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Prepare for upcoming changes to Hire approvals [1]

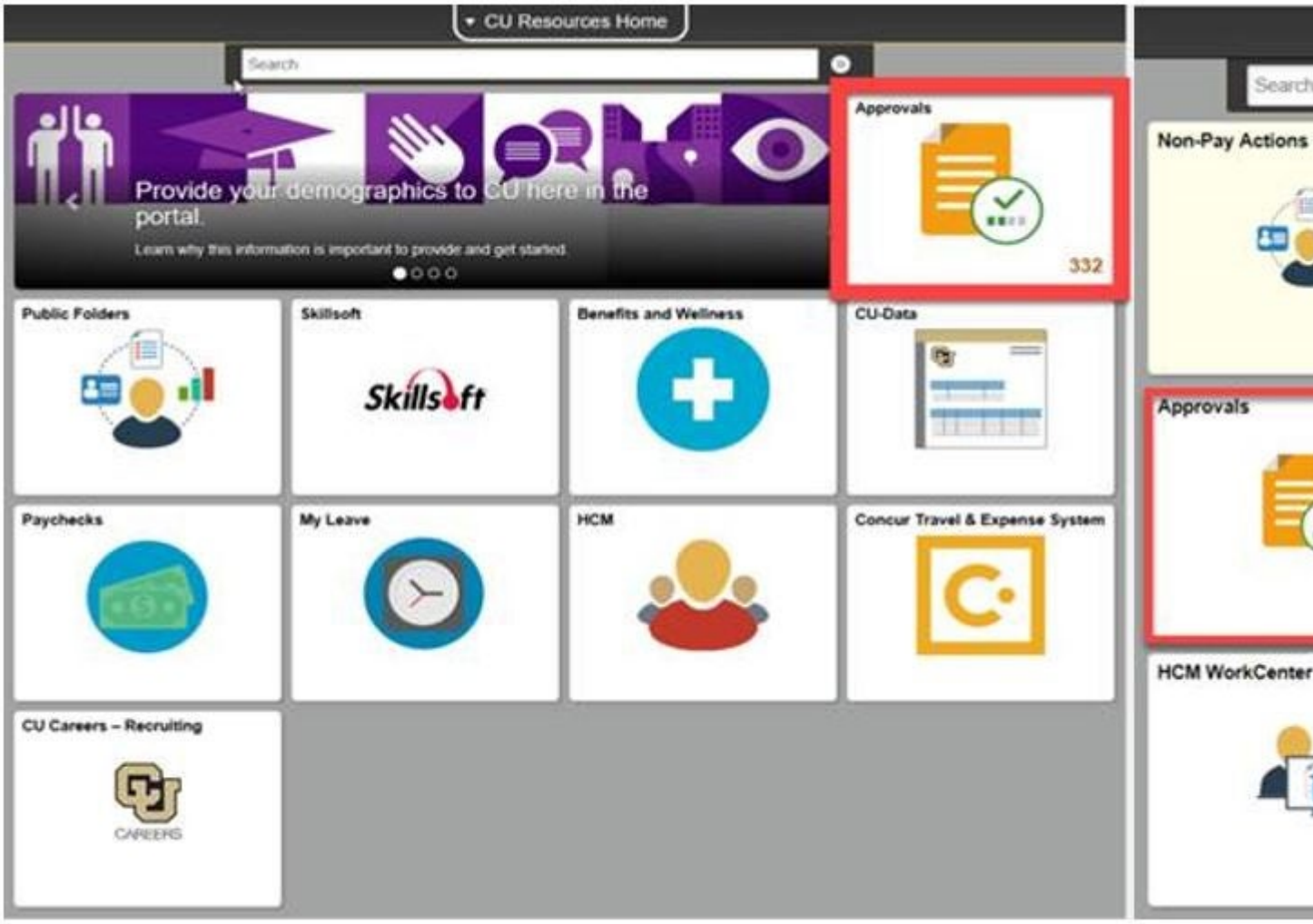
November 15, 2018 by Employee Services [2]

After the next HCM upgrade on **Dec. 1**, Hire, Rehire and Additional Job actions will make use of the delivered Approval Workflow Engine (AWE) put in place earlier this year for Transfer transactions. AWE allows CU to establish approval rules and routings that are specific to each campus, and this change will keep processes consistent across hiring transactions.

Prepare by reviewing approval reminders and upcoming changes. **Note:** Click any image below to enlarge it.

