University of Colorado
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EMPLOYEE SERVICES

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.
- **Electronic personnel action requests (ePARs):** Transactions submitted through SMART forms.

Contents

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.

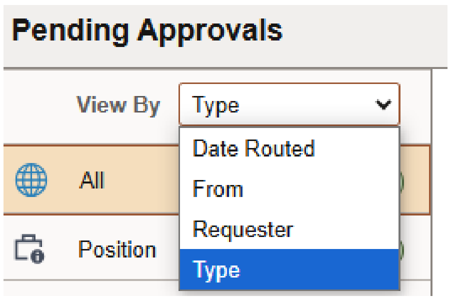
The book and checkmark let you spell check text boxes.

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. On the main Pending Approvals page, you can view pending approvals by the following methods:

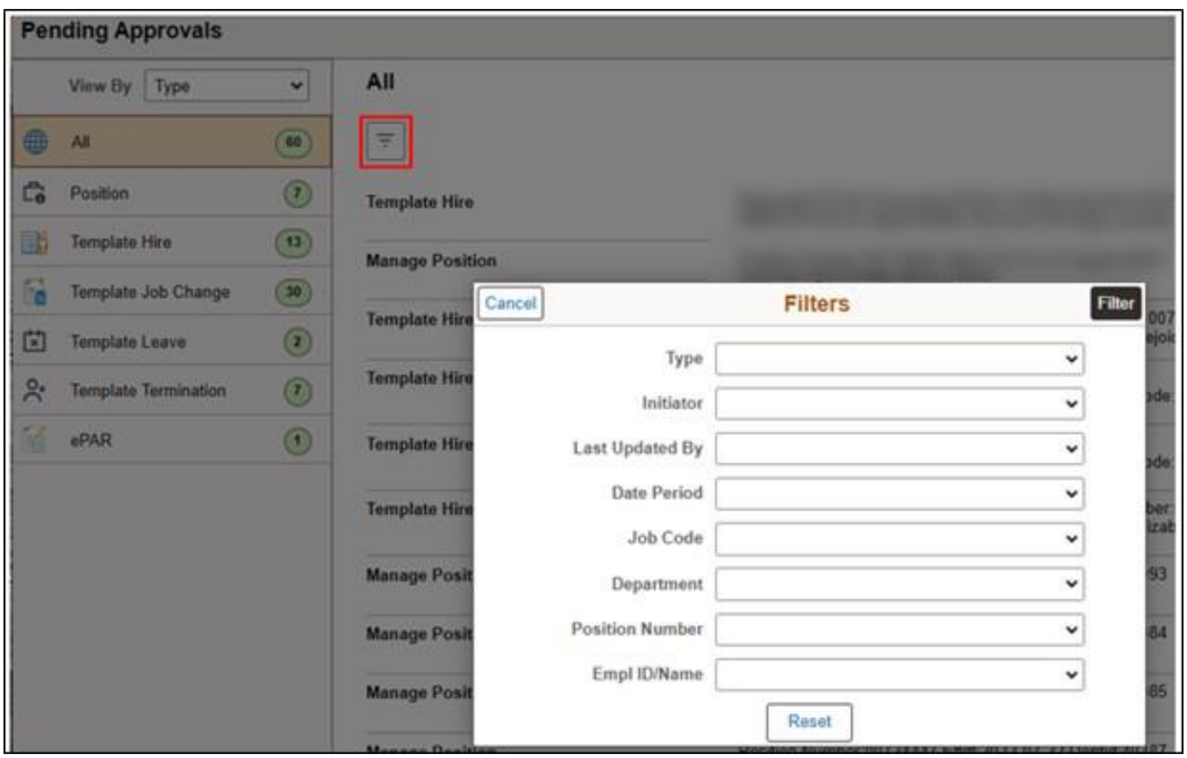
   - Select an option from the **View By** dropdown list.

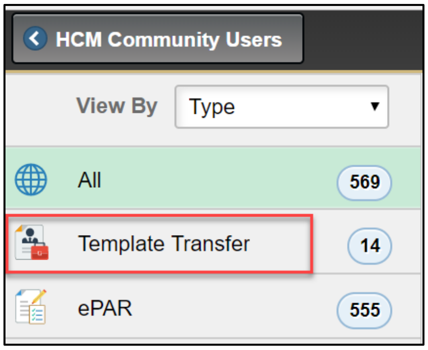
     Once an option is selected, you can sort pending transactions even further by clicking on the filter icon , if needed.

   Or,

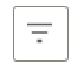
   - Click the filter for **All** transactions and select from the options listed:

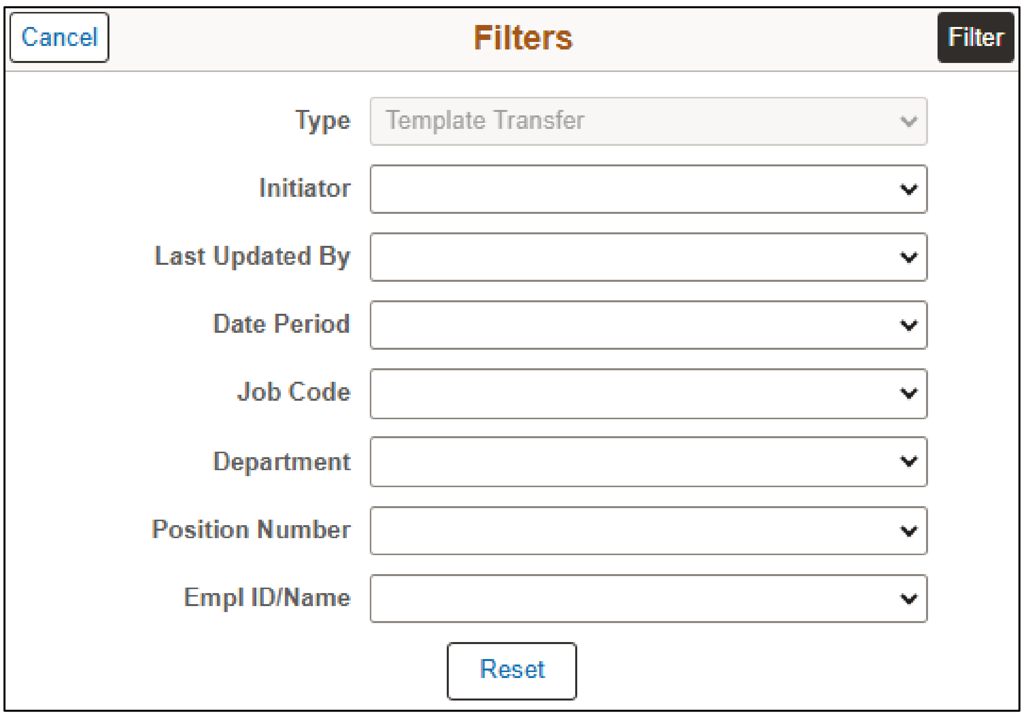
     

3. Select the template transactions you want to approve. The example below shows **Template Transfer**.

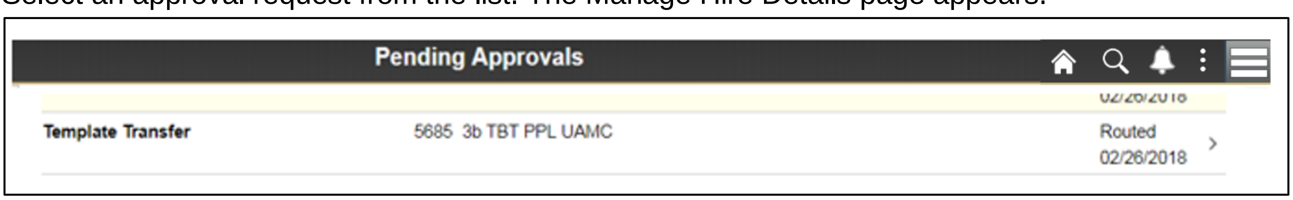


Note: When you are on any of the outer layer options, such as Position, Template Hire, Template Job Change, Template Transfer, or Template Termination, you can click on the filter icon (shown at the right), in order to filter within a specific transaction type to help streamline approval processes.

