



Rejecting an HR Action

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Rejecting an HR Action

- ▶ If, after review, an approver needs to reject an HR action, it returns to the initiator's task list.
 - ▶ Approvers should add a comment in the comments section stating why the action is being rejected.
 - ▶ In some cases, an e-mail communication to the initiator might be in order.
- ▶ The initiator then can open the action, edit/revise as necessary, and re-submit back into workflow.
 - ▶ No need to start the document over again.
 - ▶ In rare instances, there are certain items that cannot be revised without starting over.