How Do I View an Employee's Alerts?

Navigation

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

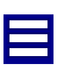
3. The **Actions and Alerts** pagelet lists transactions related to you and your team:
   a. **Actions** – transactions routed to you for review and approval
   b. **Alerts** – personal and team-related transactions acted on by others

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.

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