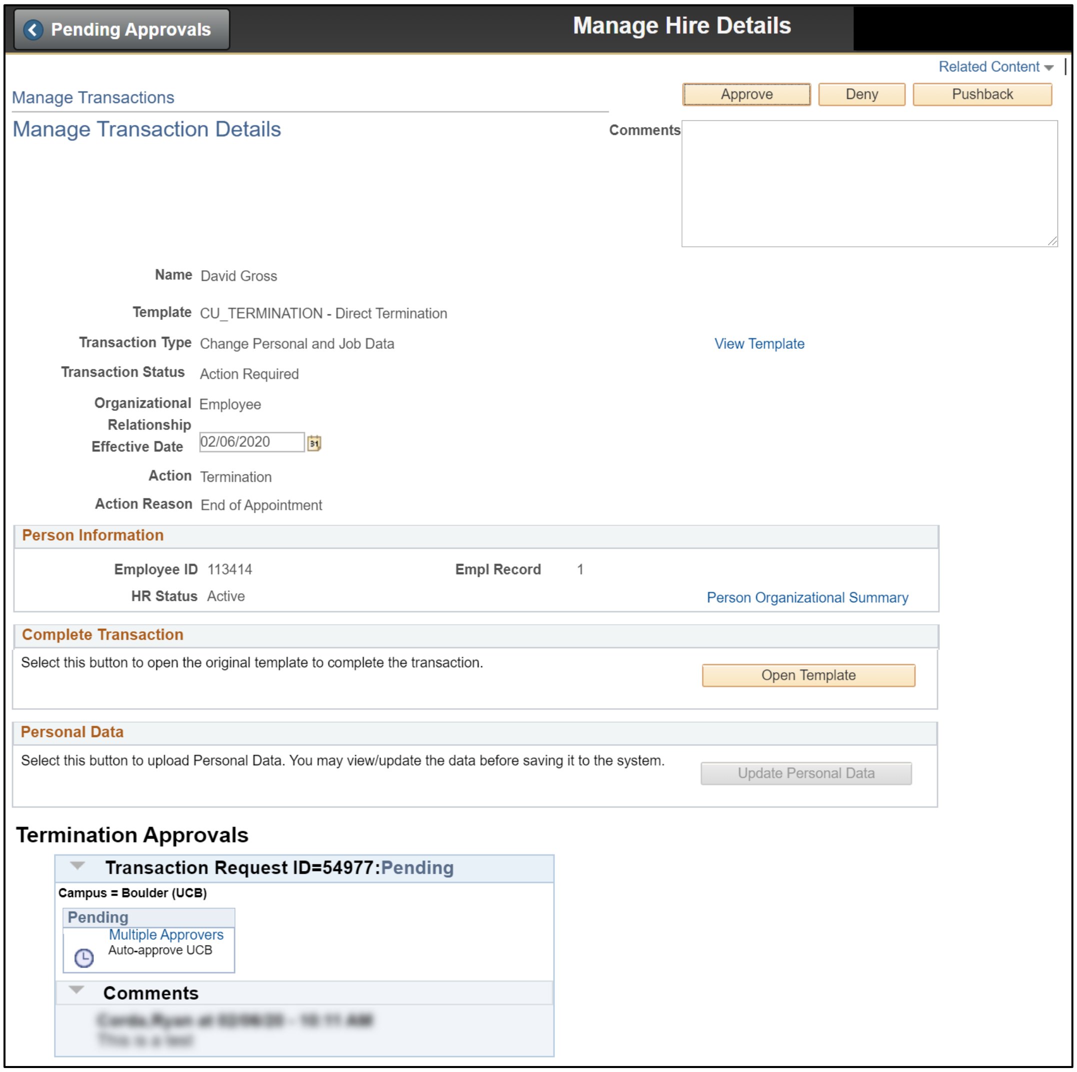




4. Select an approval request from the list. The Manage Hire Details page appears.



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.



