Community Users** to display the dashboard.



The NavBar displays options for accessing other systems. Through the NavBar, you can select CU Resources to access systems on the portal.



The magnifying glass is called a look up and displays search results for you to select valid field values.

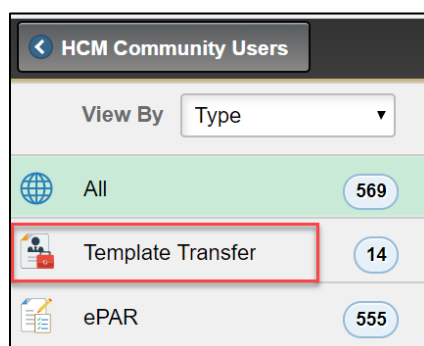


The book and checkmark lets you spell check text boxes.

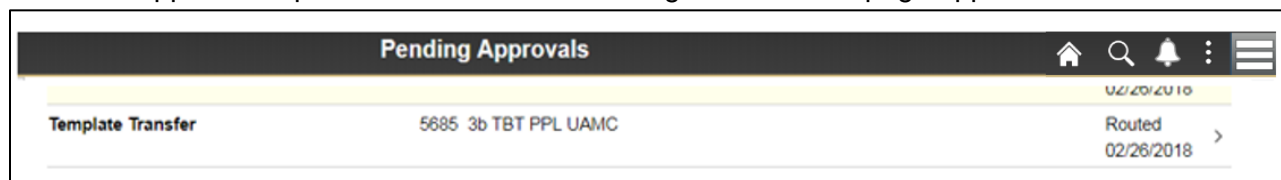
Approving Template Based Transactions

To approve template based transactions, such as hires, rehires, and transfers:

1. From the HCM Community Users dashboard, select the **Approvals** tile. The Pending Approvals page appears.
2. Select the template transactions you want to approve. The example below shows **Template Transfer**.



3. Select an approval request from the list. The Manage Hire Details page appears.



Because the TBT is read only, the first approver can only view the TBT. The final approver in the workflow can make changes to the TBT.

Manage Hires

Approve Deny Pushback

Manage Hire Details

Comments

Name Zorana TESTER03FA

The Start Date entered on this page will be used as the Effective Date for Personal Data and Job.

Template CU_XFR - Transfer Template

Transaction Type Change Personal and Job Data

Hire Status Action Required

Organizational Relationship Employee

Start Date 02/01/2018

Action Transfer

Action Reason To Another Department

Person Information

Employee ID 105145

HR Status Active

Search for Matching Persons

Person Organizational Summary

Complete Transaction

Select this button to open the original template to complete the transaction.

Open Template

Personal Data

Select this button to upload Personal Data. You may view/update the data before saving it to the system.

Update Personal Data

Transfer Approval

HIRE_REQUEST_ID=5694:Pending

Campus = Boulder (UCB)

Pending

Not Routed

Multiple Approvers Faculty Regular

Multiple Approvers Faculty Regular 2nd Level

Return to Manage Hires

Notify

- To approve the selected transaction, type **Comments** and click **Approve**.

The system displays another page that opens the transaction in read only mode with a message asking you to complete the TBT transaction processing.

Manage Hires

Manage Hire Details

Enter the following Employee or Contingent Worker information.

Return to Enter Transaction Details Page

Save and Submit Save for Later Cancel

Position - Job Info

Work Location - Position Data

Position Number 00001647

Message

Click "Save and Submit" button to complete TBT Transaction processing (21000,306)

OK

- Click **OK**.

6. Click **Save and Submit** to close out of the approval process.

The screenshot shows the 'Manage Hires' interface. At the top, there's a 'Manage Hire Details' section with a link to 'Return to Enter Transaction Details Page'. Below this are three buttons: 'Save and Submit' (highlighted with a red box), 'Save for Later', and 'Cancel'. The form also displays 'Position - Job Info' with 'Work Location - Position Data' showing 'Position Number 00715316' and 'Description Res Asst'. Below that is 'Job Information - Employee Classification' showing 'Employee Classification S - S Student Employee'. At the bottom is a section for 'Job - Payroll Information'.

A message appears indicating the transaction has been approved.

The screenshot shows a 'Message' box with the following text: 'TBT Request ID=5688 was Approved, AWE Thread ID=165. (21000,305)' and 'The specified AWE action was completed for the TBT Transaction'. At the bottom is an 'OK' button.

If there is another approver, the transaction needs final approval.

Making Final Approval

The Final Approver can open the pending transaction and click **Approve**, similar to the previous procedure. The system sends an email notification to the initiator of the transfer request after the transaction has been approved. An email notification is also sent to the employee.

Denying or Pushing Back a Transaction

The person with final approval authority can also choose to deny a transaction or push it back to the originator for modifications.

To deny or push back a transfer transaction:

1. Type **Comments** indicating why you are denying or pushing back the transfer.
2. Click **Deny** or **Pushback**. The system sends a notification email to the initiator of the transaction that includes your comments. The initiator can update transactions that are pushed back and resubmit them for approval. Denied transactions cannot be updated for resubmission.

