

# Finding a Template-Based Hire

### **Reference Guide**

### **Editing a Template Based Hire**

Purpose:	This quick reference guide takes you through the process of finding a Template-Based Hire that has already been initiated.
Audience:	University of Calgary employees with the Reports to Manager or HR Forms Initiator security role in Human Resources PeopleSoft.
Prerequisites:	<ul> <li>Must be logged in to the myUofC portal.</li> </ul>

People management

2.

View Transaction Status

Manager self service

Job opening reques

#### Step 1: Access Template-Based Hire Screen

- 1. From the myUofC Portal, click **My work**.
- 2. Under People management, click **Manager self** service.
- 3. Under the Job and Personal Information category, click Template Based Hire.
- 4. Click Template-Based Hire Status.



Dashboard -

Finance & Supply Chain

Create a Payment Request

Payment Selector Tool

All about me

Policy & procedures

Travel & expense card

Travel

My work

1.

The Template-Based Hire Status screen is displayed.

#### Step 2: Locate your Template-Based Hire

- 1. Choose the date parameters for your search.
- 2. Click **Refresh** to pull up all Template-Based Hires you have initiated within the selected date range.

For Template-Based Hires with a Draft status, navigate to the Add Template-Based Hire page: Manager Self Service  $\rightarrow$  Job and Personal Information  $\rightarrow$  Template-Based Hire  $\rightarrow$  Add Template-Based Hire.

Refer to the Draft Hires to Process section, as a link to your Template-Based Hire should appear there.

Template-Based Hire Status			
The following people are currently being processed for hire			
The following people are currently being processed for fille.			
HR Review Status All	~		
Transaction Type Hiro/Pobiro			
Hansaction Type Miterixenite	<b>~</b>		
Transaction Status All	$\mathbf{\vee}$		
	•		
Start Date From 2015/06/01 3 To 2016/07/02	31		
Refresh Clear			

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For Template-Based Hires with a Requested status, navigate to the Manage Hire Details page: Manager Self Service  $\rightarrow$  Job and Personal Information  $\rightarrow$  Template-Based Hire  $\rightarrow$  Manage Hire Details.

Template-Based Hires you have saved and submitted have a status of Requested and remain Requested until they are submitted for approval and all required approvals are fulfilled.

Approved and processed Template-Based Hires appear on the Template-Based Hire Approvals page: Manager Self Service  $\rightarrow$  Job and Personal Information  $\rightarrow$  Template-Based Hire  $\rightarrow$  Template-Based Hire Approvals.

If you need assistance, contact the HR Help Desk at 220-5932.