University of Calgary – Human Resources
Actioning a Denied Job Change Request

Use this guide to action a Job Change Request that was previously denied.

1) When an approver denies a Job Change request, an email notification is sent to the Requester (see below).

> Transaction Id: 56278
> Effective Date: 2018-08-01
> Employee or General Associate: 04163541 - Elizabeth Leal
> Department: 80034
> Transaction Type: Reports to Update
>
> Requested by: Your Name
> Last Comment: Denied due to ...
>
> To view the request, please navigate to My work>Manager Self Service>Job and Personal Information on the myUofC portal.
>
> Need help viewing the request? Contact IT-BAS & Software (PeopleSoft) Support Centre at 220-5555, ext 2.
>
> Need assistance with workflow processes? Please contact Human Resources Help Desk at 220-5932.
>
> Thank you.

2) The Job Change transaction can be reviewed manually. To do this, please follow the procedure below.

Begin, by logging into the **myUofC** portal.

	Log into PeopleSoft 1. From the mega-menu, click the **My work** tab. 2. Click the **Manager Self Service** link from the **People Management** heading.
	Log into PeopleSoft 3. From the **Job and Personal Information** heading, click the **Job Change Requests** link.

Still have questions? Contact the Integrated Service Centre!

Phone: 403-220-5932 Email: HR@ucalgary.ca

Search Transactions

4. In the Search for Transactions tab, enter in the transaction number of the denied request (this can be found in the email mentioned above).

5. Click the **Search** button.

Note: If you do not know your transaction number, you can also search by Workflow Status, Employee ID or Employee Name.

Edit Job Change Form Details

6. As per the approvers comments, correct all fields required in the **Job Change Form**.

Note: If a job **change request** was denied in error and no changes are actually required, the user must still change data one or more required fields. Then, press **Tab** and re-populate the original data.

Add Comments to the form

7. To avoid a future deny provide any additional comments that the approver might find useful in the **Comments** section and then click **Save**.

Resend request for Approval

8. Scroll to the bottom of the page and click the **Validate Job Data** button.

9. Then, click the **Begin Approvals** button.

For more information on this topic or to access other training material, please visit our website at:

www.ucalgary.ca/hr

For other training material, job aids, and simulations, visit our Training website at:

www.ucalgary.ca/training

Still have questions? Contact the Integrated Service Centre!

Phone: 403-220-5932 Email: HR@ucalgary.ca