

Go to the <u>HR Employment page</u> or any other UHCL page.

1. Click on **go.uhcl.edu**.



2. Log in using your UHCL employee credentials.



3. Click on the PageUp icon.



- 4. Once logged in, the user's dashboard will load.
 - The dashboard will list any jobs connected to the user.
 - Navigate to the right side of the dashboard and locate Manager Activities.
 - Click on Offers awaiting your approval.

2 otal	1 Draft		
20 Draft	Assistant Professor of Arts Requisition Number: 492239 Joanne Slovacek	Manager Activities	^
20 Pending approval	Human Resources Generalist Requisition Number: 492277 Abby Varela	Jobs requiring panel review Jobs with applicants for review	
		1 Offers awaiting your approval	
		1 New hires	
		1 Scheduled Emails	



5. Click View next to the offer needing approval to review offer details.

Date raised	Reference No.	Job title 📬	Hiring Manager	New	Replacement	
Oct 14, 2024	492279	Director, HR Operations	Joanne Slovacek	0	1	View
Oct 14, 2024	492277	Human Resources Generalist	Abby Varela	1	0	View

- 6. Click **Approve**. Job status will move to Approve.
 - To deny an offer, click **Decline**.
 - A pop-up will appear requesting a reason for declining. Comments are mandatory.

		Next pa	se /		
Ple	ease fill in all mar	ndatory fields	marked wit	h an asteri	sk (*).
	Save a draft	Approve	Decline	Cancel	
•					
🗢 Decline - Goo	gle Chrome		— C		
to houston.d	c4.pageuppeop	ole.com/v5.3	/provider/n	nanag	
Please select	a reason as to	o why the jo	ob has bee	n	*
Coloct					
Select		•			
Additional co	omments:				