This document details the UCPath Hire Approval process. Locations determine and manage items such as approvers, response requirements and approval decision guidance. Users need specific security roles to approve, deny, or push back transactions submitted through the **Manage Human Resource** process. These roles are provisioned by the Locations.

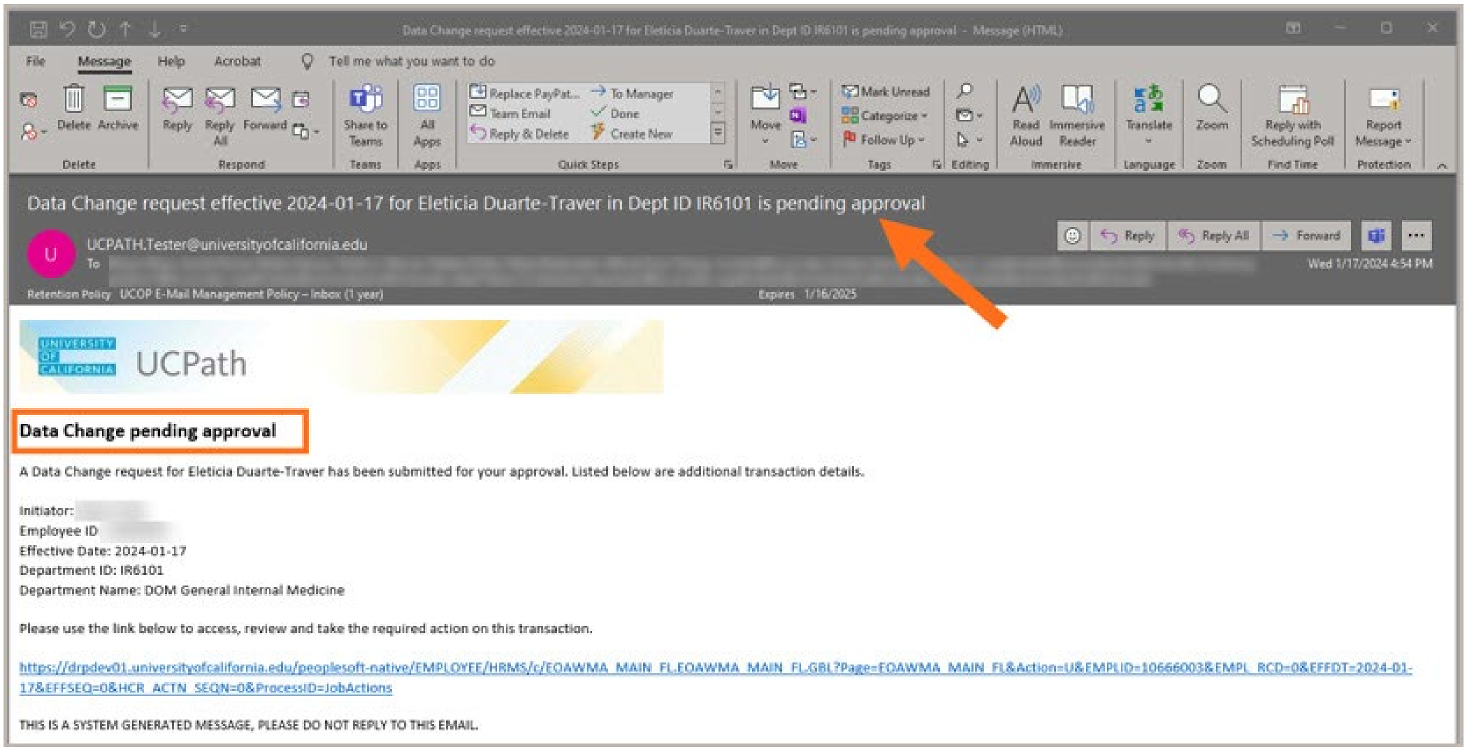
Refer to the *Reference Guide for Hires* for more information on submitting hiring transactions.

Contents

Hire Transaction Notification

Whenever a hiring transaction requiring your approval is submitted, the system automatically routes it to you for review and approval.