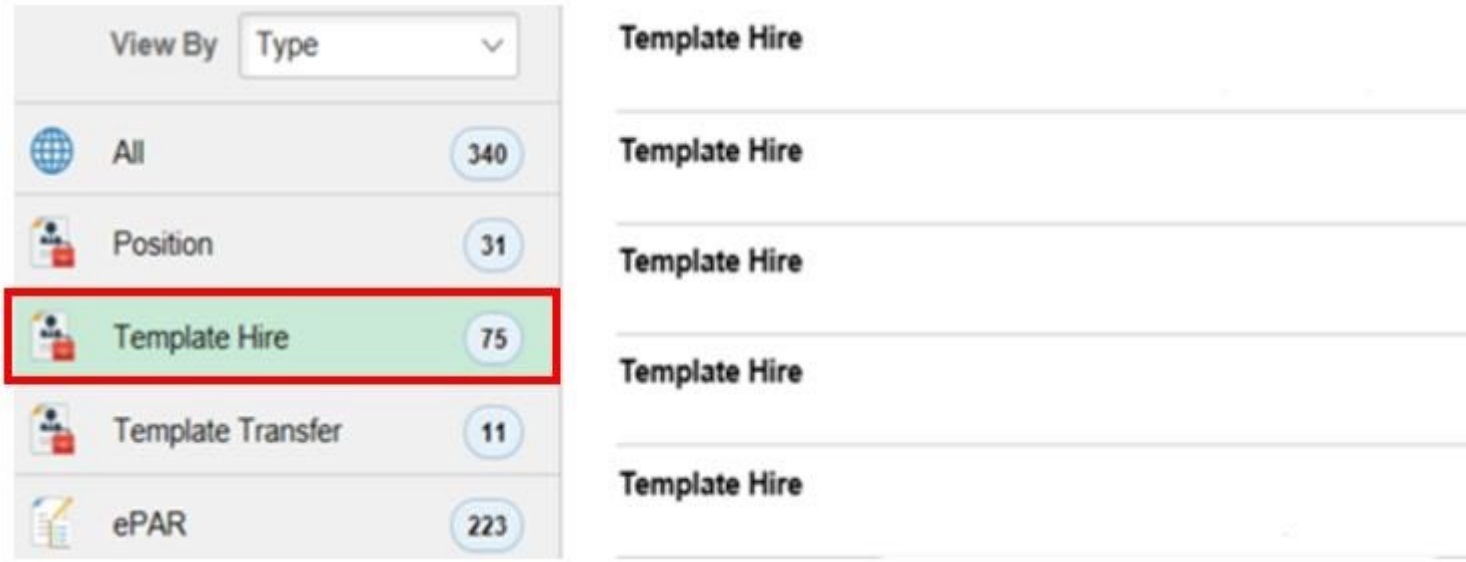
Where to find Hire transactions that need approval

Approvals for Hire transactions are found on the **Approval** tile. The tile is on the **CU Resources Home** and **HCM Community Users** pages.



[3]

Approvers will click the Approvals tile and select **Template Hire**, which will filter the approvals lists to show only Hire, Rehire or Additional Job transactions.