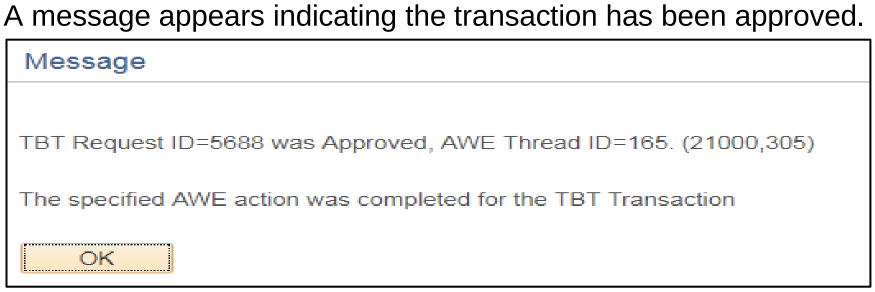
5. To approve the selected transaction, type **Comments** and click **Approve**.

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

6. Click **OK**.

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

   A message appears indicating the transaction has been approved.



If there is another approver, the transaction is routed for 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.

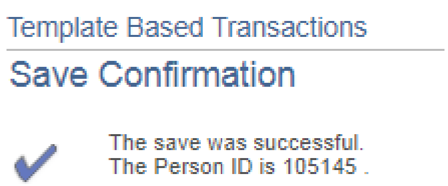
To deny or push back a transfer transaction:

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**.
3. Make any changes to the Position and Job Information on the Manage Hire Details page.
4. Click **Save and Submit**. A message appears confirming the information is saved.



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

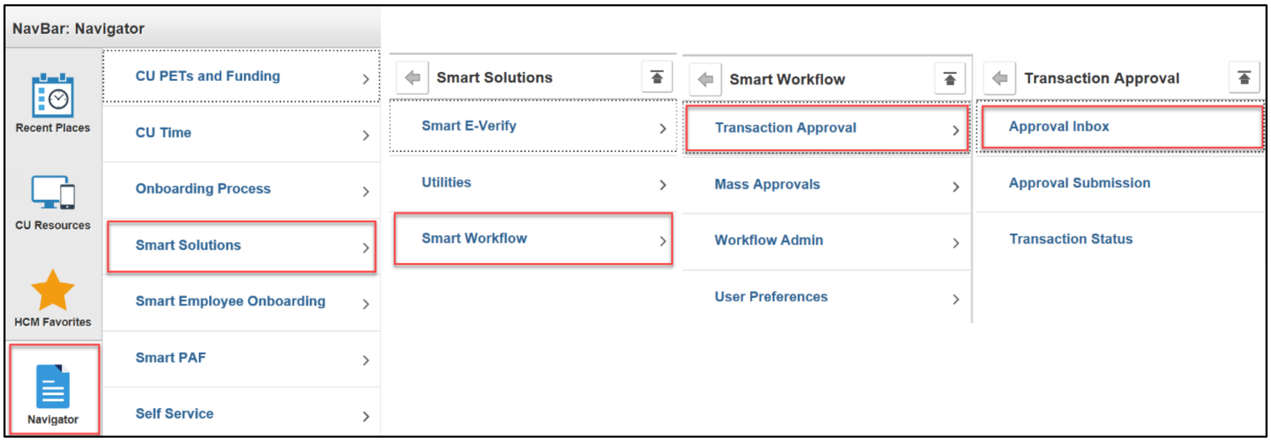
   The transaction will automatically be approved and write to Job Data.
6. Because you have overridden the original information in the TBT, enter notes into the **Job Notes** section in Job Data that explain the changes you are submitting to the system. Indicate that you have overwritten the template and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

   Note: When entering job notes, the current best practice is to not use any special characters or punctuation, including commas and periods. These characters may cause a TBT to error.