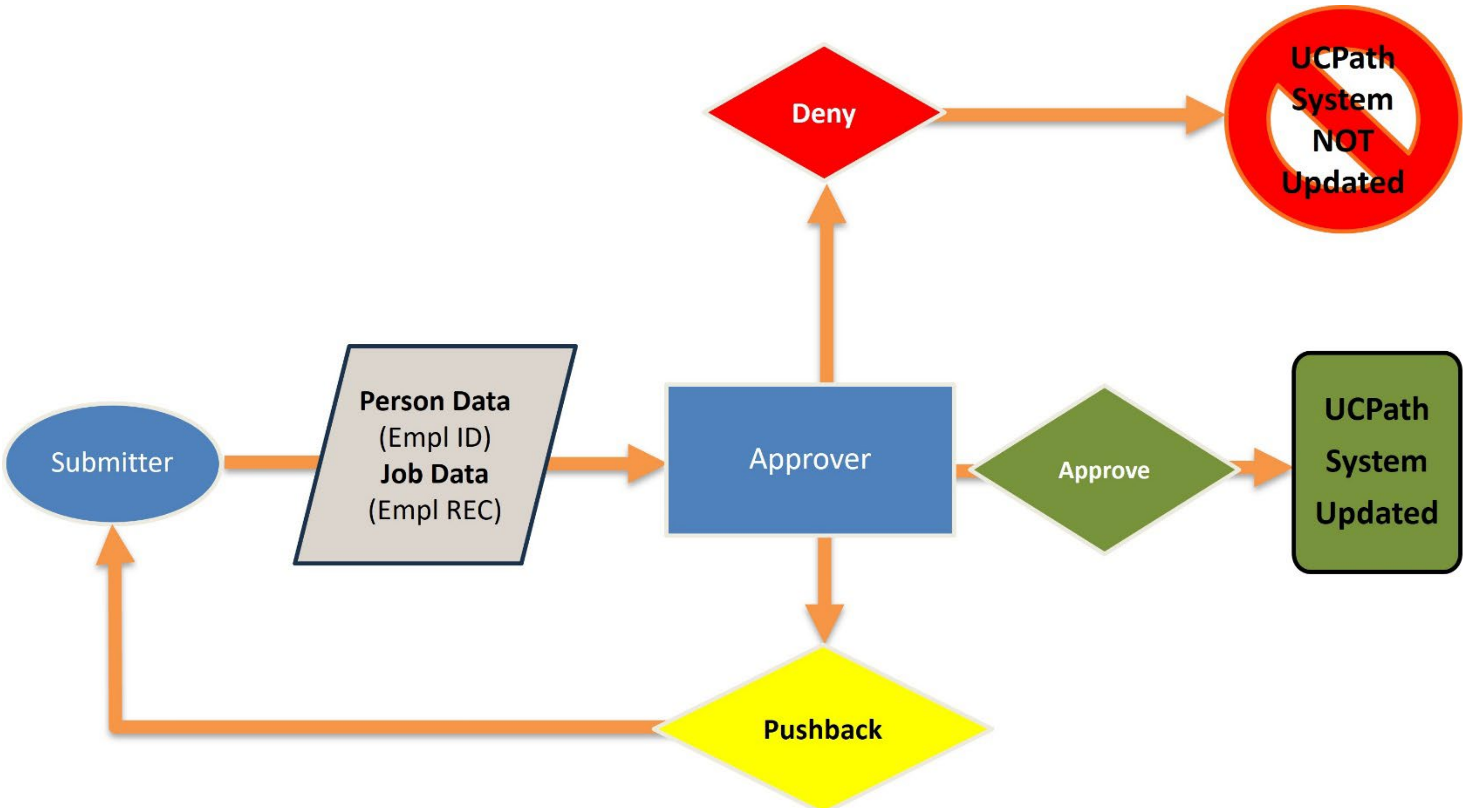
You receive a notification email with details of the hire and a link to the transaction, allowing you to review and determine the appropriate approval action.



In this example, a notification email has been sent to the approver, stating that a request has been submitted and is pending their review and approval.

⚠ If the pending approval is not completed within the required number of days as set by your Location, reminder emails will be sent.

