

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.

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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.

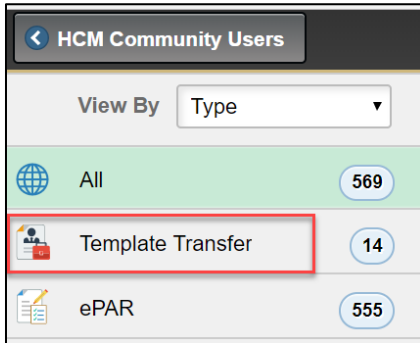


The book and checkmark let you spell check text boxes.

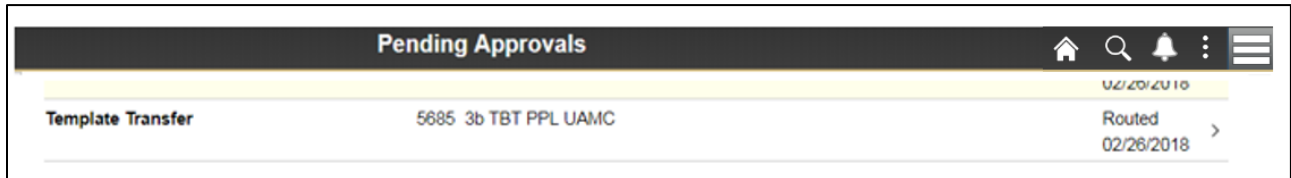
Approving Template Based Transactions

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. 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.

The screenshot shows the 'Manage Hire Details' page for a pending approval. At the top, there are buttons for 'Approve', 'Deny', and 'Pushback'. The main content area is divided into several sections:

- Manage Transaction Details:** Includes fields for Name (David Gross), Template (CU_TERMINATION - Direct Termination), Transaction Type (Change Personal and Job Data), Transaction Status (Action Required), Organizational Relationship (Employee), Effective Date (02/06/2020), Action (Termination), and Action Reason (End of Appointment). There is also a 'View Template' link.
- Person Information:** Shows Employee ID (113414), Empl Record (1), and HR Status (Active). A link for 'Person Organizational Summary' is present.
- Complete Transaction:** A message says 'Select this button to open the original template to complete the transaction.' with an 'Open Template' button.
- Personal Data:** A message says 'Select this button to upload Personal Data. You may view/update the data before saving it to the system.' with an 'Update Personal Data' button.
- Termination Approvals:** Shows a dropdown for 'Transaction Request ID=54977:Pending' with options for 'Multiple Approvers' and 'Auto-approve UCB'. Below it is a 'Comments' section.

- 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.

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

A message appears indicating the transaction has been approved.

The message box contains the following text:

Message

TBT Request ID=5688 was Approved, AWE Thread ID=165. (21000,305)

The specified AWE action was completed for the TBT Transaction

OK

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.

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.

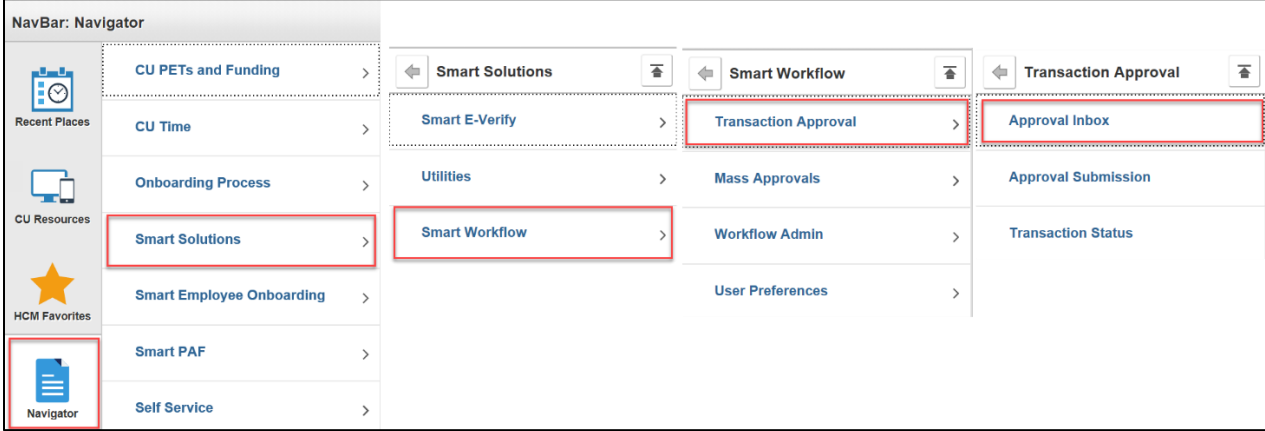
6. Because you have overridden the original information in the TBT, enter notes into the **Job Notes** section in Job Data that explain the changes you are submitting to the system. Indicate that you have overwritten the template and your final changes have been written to the system.

