# Familiarize yourself with upcoming changes to the Approvals workflow [1]

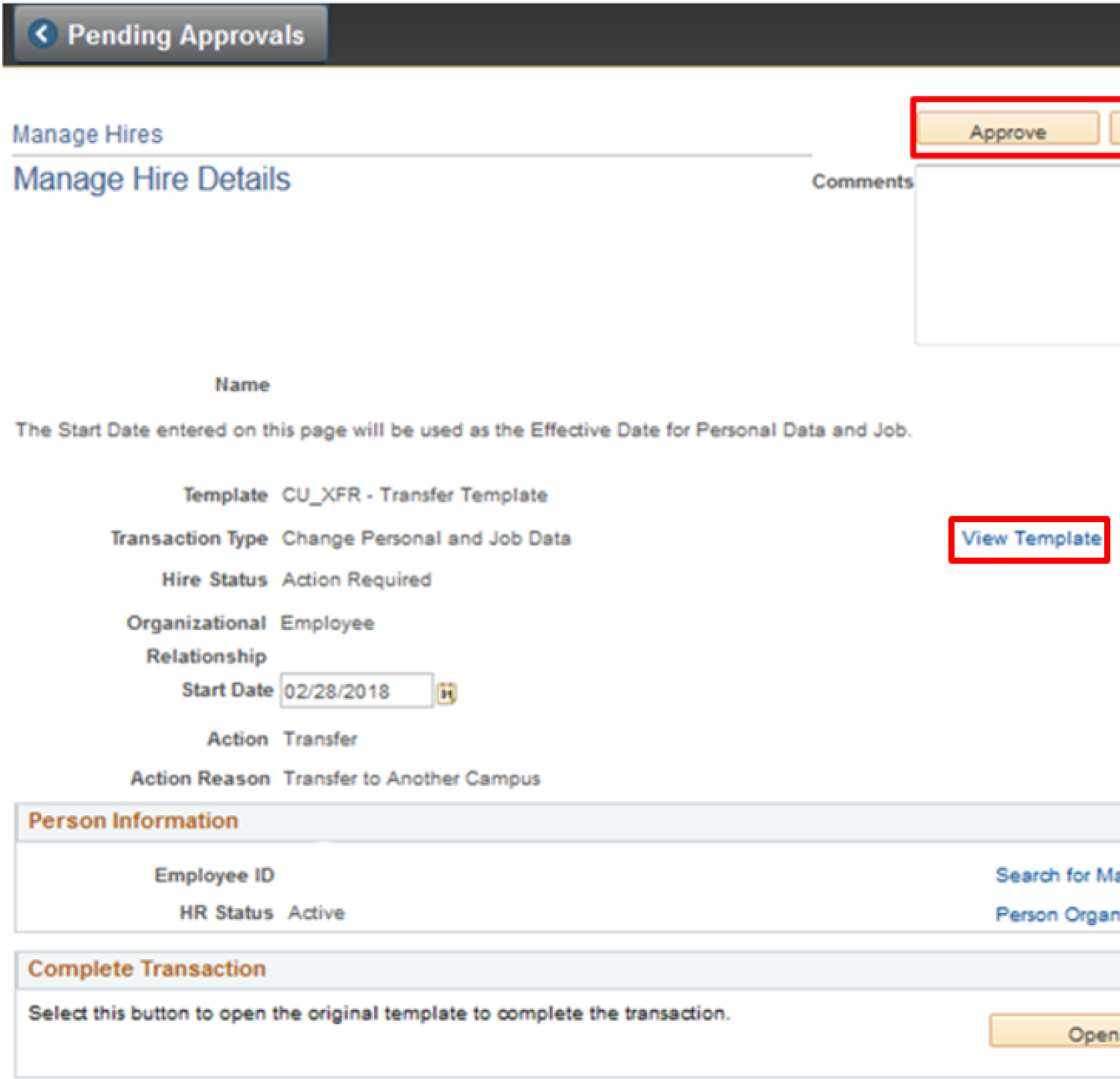
April 5, 2018 by Employee Services [2]

In addition to Transfer's new Template Based Transaction framework [3], Transfer approvals will change on **April 14**.

## How will Approvals change?

Changes begin with how approvers are notified of a submitted transaction. After an initiator submits a Transfer transaction, it will be routed for approval. Approvers will be notified of this through email.

Approvals will be viewable through the **Approval** tile or **Manage Hire Details** page, depicted below.
**Note:** Click on any image to enlarge it.