Approval Process Workflow



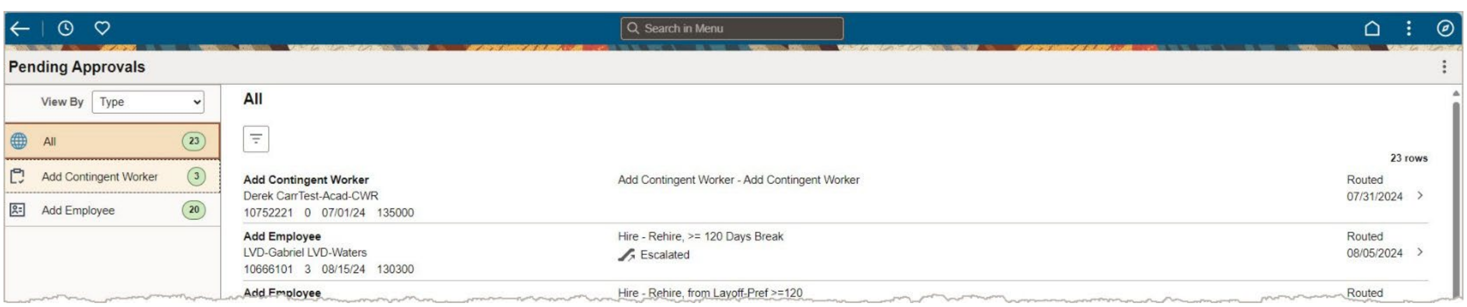
Step	Description
Submitter	The person initiating the hire transaction.
Person Data (Empl ID) **Job Data** (Empl REC)	The hire process uses **Person Data** to create the Employee ID (EMPL ID) for new employees and contractors, and **Job Data**, which generates the Employee Record (EMPL REC) for all hire transactions. The transaction status is ‘In Progress’.
Approver	The person designated to review and determine the appropriate action for hire transactions assigned to them. The Approver is notified of the transaction by email, and then determines the correct action; Approve, Pushback or Deny.
Approve	An action selected by the Approver that completes the hire transaction. The Submitter is notified by email. The transaction status updates to ‘Completed’.

Step	Description
Pushback	An action selected by the Approver that sends the transaction back to the Submitter for corrective action. The Approver should provide reasons for pushback and appropriate guidance for resolution in the comments section. Submitter is notified by email. The Submitter should then correct the data and resubmit to start the process again. Approver will receive an email notification. The transaction status updates to 'Rework'.
Deny	An action selected by the Approver that denies the transaction and ends the process. The Approver should provide reasons for the denial in the comments section. These comments can be reviewed on the Cognos R-419 report. Submitter is notified by email. The transaction status updates to 'Denied'. The Job Data (EMPL Rec) will not update to the UCPath system. However, the Person Data (EMPL ID) updated the UCPath system when that section passed the Validation step, and it is unaffected by the 'Deny' action.

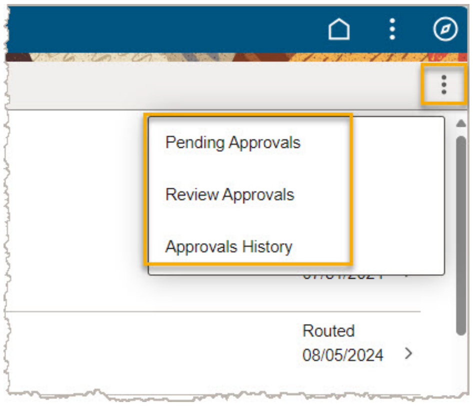
Navigate to the Pending Approvals Page

Approvers at the Location can review submitted transactions and take appropriate actions using the **Fluid Approvals** page.

Navigation: Workforce Administration (Homepage) > Approvals (Tile) > **Fluid Approvals (Link)**



The **Pending Approvals** page lists all transactions requiring your action.



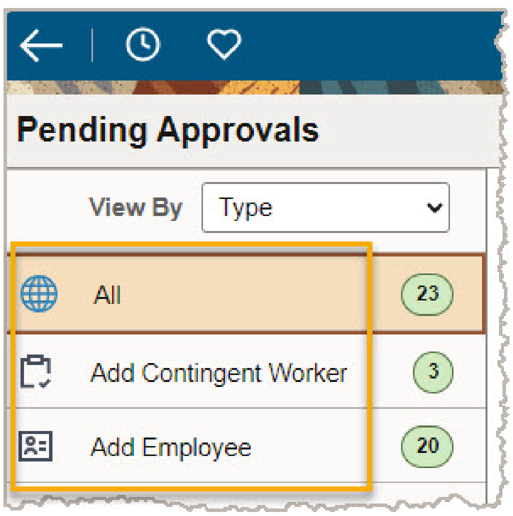
Additional information is available by selecting the **More Options** icon .

Pending Approvals lists the transactions waiting for your approval.