Making Changes to the Transaction before Final Approval

If you are the final approver and want to change job or position information before final approval, you can open the template and make your updates.

1. Type **Comments** indicating what you are changing and why.
2. Click **Open Template**.

Pending Approvals

Manage Hires

Manage Hire Details

Approve Deny Pushback

Comments

Name: Zovana TESTEROSPA

The Start Date entered on this page will be used as the Effective Date for Personal Data and Job.

Template: CU_XPR - Transfer Template

Transaction Type: Change Personal and Job Data

Hire Status: Action Required

Organizational Relationship: Employee

Start Date: 02/01/2018

Action: Transfer

Action Reason: To Another Department

Person Information

Employee ID: 102145

HR Status: Active

Search for Matching Persons

Person Organizational Summary

Complete Transaction

Select this button to open the original template to complete the transaction.

Open Template

Personal Data

Select this button to upload Personal Data. You may view/update the data before saving it to the system.

Update Personal Data

Transfer Approval

HIRE_REQUEST_ID=5694: Pending

Campus & Boulder (UCB)

Approved: Pyle, Randal Calvin

Pending: Multiple Approver

Return to Manage Hires

Notify

3. Make any changes to the Position and Job Information on the Manage Hire Details page.

Manage Hires

Manage Hire Details

Enter the following Employee or Contingent Worker information.

[Return to Enter Transaction Details Page](#)

Save and Submit Save for Later Cancel

Position - Job Info

Work Location - Position Data

*Position Number D0654722 Description Dist Prof

Job Information - Employee Classification

Employee Classification 1 - 1 Univ Fac/Staff - All Bene

Job - Payroll Information

*Pay Group F12 *Employee Type S

Job Compensation - Payroll Currency and Frequency

*Compensation M Frequency

Job Compensation - Pay Components

*Comp Rate Code BASEM Compensation Rate 5000.000000

Compensation M Frequency

Job Compensation - Pay Components - 2

Comp Rate Code Compensation Rate

4. Click **Save and Submit**. A message appears confirming the information is saved.

Template Based Transactions

Save Confirmation

✓ The save was successful.
The Person ID is 105145 .

5. Click **OK**. The system returns you to the Approval page.

The transaction will automatically be approved and write to Job Data.

6. Because you have overridden the original information in the TBT, enter notes into the **Job Notes** section in Job Data that explain the changes you are submitting to the system. Indicate that you have overwritten the template and your final changes have been written to the system.

Approving Requests Submitted as Delivered

When you first log on to the portal, you will see whether you have approvals pending (Figure 1). You should also receive an email notification from the system that you have approvals pending.

These notifications apply to transactions that are submitted using PeopleSoft pages as delivered. At the time of this guide's update, the following requests apply:

- Position
- Payroll Expense Transfers (PETs)



To access these approval requests:

- ← HCM Community Users
Pending Approvals

View By	Type	
	All	(4)
	Position	(4)

All

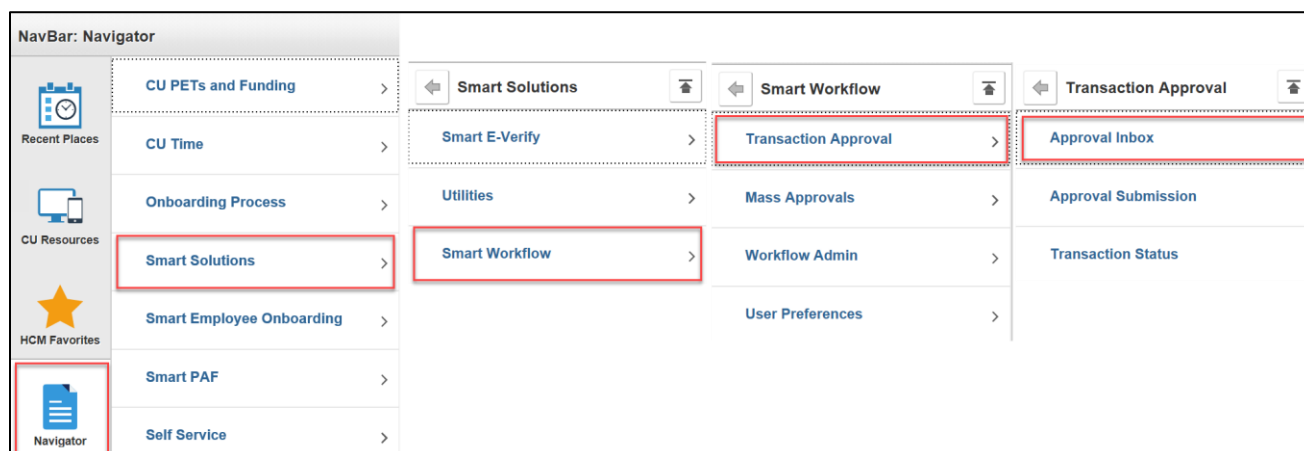
Position Approval	00735300 / 2017-07-05 Elijah Blade Olachea
Position Approval	00717575 / 2017-06-05 Gamboa,Joyce S
Position Approval	00735448 / 2017-07-07 Klymkow,Kymberly
Position Approval	00000001 / 2017-07-26 Lutz, Toby L

2. Click an approval request from the list to select it. Details specific to the type of request appear.
3. Review the tabs of information for the request.
4. You have the option to click **Comments** and add information regarding your decision to approve or deny the request.
5. Click either **Approve** or **Deny**. The system notifies the requestor that the request has been approved or denied.

