

How Do I View the Status of Pending Salary Change Requests?

Navigation

1. Log into OneUSG HCM.
2. If the **Manager Self Service** page is not displayed, click the blue **NavBar** and select **Manager Self Service** from the drop down listing.
3. On the **Manager Self Service** page, click the **Forms** tile.

Select a Request

4. On the **Search/Fill a Form** page, click the **Find an Existing Value** tab.
5. Populate the desired fields in the **Search Criteria** page.
6. Click the **Search** button.
7. Select a salary change request from the search listing.

Review the Request Status and Approval Routing

8. On the **OneUSG – Salary Change Request** page, review the information displayed in the **Status** field.
9. Click the **Approver Status** button.
10. On the **Approver Status** page, review the information displayed in the **Review/Edit Approvers** section.
11. After reviewing the page information, click the **OK** button.

Review a Submitted Request

12. On the **OneUSG – Salary Change Request** page, click the **Cancel Approval** button.
13. Make any desired changes.
14. Click the **Save** button, if desired.
15. Click the **Preview Approval** button, if desired.
16. Click the **Submit** button.



Cancel a Submitted Request

17. On the **OneUSG – Salary Change Request** page, click the **Cancel Approval** button.
18. Click the **Save** button.

Complete the Task/Sign Out of Application

19. If finished working in the system, sign out of the application by clicking the **Action List** icon on the **NavBar**.



20. Click the **Sign Out** option in the listing.