Review Approvals are designated for users with a review-only role; they can view transactions but cannot approve them.

Approvals History displays activity from the past 30 days only. For a comprehensive report, please refer to the Cognos R-419 report.

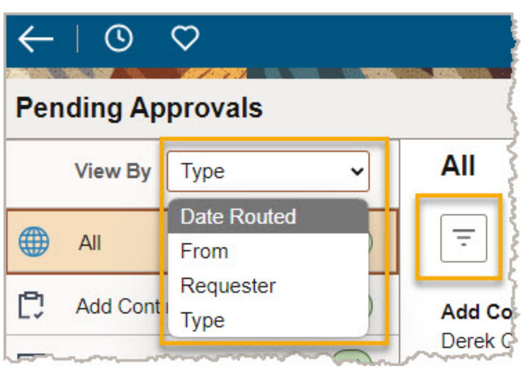
Search for the Transaction



The transactions are automatically grouped by action type; **All**, **Contingent** or **Employee**.

The number of transactions for each type is also displayed.

You can select any of these action types to filter or narrow the list of transactions.



Use the **View By** drop-down list or the **All** icon to filter the data displayed.

View By options:

Filter Option	Description
Date Routed	Groups the transactions into Last Week, Two Weeks Ago and Older.
From	Groups the transactions by the person who last touched the transaction in the routing.
Requester	Groups by the person who submitted the transaction.
Type	Groups the approvals by the type of transaction that is pending approval.

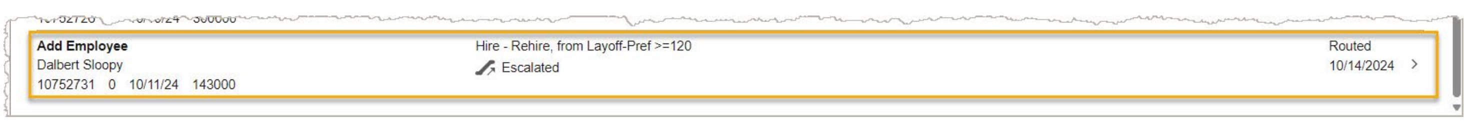
All options:

Filter Option	Description
Requester	From the list of values, select an employee ID to display only those pending approvals submitted by a specific person.
From	From the list of values, select an employee ID to display only those pending approvals last touched by a specific person.
Date Period	From the list of values, select **Last Week**, **Older** or **Two Weeks Ago** to display only those pending approvals submitted within the selected period.
Empl ID	Enter an employee ID to display only those pending approvals associated with the selected employee or contingent worker.
Eff Date	Type, or select from the **calendar** icon, an effective date to display only those pending approvals with the selected effective date
Cancel	Cancels the action and closes the Filters box.
Reset	Clears any values entered.
Filter	Runs a search based on the values entered or selected.

Set search fields as appropriate.

Select the Transaction

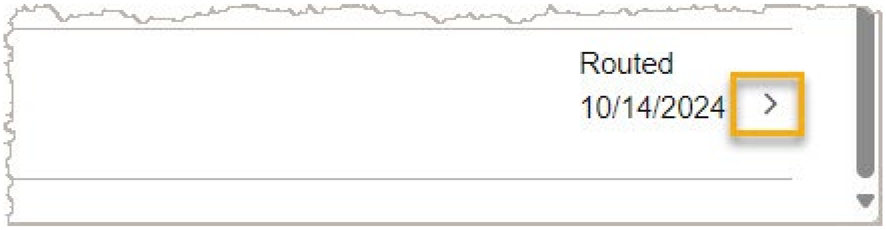
Use row information to identify the appropriate transaction.



The left column displays the action type, the employee's name, ID, record number, effective date, and department ID associated with the job action.

The center column displays the action and reason descriptions.

The right column displays the date the job action was submitted for approval. If the approval is not completed within the required number of days, the word ‘Escalated’ appears in the middle column.