Approving Requests Submitted through ePARs

To approve transactions submitted through ePARs, navigate to the Approvals Inbox. These are transactions that were submitted through the Pay Actions and Non-Pay Actions Document Collections.

1. Navigate to: **NavBar: Navigator > Smart Solutions > Smart Workflow > Transaction Approval > Approval Inbox.**



You will see the **Approval Inbox** search window.

Approval Inbox

TransactionType:

Use Saved Search:

ePAR #	equal to	<input type="text"/>	<input type="button" value="Search"/>
PAR Action	equal to	<input type="text"/>	<input type="button" value="Search"/>
ePAR Status	equal to	<input type="text"/>	<input type="button" value="Search"/>
Action	equal to	<input type="text"/>	<input type="button" value="Search"/>
Reason Code	equal to	<input type="text"/>	<input type="button" value="Search"/>
Empl ID	equal to	<input type="text"/>	<input type="button" value="Search"/>
Entered Date	equal to	<input type="text"/>	<input type="button" value="Search"/>
Department	equal to	<input type="text"/>	<input type="button" value="Search"/>
First Name	begins with	<input type="text"/>	<input type="button" value="Search"/>
Last Name	begins with	<input type="text"/>	<input type="button" value="Search"/>
Job Code	equal to	<input type="text"/>	<input type="button" value="Search"/>
Position Number	equal to	<input type="text"/>	<input type="button" value="Search"/>
Classified Indicator	equal to	<input type="text"/>	<input type="button" value="Search"/>

Searching for ePAR Transactions Awaiting Approval

- To the right of the line labeled **ePAR Status**, select **In Workflow** from the drop-down list.

Approval Inbox

TransactionType:

Use Saved Search:

ePAR #

PAR Action

ePAR Status

Action

Reason Code

Empl ID

Entered Date

Department

First Name

Last Name

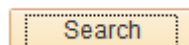
Job Code

Position Number

Classified Indicator

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

- Click **Search**.



Below the Search button, the ePAR Approval Inbox will appear, listing all transactions in the workflow.

[Advanced Search](#) [Save Search Criteria](#) [Delete Saved Search](#) [Personalize Search](#)

ePAR Approval Inbox							Personalize Find	First	1 of 1	Last
ePAR Details		Employee Details								
Request ID	View Name	Document ID	Action	Reason	Effective Date	Status				
1 POS0001105	<input type="text" value="Update"/>	EPAR_POSITION	Position Change	Vacant Position	07/01/2015	Workflow ePAR HR				

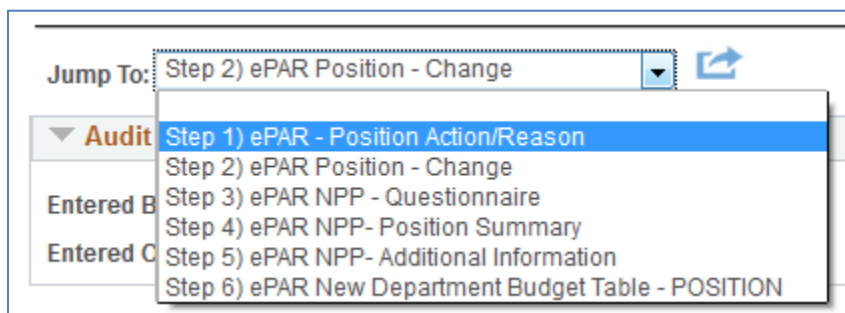
- Click the **Request ID** link to view the transaction.

Reviewing and Approving ePAR Transactions

1. To review the details of the transaction, you can use the Previous and Next buttons to see each Step.



Or, you can jump to a step, using the drop-down at the bottom of the page.



2. Once you have reviewed the details of the transaction, you have the option to **Approve**, **Deny**, or **Hold**.



- **Approve:** Sends the transaction through to HCM if you are the final approver or to the next group of approvers.
- **Deny:** Pushes the transaction back one step.
- **Hold:** Lets you hold the transaction and prevents others from taking action on it.

3. When you click **Approve**, you will be prompted to enter comments.

 A screenshot of a dialog box titled 'Approval Comments'. It has a 'Comments' text area with a vertical cursor. Below the text area are two buttons: 'Approve' and 'Cancel'. A 'Help' link is visible in the top right corner.

4. Click **Approve** again.