[4]

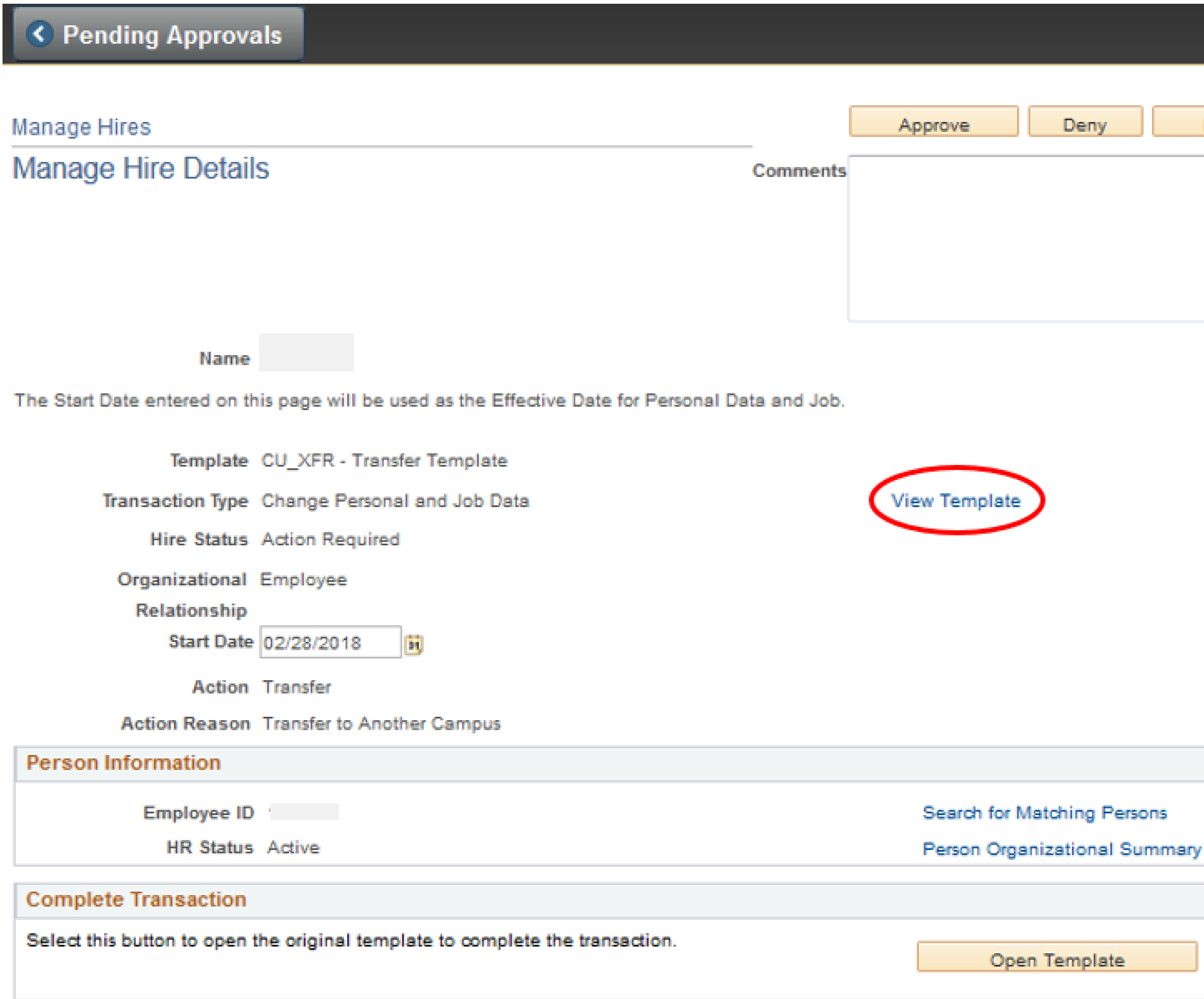
Clicking the **View Template** link from these locations will open the template in read-only mode. Once opened, there will be options to Approve, Deny or Pushback the transaction.

**What do these actions do?**

- If no corrections are needed, selecting **Approve** will finalize the transaction.
- If **Deny** is selected, the initiator will need to start a new transaction. Approvers are required to enter comments when they deny a transaction. The initiator will receive these comments in an email.
- **Pushback** sends the transaction back to the initiator. The approver must include comments to indicate needed corrections.

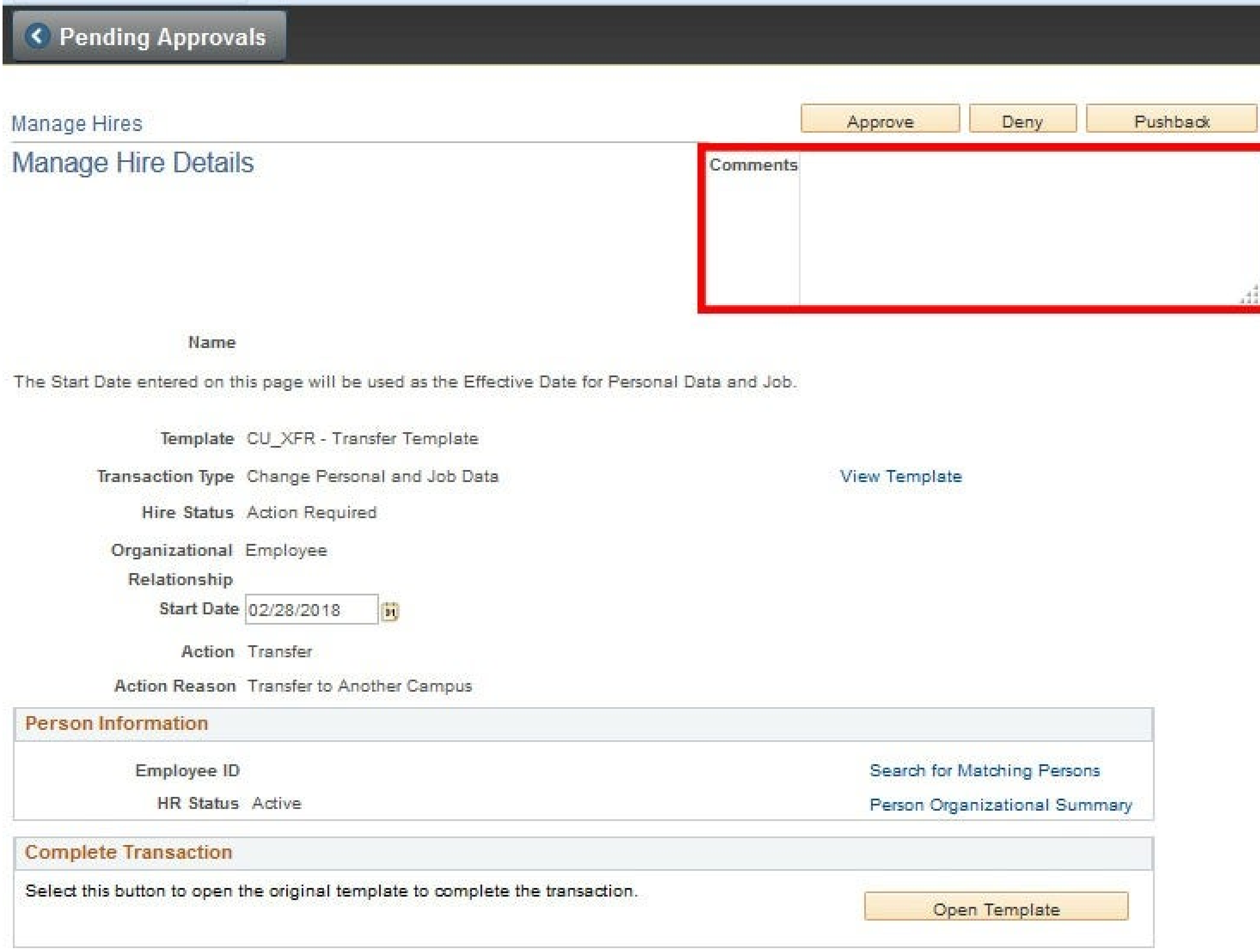
## Verifying information is correct and making adjustments

To verify the information (position, department, payroll, etc.) on the transaction if correct, click **View Template** on the **Manage Hire Details** page. This will open the template.




[5]

Approvers must make their approval decision (Approve, Deny or Pushback) or select **Open Template** to make changes. Comments explaining what will be changed will be **required** if the Deny, Pushback or Open Template options are chosen. **Note:** Changes should not be made on a regular basis. They should only be made in time sensitive situations.