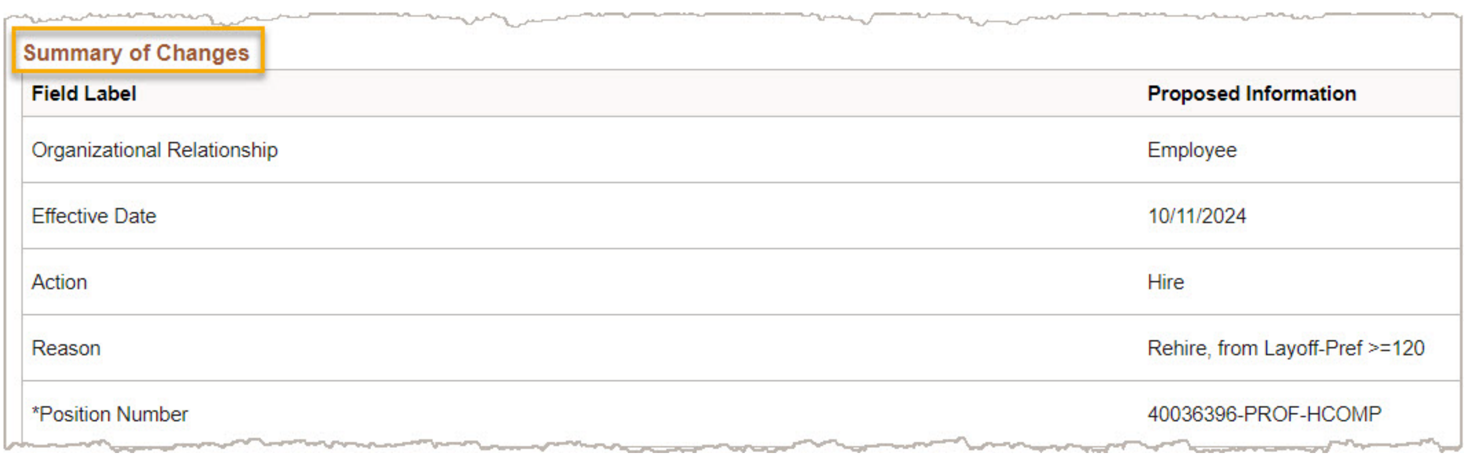
After identifying the appropriate transaction, select it by clicking the continue icon >.

Review Transaction Details

Review the transaction to confirm it is the correct one before taking any action.

Review the top section to confirm:

- The employee’s name, employee ID, employee record, and job title.
- The effective date and sequence.
- The Action and Action Reason descriptions.

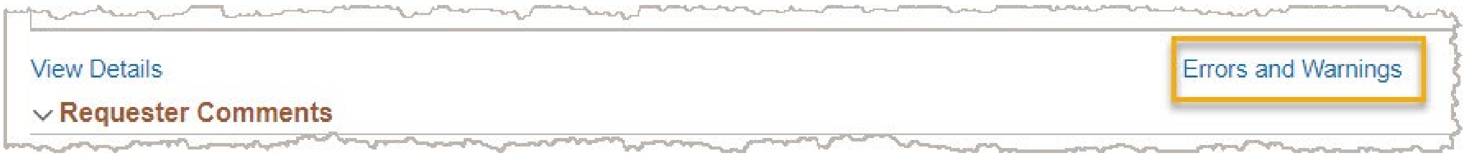


Summary of Changes

Field Label	Proposed Information
Organizational Relationship	Employee
Effective Date	10/11/2024
Action	Hire
Reason	Rehire, from Layoff-Pref >=120
*Position Number	40036396-PROF-HCOMP

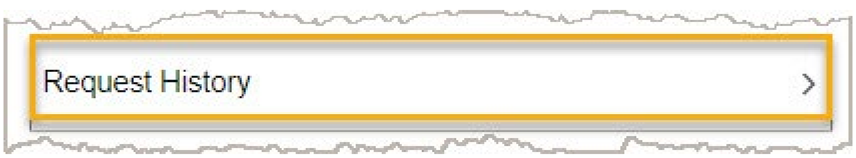
Review the **Summary of Changes** section carefully.

Click the **View Details** link to open the job details of the transaction.

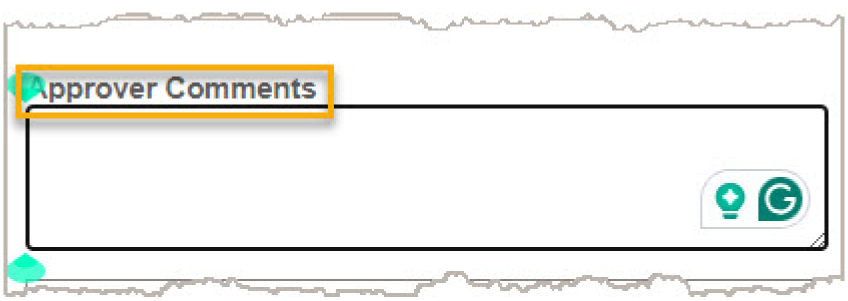


Click the **Errors and Warnings** link to review any warning messages associated with the transaction.

