

### Re-submitting a Denied Template-Based Hire

**Purpose:** This quick reference guide takes you through the process of resubmitting a Template-Based Hire after it has been denied by an approver.

**Audience:** University of Calgary employees with the Reports to Manager or HR Forms Initiator security role in Human Resources PeopleSoft.

**Prerequisites:**

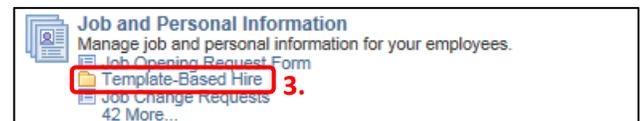
- Must be logged in to the myUofC portal.

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

When an approver denies a Template-Based Hire, you are notified via email of the denial.

Upon receiving the email notification, perform the following steps:

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 **Manage Hire Details**.



The **Manage Hire Details** screen is displayed.



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

1. Enter the **Request ID** of the denied Template-Based Hire, or use the search criteria fields to locate the TBH you wish to re-submit.
2. Click **Search**.

You are taken to the **Manage Hire Details** page of the denied Template-Based Hire.

Note: If you used criteria for your search other than the request ID, you will be required to select the correct Template-Based Hire from a list of potential matches before you are taken to the Manage Hire Details page.

Find an Existing Value

Search Criteria

Request ID =  1.

Template Sequence =

Template begins with

Hire Request Status =

Empl ID begins with

First Name begins with

Last Name begins with

Department begins with

Location Code begins with

2.   [Basic Search](#)

### Step 3: Cancel the Request

1. On the **Manage Hire Details** page, note the reason for the denied request within the **Approval Comments** field. This notes what will need to be corrected before re-submission.
2. Click **Cancel Request**. This returns the Template-Based Hire to the **Draft Hires to Process** section on the **Add Template-Based Hire** page.

Edits and Approvals

Edits Ok Yes

Approval Status Denied

Run Edits

Job Edits Errors Find | View All First 1 of 1 Last

Submit for Approval

2.

1.

You are returned to the **Add Template-Based Hire** page.



### Step 4: Select the TBH to Re-submit

1. From the **Draft Hires to Process** section, click the employee name for the template you wish to edit.

The Template-Based Hire for this individual will be displayed.

Template-Based Hire Help

Add a New Person ?

Transaction Type: Hire/Rehire  
Select Template: UC\_CWR\_CONSULTANT  
Create Transaction

Transaction Type: Hire/Rehire Refresh

Draft Hires to Process Personalize Find 1 of 1 Last

Select	Transaction Type	Effective Date	Name	Person ID	Action	Country
<input type="checkbox"/>	HIRE	2016/06/01	Jane Sample 1.	NEW	Add Gen Assoc	Canada

Delete Selected Transactions

### Step 5: Edit the Template-Based Hire

1. Locate the fields that you wish to edit and make your changes.
2. Click through each tab to enable the Save and Submit button.
3. Click **Save and Submit**.

Enter Personal Info Enter Job Info Final page 2.

Employee Information

TBH Start Date  
Job Effective Date 2016/06/01

General Associates - Expected Job End Date  
\*Expected Job End Date 2017/06/22 End Job Automatically

Work Location - Job Fields  
\*Department 11280

General Associates - UC Job Information  
Job Code CWR002 - Gen Assoc Consu

Job Information - Reporting Information  
\*Reports To Position Number 00005025

Employment - Organizational Assignment Data  
Business Title Title

Return to Enter Transaction Details Page

Save and Submit 3. Save for Later Cancel

The **Manage Hire Details** page is displayed.



### Step 6: Double Check the Edits

1. On the **Manage Hire Details** page, click the **View Template** link to review the information you added to the template.
2. If all information on all tabs is correct, click **OK**.

Name	Jane Sample	Request ID:	83063
The Start Date entered on this page will be used as the Effective Date for Personal Data and Job.			
Template	UC_CWR_CONSULTANT - Gen Associate - Consultant/Contractor (No Empl ID)		
Hire Status	Requested	1.	<a href="#">View Template</a>
Requestor	Jason Smith		

The **Manage Hire Details** page is displayed again.

### Step 7: Re-submit the Modified Template-Based Hire

1. Click the **Run Edits** button.
2. If there are no errors to correct, click **Submit for Approval**.

If you receive an error message after clicking the Run Edits button, review the error message and make the required corrections. Click Run Edits again before submitting the Template-Based Hire for approval.

1.	<a href="#">Run Edits</a>
	<a href="#">Cancel Request</a>
2.	<a href="#">Submit for Approval</a>

The process is now complete.

## Additional Information

If you need help with editing your Template-Based Hire, or with the steps above, contact the HR Help Desk at 220-5932.