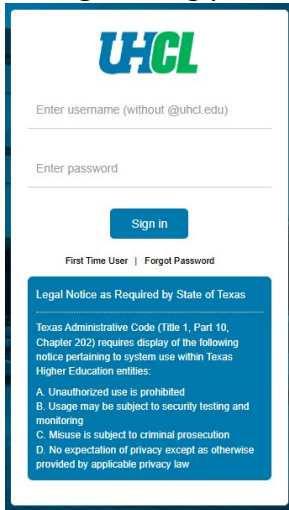


Go to the [HR Employment page](#) or any other UHCL page.

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



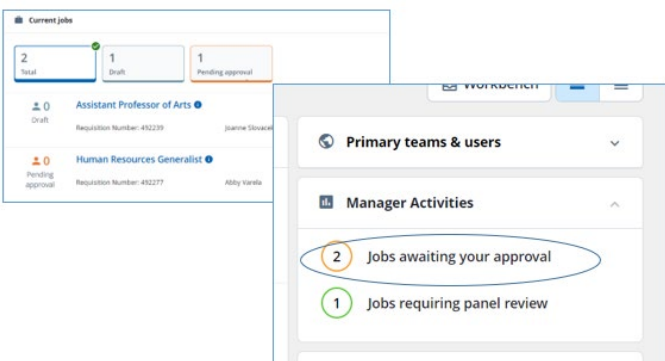
2. **Log in** using your UHCL employee credentials.



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 **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-up will appear requesting a reason for declining. Comments are mandatory.

[Next page >](#)

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