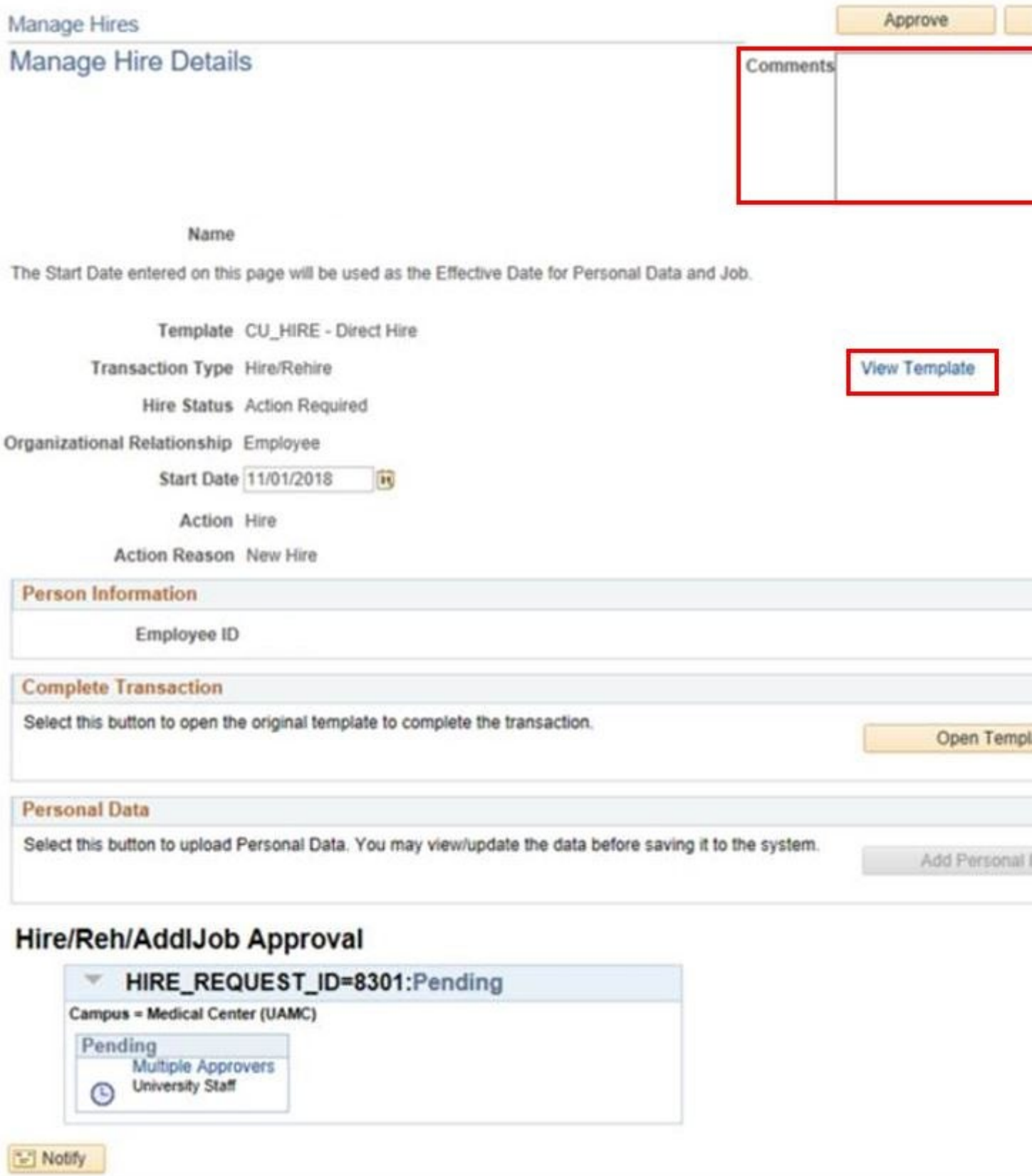
[4]

The **Manage Hires** screen opens when the transaction is selected. Here, an approver can Approve, Deny, or Pushback the hire transaction.

- **Approving** a transaction completes it, and the data is written to HCM. When Approve is clicked, the template opens. The approver can review the information entered; if everything is correct, they click **Save and Submit**. This commits the transaction to HCM.
- **Denying** stops a transaction and **no additional action can be taken**. If an approver denies a transaction accidentally, a new transaction will have to be created; denying a transaction effectively kills the transaction in the system.
- **Pushback** sends the transaction back to the initiator to be corrected.

Comments must be entered if denying or pushing back transactions. They should be substantive and explain why the transaction is being denied or pushed back, as well as outline the HCM user's next steps. An email notification is sent to the initiator with these comments included.

View Template allows approvers to see the template, including the **Personal Data** and **Position & Job Information** entered.


Manage Hires
Approve
Manage Hire Details
Comments
Name
The Start Date entered on this page will be used as the Effective Date for Personal Data and Job.
Template CU_HIRE - Direct Hire
Transaction Type Hire/Rehire
View Template
Hire Status Action Required
Organizational Relationship Employee
Start Date 11/01/2018
Action Hire
Action Reason New Hire
Person Information
Employee ID
Complete Transaction
Select this button to open the original template to complete the transaction.
Open Templ
Personal Data
Select this button to upload Personal Data. You may view/update the data before saving it to the system.
Add Personal
Hire/Reh/AddlJob Approval
HIRE_REQUEST_ID=8301:Pending
Campus = Medical Center (UAMC)
Pending
Multiple Approvers
University Staff
Notify

[5]

Once an approver completes the approval, pushback or denial with comments, the system returns them to their approvals list. If an approver pushes back, they will not see the transaction in their worklist anymore. Instead, the initiator sees it in their list in-progress transactions. If the final approver edits the transaction, a notification will be sent to everyone in the approval chain.

Changes coming to automatic approval

The following changes will be made to Hire approvals on Dec. 1:

- **Automatic Approval:** Automatic Approval will be possible if a transaction is entered by an approver and it meets campus-specific AWE requirements, such as employment type, job code and more.
- **Route to Requestor:** Instead of transactions auto-approving, they will Route to Requestor, and the approver will need to perform the approval step in the approval workflow.

Training resources are available

If you need more information about upcoming HCM changes, structured labs, a recorded webinar and online tools [6] and resources are available.

Rehire [7]
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