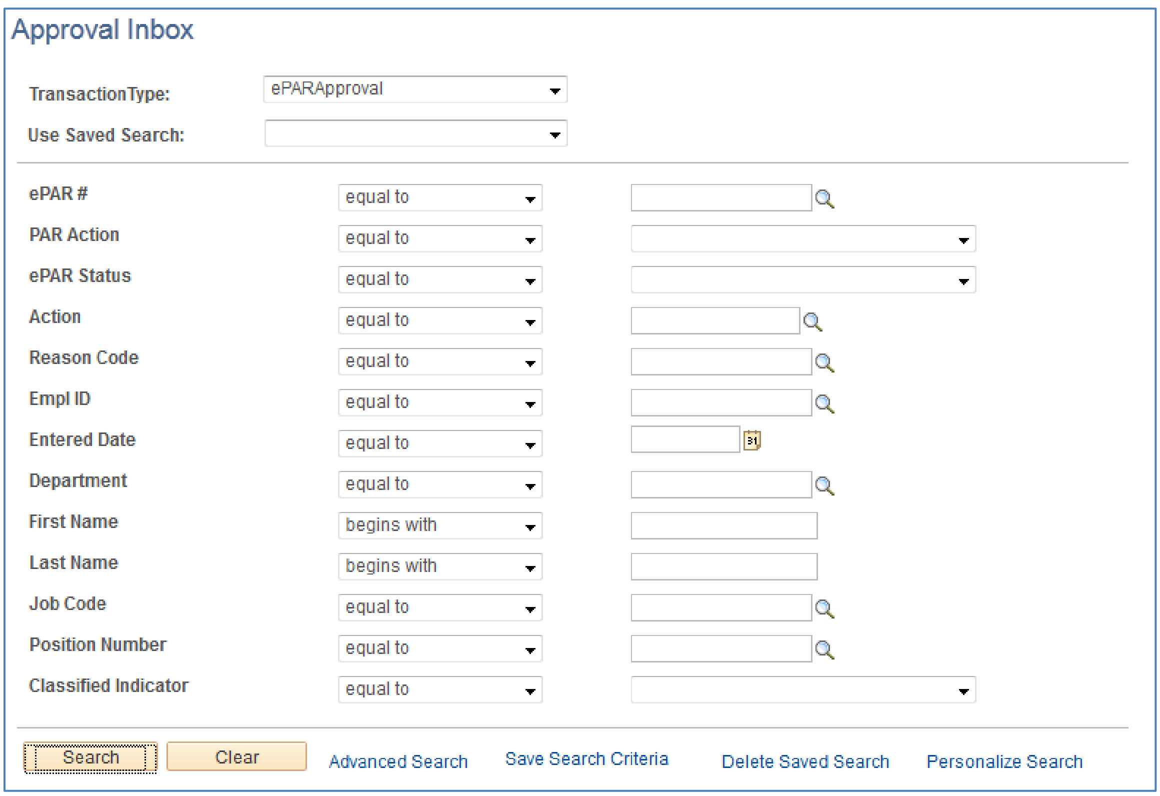
Approving Requests Submitted through ePARs

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**.

