

Beyond - How to Reject HRCenter Pages

Last Modified on 04/18/2024 3:42 pm CDT

Overview

Users with the proper permissions will be able to reject individual pages from HRCenter workflows within Beyond.

Note This functionality only works within Beyond.

Setting Up Permissions

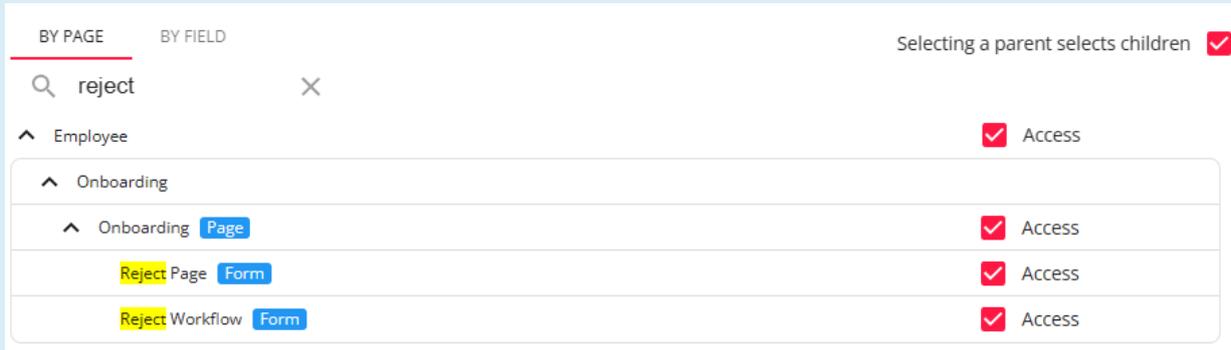
The security group permission of "Can reject individual pages in a workflow" has been added to Beyond and will need to be added to any custom security groups that you would like to have this functionality.

- Can read employee EEO information
Determines if a user can read employee eeo information on the employee file.
- Can reassign another user's tasks
Allows a user to reassign tasks assigned to another user.
- Can reject individual pages in a workflow
Allows users to reject individual pages of assigned workflows
- Can review submitted onboarding steps
Allows users to review submitted onboarding steps as well as reject and advance them.
- Can sign submitted onboarding documents
Allows users to fill out and sign onboarding documents.

Note The "Can reject individual pages in a workflow" security group permission has been added to the following default security groups:

- TempWorks Default - Administrator
- TempWorks Default - Back Office Manager
- TempWorks Default - Front Office Manager
- TempWorks Default - Sales
- TempWorks Default - Staffing Specialist

Note If you utilize custom Security Groups with Advanced Permissions, you will need to add the Access to the "Reject Page" form within Employee > Onboarding > Reject Page to the Security Groups that require the functionality:

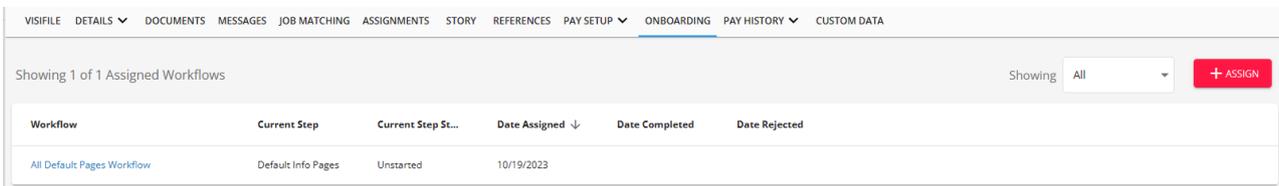


For more information on created custom Security Groups with Advanced Permissions, please see the following article titled "[Beyond - Creating Security Groups with Advanced Permissions](#)".

