How Do I Approve, Deny or Pushback a Pending Reporting Change Request?

Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click on the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Approval** tile. NOTE: The number of transactions in your approval queue is displayed at the bottom right corner of the **Approval** tile.
4. The **Pending Approvals** page includes two sections:
   a. **View By List:** Summarizes the **Pending Transaction List** by Transaction Type, Date Routed, From (Sender) or Person.
   b. **Pending Transaction List**: Displays transactions in the format specified in the **View By** list. NOTE: This section of the page includes functionality to filter the listing by Transaction Type, Date Routed, From (Sender), Person; it also displays the name of a delegate, where applicable.

Update the View By Settings (Optional)

5. By default, pending transactions are displayed by transaction type. To change the display, click on the **View By** field.
6. Select another **View By** option from the list.
7. Click on a transaction group in the **View By** section.

Update the Filter Settings (Optional)

8. To limit the number of transactions displayed in the **Pending Transaction List**, click on the **Filter** icon displayed at the top of the list.
9. Select an option from the listing.

10. Click the **Done** button to filter the listing; click the **Cancel** button to abort the filter action. NOTE: Click the **Reset** button to clear your selections on the Filter page.
11. Review the transaction listing. NOTE: The color of the **Filter** icon changes to green when enabled.

Act on a Pending Transaction

12. Click **Reporting Changes** in the left menu listing of the **Pending Approvals** page.
13. In the **Pending Transaction List** section of the page, click on a request in the listing.
14. Review the transaction page information.
15. Enter your comments in the **Approver Comments** field.
16. Click the appropriate **Action** button:
    a. **Approve**: agree to the proposed change or action
    b. **Deny**: reject the proposed change or action
    c. **Pushback**: return the pending transaction for further input or update
17. Click the **< Pending Approvals** button on the NavBar.
18. Click **All** in the **View By** listing to display an updated list of pending transactions.

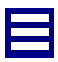
Act on Multiple Pending Transactions as a Group

19. Validate the **View By** setting and make any needed updates.
20. Click **Reporting Changes** in the left menu listing of the **Pending Approvals** page.
21. Click the **Select All/Deselect All** checkbox displayed at the top of the **Pending Transaction List**.
22. Review the listing of pending transactions.
23. Click the checkbox to the left of any transaction to exclude from the group action.

24. Enter your comments in the **Approver Comments** field. NOTE: Your comments will be applied to all selected transactions.
25. Click the appropriate **Action** button:
    a. **Approve**: agree to the proposed change or action
    b. **Deny**: reject the proposed change or action
    c. **Pushback**: return the pending transaction for further input or update
26. Click **All** in the **View By** listing to display an updated list of pending transactions.

Complete the Task/Sign Out of Application

27. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.

28. Click the **Sign Out** option in the listing.