

### Approve or Deny a Template-Based Hire

**Purpose:** As an approver, you have the authority to approve or deny a Template-Based Hire transaction. This job aid shows you how to perform these functions in Human Resources PeopleSoft.

**Audience:** University of Calgary employees with the Reports to Manager security role in Human Resources PeopleSoft who perform TBH approvals.

**Prerequisites:** Must be logged in to the myUofC portal.  
Must have received an email notification requesting your approval of a Template-Based Hire.

The following chart outlines what occurs when either approving or denying a Template-Based Hire.

<p><b>When you approve a Template-Based Hire...</b></p>	<p>The Template-Based Hire is sent for processing, where the person and/or job record is created in Human Resources PeopleSoft.</p> <p>Graduate, Scholarship, Fixed Term, and Sessional Template-Based Hires are processed by Student Payment Administrators.</p> <p>All other Template-Based Hires are processed by HR Operations.</p>
<p><b>When you deny a Template-Based Hire...</b></p>	<p>The initiator is informed via an email notification. He or she signs in to HR PeopleSoft, reviews your comments stating why you denied the transaction, makes the necessary corrections, and re-submits the Template-Based Hire for approval.</p>
<p><b>If you accidentally approve a Template-Based Hire...</b></p>	<p>Contact the initiator and request that he or she cancel the Template-Based Hire and re-initiate the process (if necessary). A job aid is available to initiators on the HR website on how to cancel and delete an approved Template-Based Hire.</p>

---

### Step 1: Receive Email Notification

Upon receiving the email notification requesting your approval of a Template-Based Hire, sign into Human Resources PeopleSoft and follow the menu path: **Manager Self Service** → **Job and Personal Information** → **Template-Based Hire** → **Template-Based Hire Approvals**.

---

### Step 2: Display the Manage Hire Details Page

If you clicked the link in the email in Step 1, the Manage Hires/Approvals Workflow page is displayed.

If you signed into Human Resources PeopleSoft and navigated to the Template-Based Hire Approvals page:

1. Click **Search**. A list of all Template-Based Hires requiring your approval is displayed.
2. Click the link for the Template-Based Hire you have been asked to approve.

The Manage Hires/Approvals Workflow page is displayed.

---

### Step 3: Approve or Deny a Template-Based Hire

To approve a Template-Based Hire, do the following:

- Review the template information.
- Click OK to return to the Manage Hire Details page.
- If you are satisfied with the Template-Based Hire, click the **Approve** button.

The Process is now complete.

To deny a Template-Based Hire, do the following:

- Review the template information.
- Click OK to return to the Manage Hire Details page.
- In the Approver Comments field, enter the reason why you are denying this Template-Based Hire, citing your review of the information.
- Click the **Deny** button.

The Process is now complete.