How Do I Approve/Deny Pending Retirement Requests?

Navigation

- 1. Log into OneUSG HCM.
- 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 Menu Listing (displayed on the left side), which summarizes the Pending Transaction List by Transaction Type, Date Routed, From (Sender) or Person. NOTE: This page displays the name of a delegate, where applicable.
 - b. **Pending Transaction List** (displayed in the body of the page), which displays transactions in the format specified in the **View By** field.

Act on the Retirement Request

- 5. On the **Pending Approvals** page, click the **Retire Employee** menu item displayed on the left side of the page.
- 6. In the **Pending Transaction List**, click the **Employee Name** associated with the desired request.
- 7. On the **Retire Employee** page, review the detailed request and balance information.
- 8. Populate the Approver Comments field.
- 9. Click the desired action button (**Approve**, **Deny** or **Pushback**) displayed at the top of the page:

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- a. Approve: authorizes the employee retirement request
- b. **Deny**: rejects the employee retirement request



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- c. **Pushback**: returns the retirement request to the originator for updates or revisions
- 10. The system displays an informational message, confirming the selected action. Click the **Submit** button to continue.
- 11. The system displays a second message indicating the submittal process was successful or identifying errors which must be corrected. Resolve any noted issues and press the **Submit** button again, as needed.
- 12. Click the < Pending Approvals button to return to the Pending Approvals page.

Complete the Task/Sign Out of Application

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



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



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