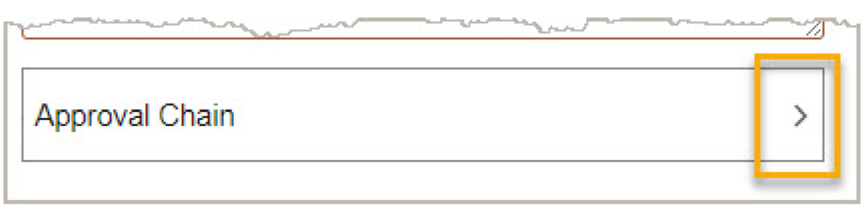
In the **Requester Comments** section, review any comments provided by the initiator.



If needed, click the **Request History** button to review the submission details. All submission comments are viewable here as well. Since a transaction may have multiple comments from pushback transactions, you can view the full history and comment trail under **Request History**.

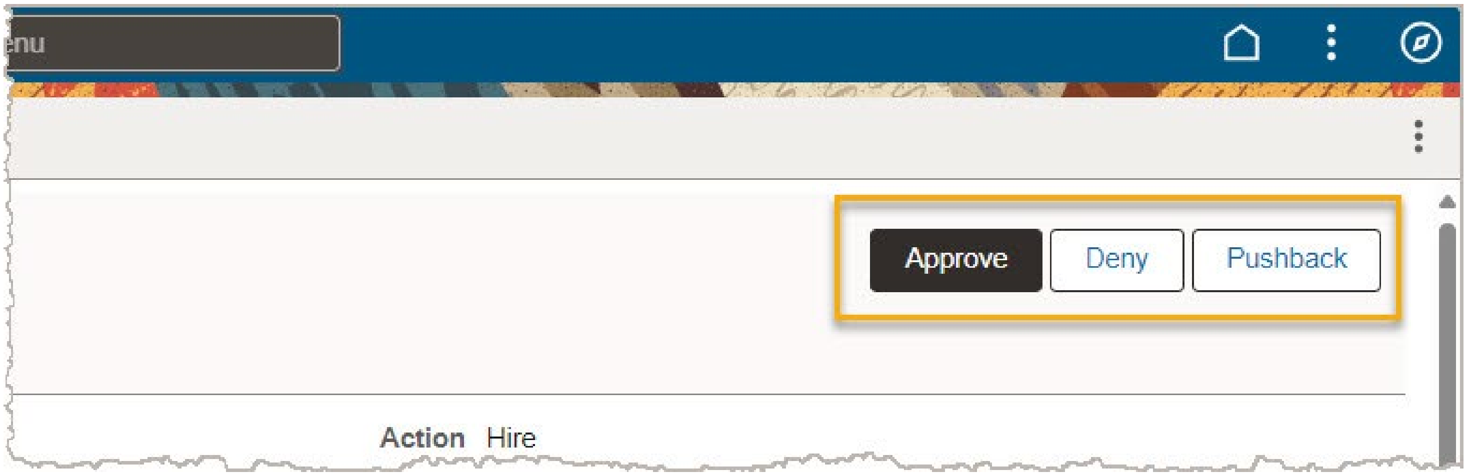


If needed, add comments in the **Approver Comments** field.



If needed, click the **Approval Chain** button to view the approval routing details.

Take Actions



After reviewing the details of the transaction, click the appropriate action button.

Action	Description
Approve	Accepts the transaction and completes the hire. An Approve comments box appears, provide comments if appropriate. Email notification is sent to the Submitter. The process is completed.
Deny	Denies the request, stops the transaction and ends the process. A Deny comments box appears; comments should be provided. An email notification is sent to the Submitter, but these comments are NOT included in the email. To ensure the Submitter receives your comments, send an additional email directly to them. To prevent confusion and other issues, consider using Pushback instead of Deny. The process is completed.
Pushback	Pauses the transaction and sends the transaction back to the Submitter for corrective action. A Pushback comments box appears; provide reasons for pushback and appropriate guidance for resolution. Email notification is sent to the Submitter. The process will restart if the Submitter takes corrective actions and resubmits the transaction.