



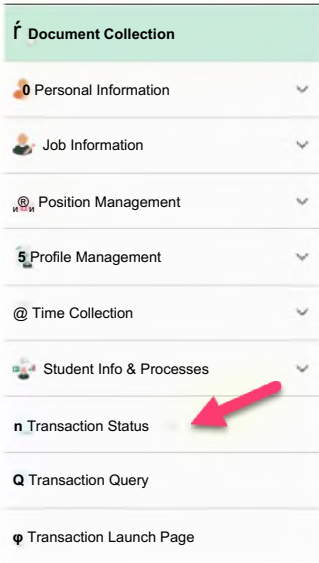
# HCM Guides for CU Denver and CU Anschutz Medical Campuses

## How to look up a TBT (Template Based Transaction)

To look up TBT's after having either submitted for approval or when one is pushed back, you can navigate to the following pages in HCM. You can also view any TBT that are in a "Draft" status.

### Transaction Status

1. Log into HCM and click on either the **Pay Actions** or **Non-Pay Actions** tiles on the HCM Community Users landing page.
2. From the left-side menu, select the **Transaction Status** menu item.



3. Select a Date Range for the TBT transaction and click on the "Refresh" button. Otherwise, the page defaults to the current month.



## Transaction Status

The following transactions are pending, canceled or have been processed by Human Resources.

HR Review Status | \_\_\_\_\_ v |

Transaction Type | All \_\_\_\_\_ v |

Transaction Status | All \_\_\_\_\_ |

Effective Date From | 08/23/2019 | To | 09/12/2020 -[g] |

Refresh |

Clear

Select	Request ID	Transaction Type	Effective Date	Transaction Status	Name	Person ID Action
<input type="checkbox"/>	59-	Change Personal and Job Data	01/24/2020	Completed	Jacob	Terminatn
<input type="checkbox"/>	59-	Change Personal and Job Data	02/29/2020	Completed	Sharon :	Terminatn

Select All

Deselect All

Delete Selected Transactions

Go To Template Based Transactions

4. If you need to DELETE/CANCEL a TBT, simply check to box in the "Select" column and Click on the **Delete Selected Transactions** button.
5. If you still do not see your transaction, click on the **Template Based Transactions** link at the bottom of this page.

For more detailed and thorough guides for TBTs, please utilize this link to the HCM Community:

<https://www.cu.edu/docs/sbs-transaction-status-drafts-pushbacks>