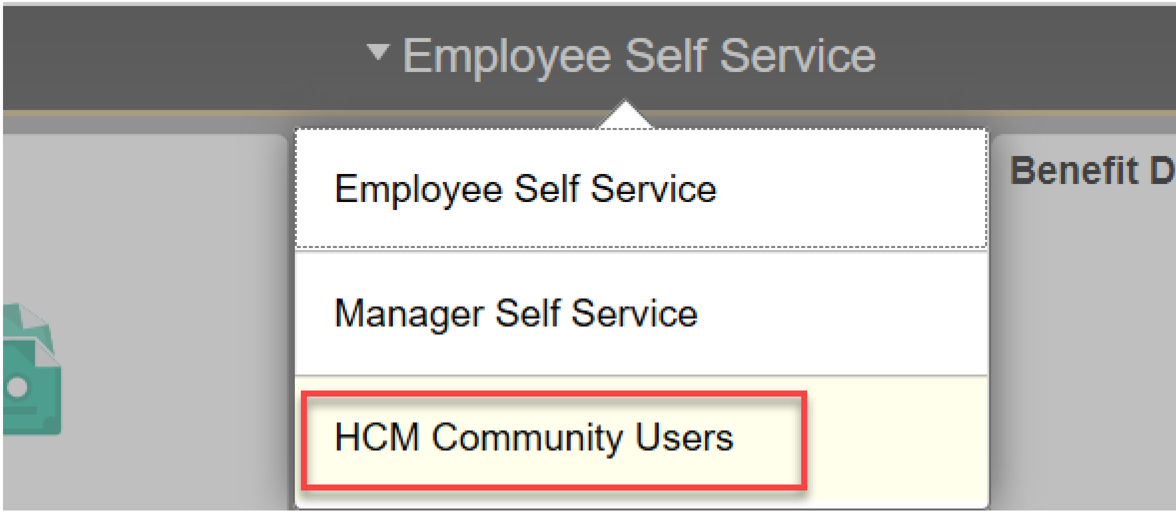

[7]

After changes are made to the template, click **Save and Submit**. The transaction will submit itself to the database, and the user will be brought back to the **Manage Hire Detail** page. Actions on the page will be greyed out to prevent further action and an email will be sent to the initiator notifying them of the update and comments.

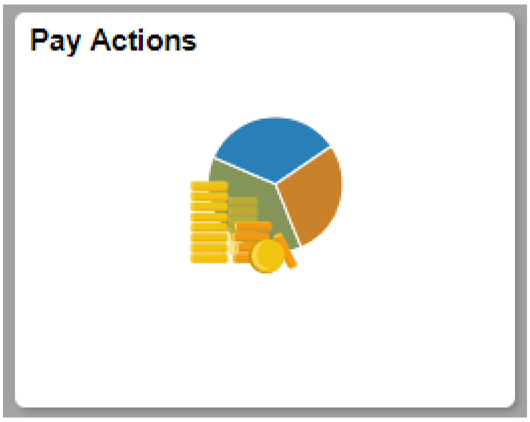
## Viewing the Approval Chain

Users will have the option to view where a transaction sits in the approval chain by following these steps:

1. Visiting the HCM Community Users dashboard using this path: **NavBar** > **CU Resources** > **Business Tools** > **HCM** > **Employee Self Service** > **HCM Community Users**.

