How Do I Approve or Deny a Submitted Transaction Request?

Navigation

There are multiple ways to approve transactions: Through the **Notifications** flag, through the **Approvals** tile, through the **email** link, or through the **Review Transactions** tile. Use this job aid to approve or deny any transaction request that was assigned to you by using the **Review Transactions** tile. Common transaction requests are listed at the end of this job aid.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Review Transactions** tile.
3. Using the **Approval Status** drop down, select Pending my review
4. To select a particular transaction type, click the **Look Up** icon for **Approval Process**. To see all transaction types, clear the value in the **Approval Process** field.
5. Click the **Process ID** for the type of transaction you wish to view.
6. Click the **Refresh** button.
7. The transactions awaiting your review are listed. To approve or deny a particular transaction, select its **Approve/Deny** link.
8. Review the transaction details.
9. In the **Comments** field, enter comments supporting your action on this transaction.
10. To approve the transaction, click **Approve**. To deny the transaction click **Deny**.
11. To return to the **Review Transactions** page, click the **Return to Transaction Details** link.

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Submitted Transaction Types with Process ID	
Submit Request to Adjust Leave Balances	BORGSSAdjustLeaveBalance
Submit Request to Change Time and Absence Approver	BORGSSChgTimeAbsenceAppr
Submit Reporting Change Request	ReportingChgEmployee
Submit Transfer Request	TransferEmployee
Submit Promotion Request	PromoteEmployee
Submit Location Change Request	LocationChange
Submit Retirement Request	RetireEmployee
Submit Termination Request	TerminateEmployee
Submit Demotion Request	GSSDemoteEmployee
Submit Request to Add Position and Funding	BORGSSAddPosn
Submit Request to Change Position and Funding	BORGSSChangePosn
Submit Request to Inactivate Position	BORGSSInactivatePosn
Submit Ad Hoc Salary Change	GSSAdhocSalaryChange
Submit Supplemental Pay Request	BORGSSSupplementalPay
Submit Security Request	BORGSSSecurityRequest

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