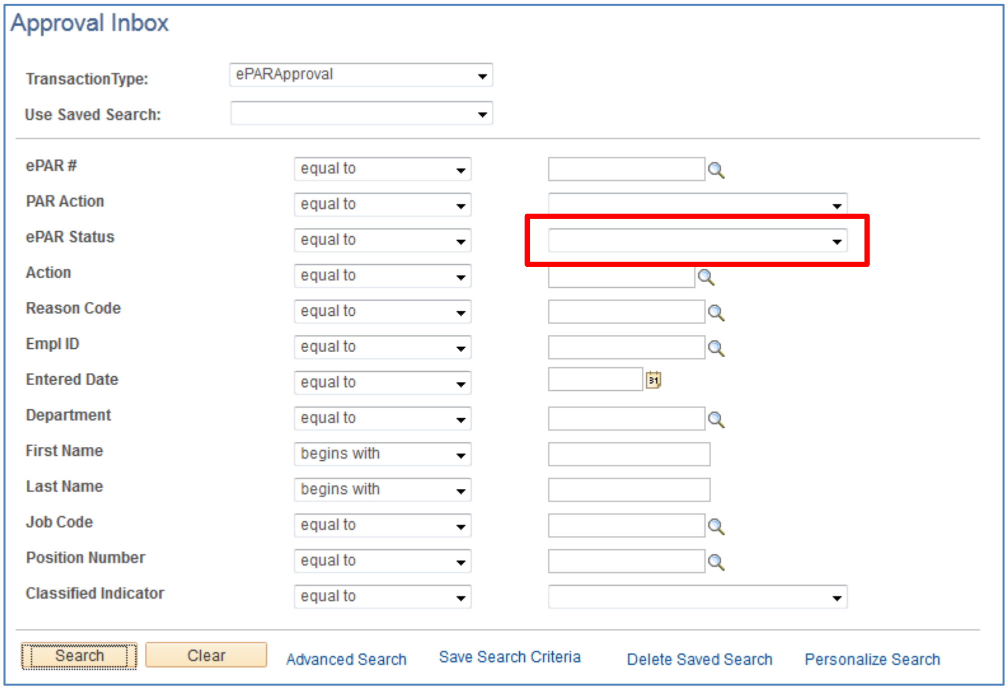


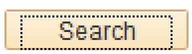
You will see the **Approval Inbox** search window.



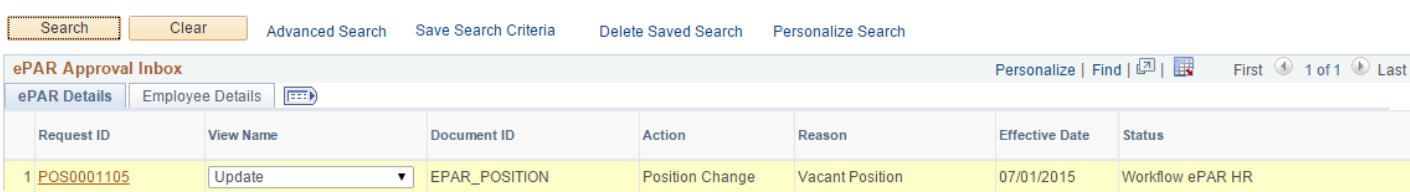
Searching for ePAR Transactions Awaiting Approval

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



2. Click **Search**. 

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

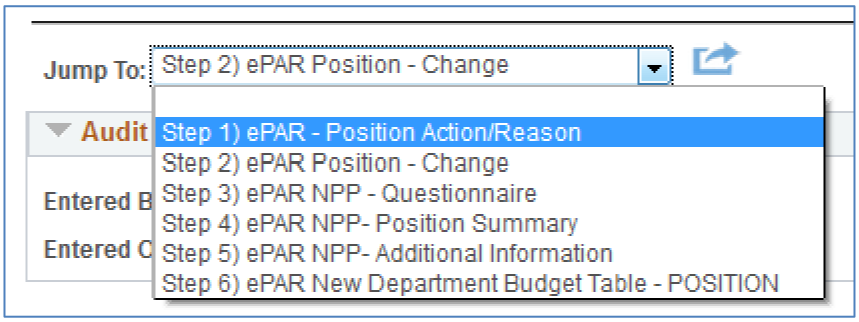


3. Click the **Request ID** link to view the transaction.

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. If you Deny as the final approver, the transaction goes back to the initiator where the ePAR Status will appear as Denied, and the Document Status will appear as Initial/Rejected status.

  Note: The Deny functionality for ePARs works differently from the Deny functionality for TBT transactions. For denied ePAR transactions, the final approver should provide comments and/or advise the initiator to create a new transaction to submit for approval.
- **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.

4. Click **Approve** again.