## Editing a Template Based Hire

**Purpose:**

This quick reference guide takes you through the process of editing a Template-Based Hire from the Draft Hires to Process section of the Add Template-Based Hire page.

Scenarios under which you can edit a Template-Based hire are as follows:

- You clicked the Save for Later button.
- You clicked the Save and Submit button on the Enter Employee Information page, but have not clicked Submit for Approval on the Manage Hire Details page. In this scenario, enter a cancellation reason in the Comments field on the Manage Hire Details page and click the Cancel button to prepare to edit.
- You have clicked the Submit for Approval button on the Manage Hire Details page. In this scenario, enter a cancellation reason in the Comments field on the Manage Hire Details page and click the Cancel button to prepare to edit.

**Audience:**

University of Calgary employees with the Reports to Manager or HR Forms Initiator security role in Human Resources PeopleSoft.

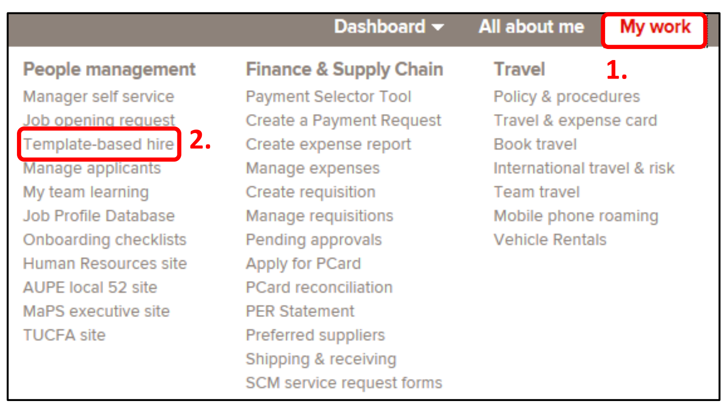
**Prerequisites:**

- Must be logged in to the myUofC portal.

**Step 1: Access Template-Based Hire Screen**

1. From the myUofC Portal, click **My work**.
2. Under People management, click **Template-based hire**.

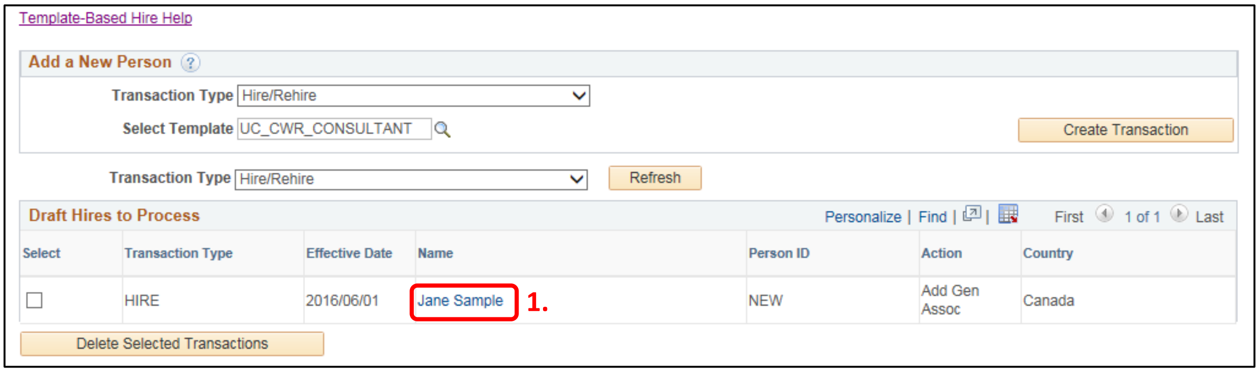
The **Add Template-Based Hire** screen is displayed.



**Step 2: Select the TBH to Cancel**

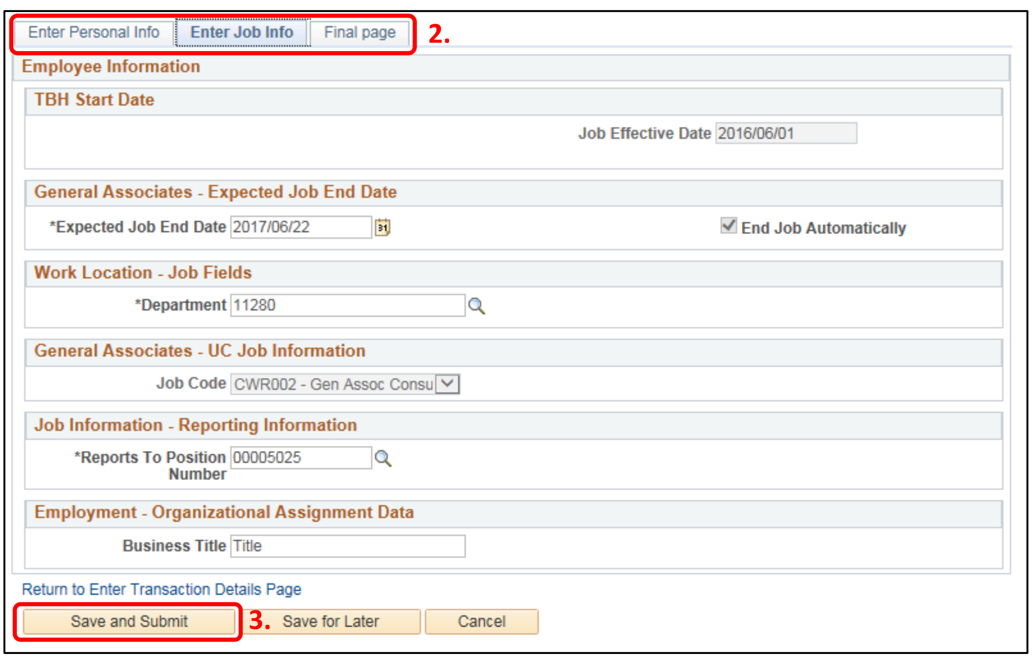
1. From the **Draft Hires to Process** section, click the employee name for the template you wish to edit.

The Template-Based Hire for this individual will be displayed.




**Step 3: Edit the Template-Based Hire**

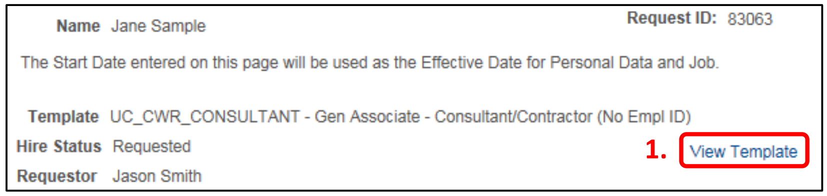
1. Locate the fields that you wish to edit and make your changes.
2. Click through each tab to enable the Save and Submit button.
3. Click **Save and Submit**.




The **Manage Hire Details** page is displayed.

**Step 4: Double Check the Edits**

1. On the **Manage Hire Details** page, click the **View Template** link to review the information you added to the template.
2. If all information on all tabs is correct, click **OK**.




The **Manage Hire Details** page is displayed again.

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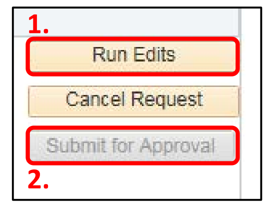
**Step 5: Submit the Modified Template-Based Hire**

1. Click the **Run Edits** button.
2. If there are no errors to correct, click **Submit for Approval**.




If you receive an error message after clicking the Run Edits button, review the error message and make the required corrections. Click Run Edits again before submitting the Template-Based Hire for approval.

**The process is now complete.**

## Additional Information

If you need help with editing your Template-Based Hire, or with the steps above, contact the HR Help Desk at 220-5932.

Note: If you no longer need the Template-Based Hire you have drafted and/or submitted for approval and would like to delete it, refer to the Cancel a Template-Based Hire job aid on the Training and Development website.