Use this task to approve a person profile transaction.

Navigation: PeopleSoft Menu > Manager Self Service > Review Transactions

Step	Action
1.	Use the <b>Review Transactions</b> page to access person profile update transactions submitted for your review.
	You can filter transactions by approval process, as in this example.

Favorites • Main Menu •	> Manager Self Service -	> Review Transactions				
			Home	Worklist	Add to Favorites	Sign out
				New Windo	ow   Help   Personaliz	e Page   🗖
Review Transactions						
Ignacio Perro						
This page allows you to view the stat have reviewed yourself. For each req	us and relevant information f quest you can get detailed inf	or any transaction you either submitte ormation by selecting the hyperlink.	d for approval or			
Approval Status Pe	nding my review	✓ Refrest	1			
Approval Process UC	UCOP1_Person_Profile	Q				
Approval Transactions			F	ind First 🕚	1-2 of 2 🕑 Last	
Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status		
Person Profile	Kelley Stanton		6/5/2017 - 10:34 AM	Pending	Approve/Deny	
Transaction Details						
Approval Transaction Number			Profile ID			
1602			212136			
Transaction Name	Submitted By	Submitted On Behalf Of	Submitted On	Thread Status		
Person Profile	Christopher Lai		6/5/2017 - 4:50 PM	Pending	Approve/Deny	
Transaction Details						
Approval Transaction Number			Profile ID			
1603			213617			

Step	Action
2.	Click the <b>Approve/Deny</b> link for the transaction you want to review.
	Approve/Deny



Favorites - Ma	ain Menu 🔻 > Ma	nager Self Service - > Review Transactions				
			Home	Worklist	Add to Favorites Sign	ı out
DRACEC						
					Help	
Approve Profi	les					- 1
Empl	ID 10000014					
Na	me Kelley Stantor	!				
Profile Ty	pe PERSON I	JC Person				
Select the Approve to	outton to approve the ch	anges or the Deny button to reject the changes. You can view the i	item			
comments specific to	this transaction.	Select the Approval Routing links to review approval information an	iu			
Changed Lice	nses and Certificat	ons (Requires Personalize   Find   View All   🗐   🔣	First 🕚 1 of 1 🛞			
Approval)			Last			
isposition	ID	License				
dd	ACLSIN	ACLS Instructor				
Approval Doutin	-					
Approval Routing	y ilo					
Person Pro						
▼ ID: 2	12136, Approval	Num: 1602:Pending				
Pending		Not Routed Not Routed				
O Multi	NE Approvers	Multiple Approvers				
	Approver of					
C						
Comments						
Approve	Deny					
8						

Step	Action
3.	The <b>Approve Profiles</b> page appears, which includes a section for each type of profile update the employee entered that requires your approval. In this example, the employee added a new license, so the page displays the <b>Changed Licenses and Certifications</b> section. For this example, click the <b>ACLS Instructor</b> link.



Favorites  Main Menu  Mana	ager Self Service - > Review	Transactions		
			Home Worklist	Add to Favorites Sign out
ORACLE				
				Help
View Licenses and Cortificatio	<b>n</b> c			
view Licenses and Certificatio	115			
Empl ID 10000014	Kelley Stanton			
Profile Type PERSON	UC Person			
This page displays the item details.				
Details				
Issue Date	06/01/2017			
License	ACLSIN	ACLS Instructor		
Status	Active			
Country	1194	United States		
State	CA	California		
- Curto	Denounal Dequired	Gailonna		
	Reliewal Requireu			
	Renewal In Progress			
	License Verified			
Expiration Date	06/01/2019			
License/Certification Number	AHA100578926			
law of De	A			
Issueu by	American Heart Association			
Undated Date/Time	000000047 40-24-20404			
Opuated Date/Time	00/05/2017 10.34.38AM			
Updated By User	10000014			
Cancel				
Ourion				

Step	Action
4.	The system displays the appropriate page, which corresponds to the update ( <b>View Licenses and Certifications</b> in this example).
	Review the profile update details.
5.	When you are finished reviewing the profile update details, click the <b>Cancel</b> button to return to the <b>Approve Profiles</b> page.



