## 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.

Dashboard delegation on opject delegation try delegation rization form juest request	V All about me M People management Manager self service Job opening request Template-based hire Manage applicants My team learning Job Profile Database Onboarding checklists Human Resources site AUPE local 52 site MaPS executive site TUCFA site	work Research Acad Finance & Supply Chain Create expense report Manage expenses Create requisition Manage requisitions Pending approvals Apply for PCard PCard reconciliation NEPF PER Statement Preferred suppliers Shipping & receiving SCM service request forms	<ol> <li>Log into PeopleSoft</li> <li>From the mega-menu, click the My work tab.</li> <li>Click the Manager Self Service link from the People Management heading.</li> </ol>
Main Menu > Manager Self Service Navigate to self service information and activities for people reporting to you. Review Transactions Review transactions that you have submitted Job and Personal Information Manage job and personal information for your employees. Job Opening Request Form Job Change Requests Job Termination Request 32 More			<ul> <li>Log into PeopleSoft</li> <li>3. From the Job and Personal Information heading, click the Job Change Requests link.</li> </ul>

Still have questions? Contact the Integrated Service Centre!

	Search Transactions	
Search for Transaction         Maximum number of rows to return (up to 300): 300         Target User ID:       =         04048636         Transaction Number:         Workflow Status:       =         Step Description:       begins with •         Employee ID:       begins with •         Last Name:       begins with •         Department:       begins with •         Request User ID:       begins with •         Requested By:       begins with •	<ol> <li>In the Search for Transactions tab, enter in the transaction number of the denied request (this can be found in the email mentioned above).</li> <li>Click the Search button.</li> <li>Note: If you do not know your transaction number, you can also search by Workflow Status, Employee ID or Employee Name.</li> </ol>	
	Edit Joh Chango Form Dataila	
Job Change Form Approvals	Edit Job Change Form Details	
Transaction # Requestor Transaction Status Date Created	<ol> <li>As per the approvers comments, correct all fields required in the Job Change Form.</li> </ol>	
Employee Info Name Employee ID	<b>Note:</b> If a job <b>change request</b> was denied in error and no changes are actually required, the user must still change data one or more required fields. Then, press <b>Tab</b> and re-populate the original data.	
	Add Comments to the form	
Comments	Add comments to the form	
Save Return to Search	7. To avoid a future deny provide any additional comments that the approver might find useful in the <b>Comments</b> section and then click <b>Save</b> .	
	Resend request for Approval	
Validate Job Data	<ol> <li>Scroll to the bottom of the page and click the Validate Job</li> <li>Data button.</li> </ol>	
	9. Then, click the <b>Begin Approvals</b> button.	

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

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

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