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.

The 'Approval Inbox' search window contains the following elements:

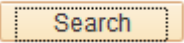
- TransactionType:** A dropdown menu with 'ePARApproval' selected.
- Use Saved Search:** A dropdown menu.
- Search Criteria:** A list of fields with dropdown menus for operators and input boxes for values:
 - ePAR #: equal to
 - PAR Action: equal to
 - ePAR Status: equal to
 - Action: equal to
 - Reason Code: equal to
 - Empl ID: equal to
 - Entered Date: equal to
 - Department: equal to
 - First Name: begins with
 - Last Name: begins with
 - Job Code: equal to
 - Position Number: equal to
 - Classified Indicator: equal to
- Buttons:** Search, Clear, Advanced Search, Save Search Criteria, Delete Saved Search, Personalize Search.

Searching for ePAR Transactions Awaiting Approval

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

The screenshot shows the 'Approval Inbox' search interface. At the top, 'TransactionType' is set to 'ePARApproval'. Below this, there are several search criteria, each with a dropdown menu for the operator and a text input field for the value. The 'ePAR Status' row is highlighted with a red rectangular box around its dropdown menu. At the bottom of the form, there are buttons for 'Search', 'Clear', 'Advanced Search', 'Save Search Criteria', 'Delete Saved Search', and 'Personalize Search'.

2. Click **Search**.



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

The screenshot shows the results of the search. At the top, there are buttons for 'Search', 'Clear', 'Advanced Search', 'Save Search Criteria', 'Delete Saved Search', and 'Personalize Search'. Below these is the 'ePAR Approval Inbox' header with options for 'Personalize', 'Find', and navigation controls. There are two tabs: 'ePAR Details' (selected) and 'Employee Details'. The main content is a table with the following data:

Request ID	View Name	Document ID	Action	Reason	Effective Date	Status
1 POS0001105	Update	EPAR_POSITION	Position Change	Vacant Position	07/01/2015	Workflow ePAR HR

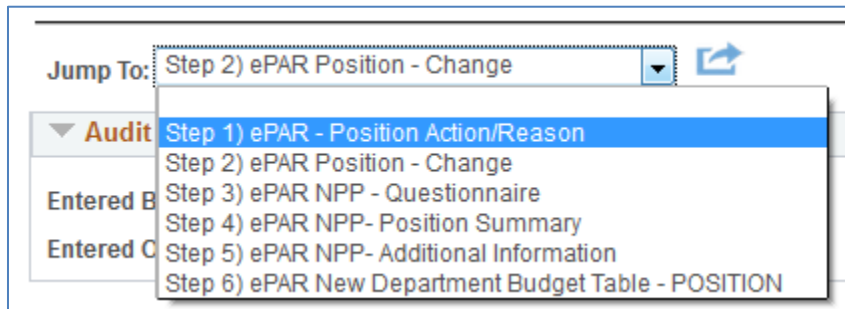
3. Click the **Request ID** link to view the transaction.

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.