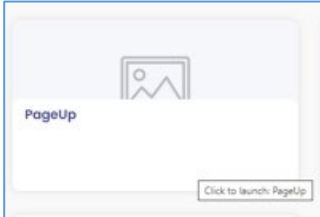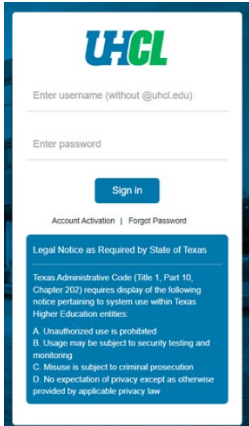Go to the HR Employment page.

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

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

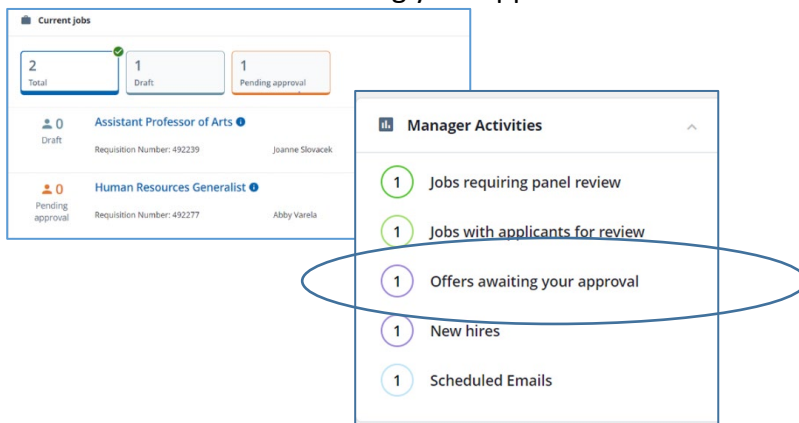2. Click on the **Page Up icon** (image coming soon).

3. Log in using your UHCL employee credentials.

4. Upon logging 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.

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 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: