

Actioning a Denied Job Change Request

Use this guide to action a Job Change Request that was previously denied.

- 1) When an approver denies a Job Change request, an email notification is sent to the Requester (see below)

- 2) The Job Change transaction can be viewed below.

Begin, by logging into the myUofC Portal.

	<p>Log into PeopleSoft</p> <ol style="list-style-type: none">1. From the megamenu, click the My worktab.2. Click the Manager Self Service link from People Management heading.
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Log into PeopleSoft

3. From the Job and Personal Information heading, click the Job Change Request link.

Still have questions? Contact the Integrated Service Cen

Phone: 403220-5932 Email HR@ucalgary.ca

Search Transactions

4. In the Search for Transactions tab, enter in the transaction number of the denied request (this can be found in the email mentioned above).
5. Click the Search button.

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