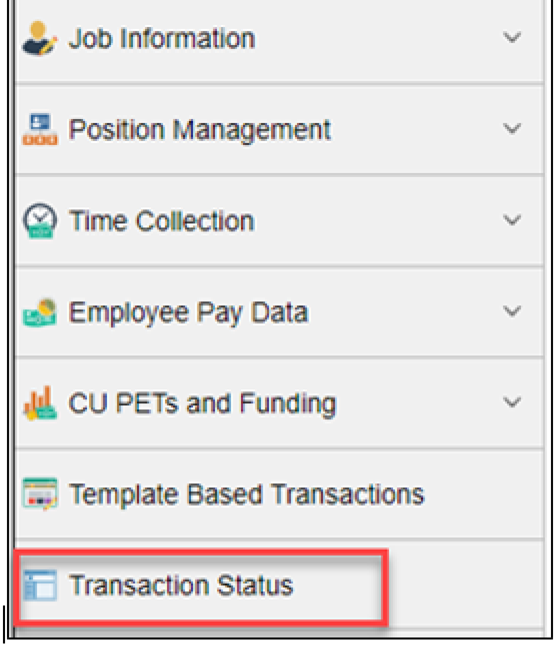



2. Clicking the **Pay Actions** tile.

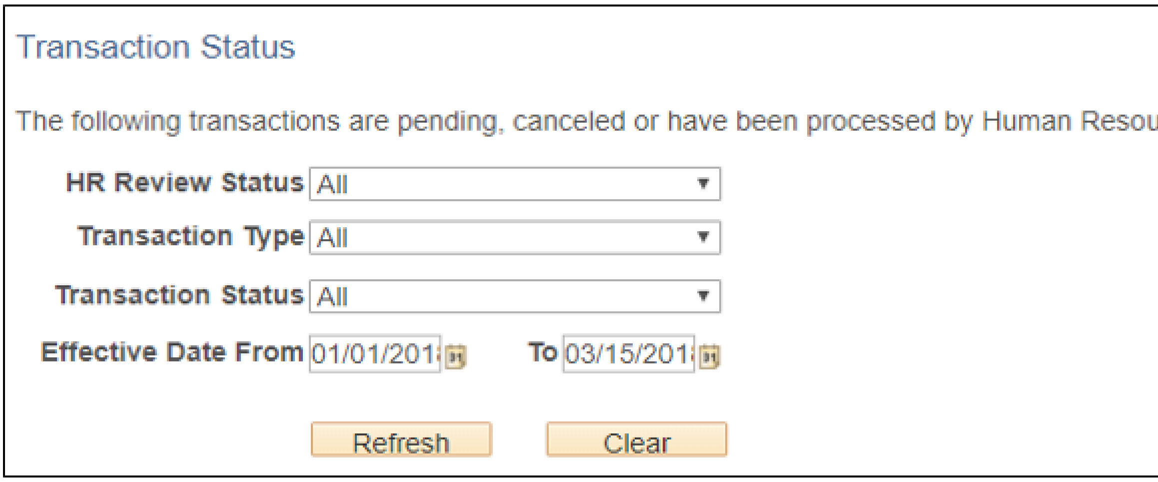



[9]

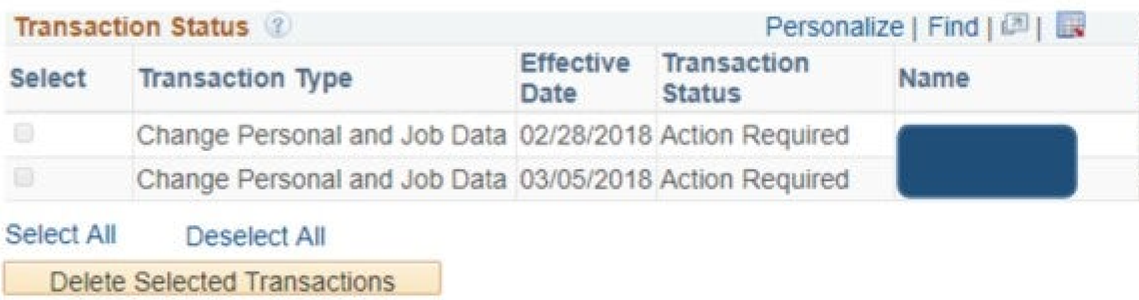
3.



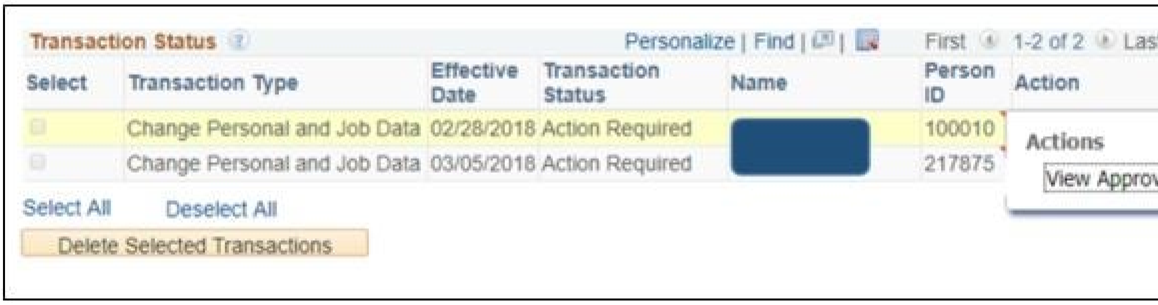

Clicking **Transaction Status**.




4. Entering parameters to search for transactions. The system displays a list of transactions matching this criteria. [11]



5. Right-clicking on the **Related Content** indicator and clicking **View Approval Chain**. **Helpful hint:** Some faculty transfers on the Boulder campus will show two approvers in the Approved box





HCM project [13], HCM development [14], Transfer [15], Approvals [16]
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