

## How Do I Review the Status of a Termination 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 **Review Transactions** tile.

### Update the Approval Status (Optional)

4. By default, the **Approval Status** is set to **Pending My Review**.
5. Click the **drop down** icon associated with the **Approval Status** field and select another value from the listing, if desired. NOTE: Drop down options include: **All**, **Pending my review**, **I approved**, **I submitted**, and **I denied**.

### Update the Approval Process (Optional)

6. Click on the **Look Up** icon associated with the **Approval Process** field and select **Terminate Employee** from the item listing.
7. Click the **Refresh** button.

### Review Transaction Information

8. Review the transaction page information.
9. Click the **View Details** link associated with a transaction to review additional transaction and workflow routing information.

### Complete the Task/Sign Out of Application

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



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