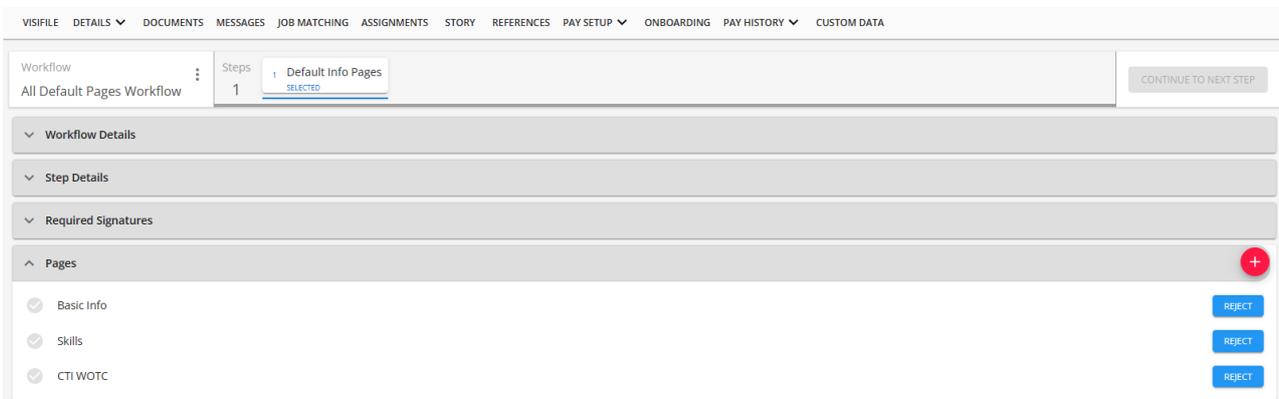
How to Reject an HRCenter Page

Navigate to the employee record that has the HRCenter page that needs to be rejected.

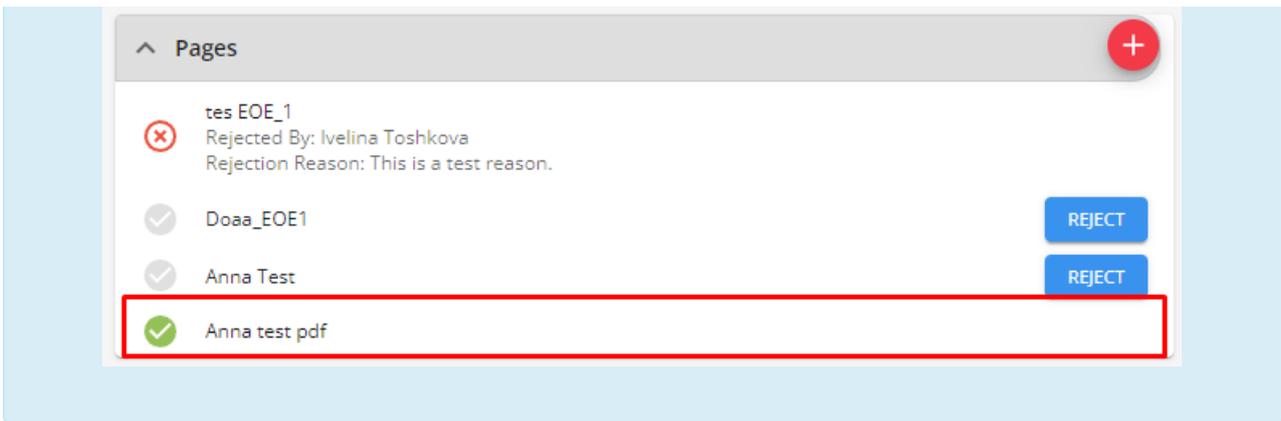
Navigate to the Onboarding tab of the employee record:



