How Do I View an Employee’s Alerts?

**Navigation**

1. Log into OneUSG HCM.
2. Click the Notification icon on the NavBar.

3. The Actions and Alerts pagelet lists transactions related to you and your team:
   a. **Actions** - transactions routed to you for review and approval
   b. **Alerts** - personal and team-related transactions acted on by others

**Review Alert Details**

4. Click the Alert [Description] to transfer to the Alert Details page associated with a transaction.
5. On the View Transactions page, review the explanatory information displayed below the Requestor field.
6. Identify the person in the approval chain who acted on the request, displayed at the bottom of the page.
7. Review the approver comments and perform any follow up tasks.
8. After completing the review, click the <View Notifications button to return to the Manager Self Service page.

**Complete the Task/Sign Out of Application**

9. If finished working in the system, sign out of the application by clicking the Action List icon on the NavBar.
10. Click the Sign Out option in the listing.