Favorites - Ma	in Menu 👻 > Ma	anager Self Service - > Review T	ransactions				
				Hom	e Worklist	Add to Favorites	Sign out
DIRACLE							
							Help
Approve Profile	es						
Empl	ID 10000014						
Nan	e Kelley Stantor	<u>.</u>					
Profile Typ	De PERSON I	UC Person					
Select the Approve bi	utton to approve the ch	nanges or the Deny button to reject	the changes. You can view t	he item			
details by selecting th comments specific to	e content description.	Select the Approval Routing links to	o review approval information	and			
<ul> <li>Changed Licer</li> <li>Approval)</li> </ul>	ises and Certificat	ions (Requires Personalize	Find   View All   🖽   🖽	First 🖤 1 of 1 🖤			
Disposition	ID	License		Euo			
Disposition	10	Literat					
Add	ACLSIN	ACLS Instructor					
Approval Routing							
Person Profi	le						
▼ ID: 21	2136, Approval	Num: 1602:Pending					
Person Profile		Not Douted	Not Douted				
Multip	le Approvers	Multiple Approvers	Multiple Approvers				
UC AV	/E Approver 01	UC AWE Approver03	UC AWE Approver 02				
Comments							
L							
Approve	Deny						
E							
<b></b>							

Step	Action
6.	Each approver is assigned to a specific workflow approval level. Some transactions require only one level of approval, while others require multiple levels. In this example, the transaction requires multiple levels of approval and the first approval is pending.
	The Approver 1 level can approve or deny transactions, but cannot push back a transaction.
	The Approver 2 and 3 levels can approve, push back to a previous approver (not the initiator) or deny transactions.
7.	After you review the transaction details, you can approve, push back (if applicable) or deny the transaction. You can also enter comments, which are required if you are denying or pushing back the transaction.
	In this example, you will approve the transaction.
8.	When you are ready to approve the transaction, click the <b>Approve</b> button.



Favorites  Main Menu  Manager Self Service  Review Transactions	
	Home Worklist Add to Favorites Sign out
ORACLE	
	Saved
Person Profile	
Approval Confirmation	
Person Profile has been approved	
OK	
UK	

Step	Action
9.	If there are no errors, the system displays the <b>Approval Confirmation</b> page.
	Click the <b>OK</b> button.
	OK



avorites - M	ain Menu 🗸 🔰 Mar	ager Self Service V Review Transactions				
			Home	Worklist	Add to Favorites	Sign ou
						Help
pprove Profi	les					
Emp	ID 10000014					
Na	me Kelley Stanton					
Profile Ty	rpe PERSON U	C Person				
elect the Approve	outton to approve the cha	anges or the Deny button to reject the changes. You can view the item				
etails by selecting to mments specific to	the content description. So this transaction.	elect the Approval Routing links to review approval information and				
Channed Liter						
pproval)	enses and Certificatio	Its (Requires Personalize   Find   View All   E <sup>22</sup>   Eff	Last			
sposition	ID	License				
id	ACLSIN	ACLS Instructor				
Approval Routin	g					
Person Prof	ïle					
🔻 ID: 2	12136, Approval	Num: 1602:Pending				
Person Profile						
Approved	in Porro	Pending Not Routed				
V UC A	WE Approver 01	UC AWE Approver03				
00/03	717 - 3.01 PM					
Comments						
3						

Step	Action
10.	After you approve a transaction, the transaction page no longer displays the approval action buttons. The approval status monitor (the <b>Person Profile</b> section in this example) remains at the bottom of the page. This section displays the approval workflow details, including completed and pending approvals.
11.	You have approved a person profile transaction. End of Procedure.