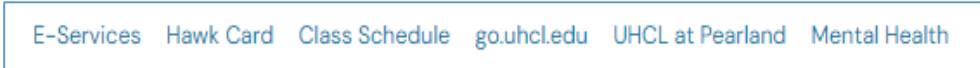Go to the HR Employment page.

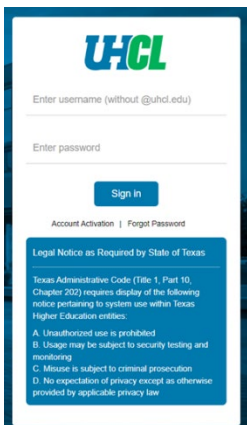1. Click on **go.uhcl.edu**

| E-Services | Hawk Card | Class Schedule | go.uhcl.edu | UHCL at Pearland | Mental Health |

2. Click on the **Page Up icon** (image coming soon).
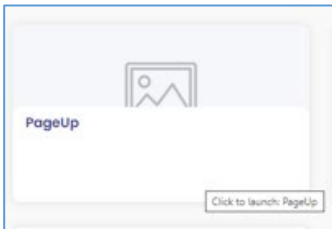
3. Log in using your UHCL employee credentials.

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 Jobs awaiting your approval.
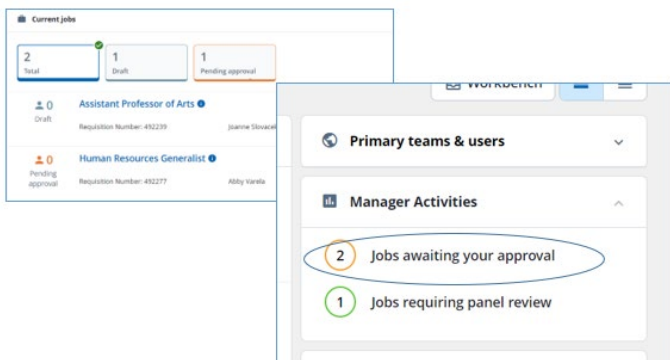
5. Click **View** next to the job needing approval to review job details.

| 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 a job card, click **Decline**.

- A pop-requesting a reason for declining will be displayed – comments are mandatory.

Next page ❯
Please fill in all mandatory fields marked with an asterisk (*).

Save a draft    Approve    Decline    Cancel

Decline - Google Chrome

houston.dc4.pageuppeople.com/v5.3/provider/manag...

Please select a reason as to why the job has been declined:*

Select

Additional comments: