Finding a Template-Based Hire

Reference Guide

Editing a Template Based Hire

Purpose: This quick reference guide takes you through the process of finding a Template-Based Hire that has already been initiated.

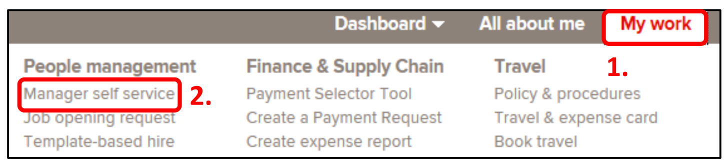
Audience: University of Calgary employees with the Reports to Manager or HR Forms Initiator security role in Human Resources PeopleSoft.

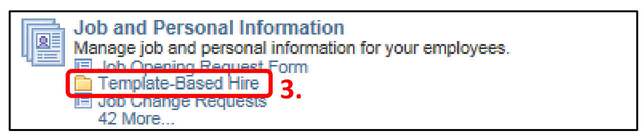
Prerequisites:

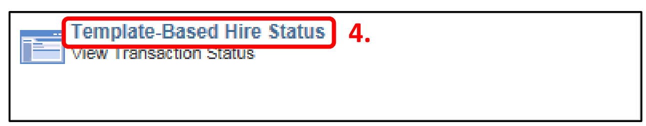
- Must be logged in to the myUofC portal.

Step 1: Access Template-Based Hire Screen

1. From the myUofC Portal, click **My work**.
2. Under People management, click **Manager self service.**
3. Under the **Job and Personal Information** category, click **Template Based Hire**.
4. Click **Template-Based Hire Status**.







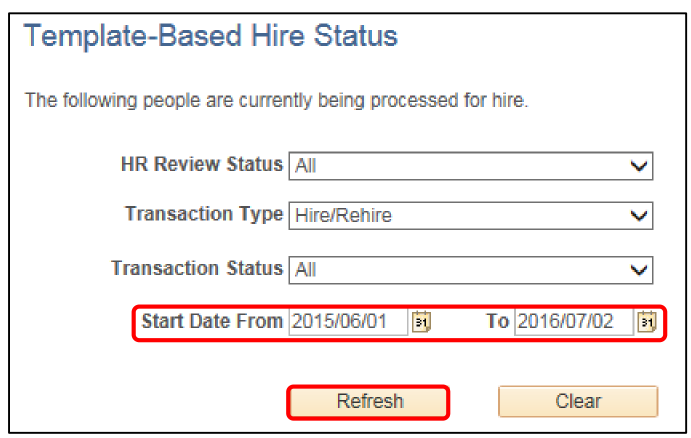
The **Template-Based Hire Status** screen is displayed.

Step 2: Locate your Template-Based Hire

1. Choose the date parameters for your search.
2. Click **Refresh** to pull up all Template-Based Hires you have initiated within the selected date range.

For Template-Based Hires with a Draft status, navigate to the Add Template-Based Hire page: **Manager Self Service → Job and Personal Information → Template-Based Hire → Add Template-Based Hire**.

Refer to the Draft Hires to Process section, as a link to your Template-Based Hire should appear there.



For Template-Based Hires with a Requested status, navigate to the Manage Hire Details page: **Manager Self Service →
Job and Personal Information → Template-Based Hire → Manage Hire Details**.

Template-Based Hires you have saved and submitted have a status of Requested and remain Requested until they are submitted for approval and all required approvals are fulfilled.

Approved and processed Template-Based Hires appear on the Template-Based Hire Approvals page: **Manager Self Service → Job and Personal Information → Template-Based Hire → Template-Based Hire Approvals**.

If you need assistance, contact the HR Help Desk at 220-5932.