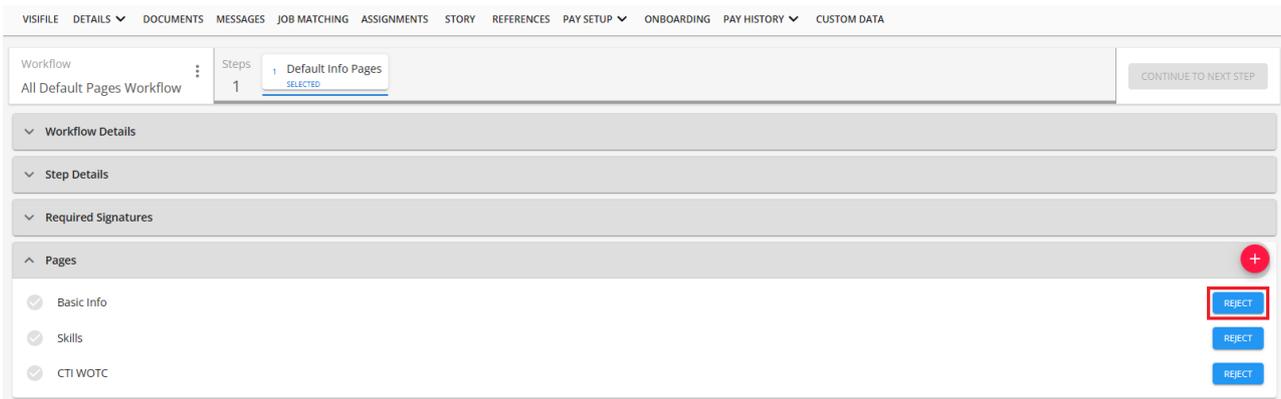
Within the Onboarding tab, select the workflow that contains the page that need to berejected:



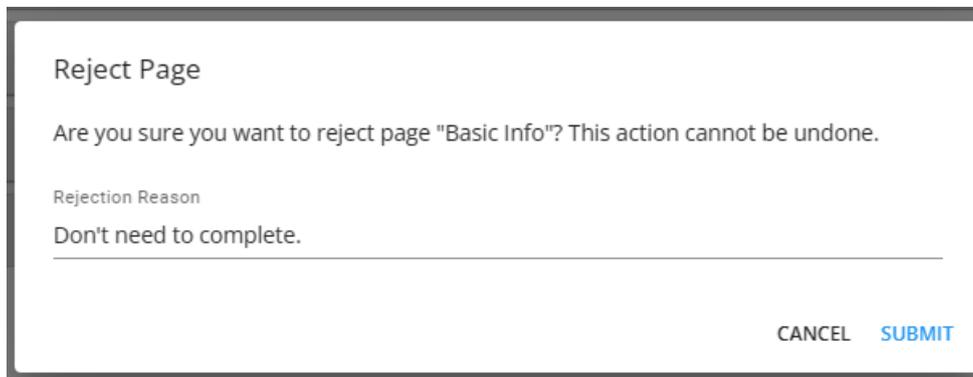
Note An HRCenter page with the status of "Completed" and/or contain form signatures cannot be rejected.



Select the "Reject" button to the right of the HRCenter page to open the "Reject Page" window:



Within the "Reject Page" window, enter a "Rejection Reason" and select "Submit" to complete the rejection of the page:



Note Once an HRCenter page has been rejected, it can no longer be re-activated and will need to be [reassigned](#) if required.

Once the HRCenter page has been rejected, the rejected page will no longer be visible in the workflow in HRCenter and the employee/applicant cannot see/complete the rejected page. The rejected page can still be seen in the assigned workflow in Beyond by the service rep.

VISIFILE DETAILS DOCUMENTS MESSAGES JOB MATCHING ASSIGNMENTS STORY REFERENCES PAY SETUP ONBOARDING PAY HISTORY CUSTOM DATA

Workflow: All Default Pages Workflow

Steps: 1 Default Info Pages (SELECTED)

CONTINUE TO NEXT STEP

Workflow Details

Step Details

Required Signatures

Pages

- Basic Info
 - Rejected By: joshua.kramer
 - Rejection Reason: Don't need to complete
- Skills
- CTI WOTC

REJECT

REJECT

Note In the event all pages of a workflow are rejected individually, the workflow will be automatically rejected with the following rejection reason: "All Pages from this Workflow have been rejected."

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Workflow: All Default Pages Workflow

Steps: 1 Default Info Pages (SELECTED)

CONTINUE TO NEXT STEP

Workflow Details

Date Created	10/19/2023	Date Completed	--
Date Rejected	10/19/2023	Rejection Reason	All Pages from this Workflow have been rejected by joshua.kramer.
Assigned By	joshua.kramer		

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