

Managing Rejections

Use this job aid when your request gets rejected.

Begin by accessing OMT as you normally do. *In the future, you will get a notification through Outlook if your OMT form has been rejected and you can click the link in the email message to access OMT.*

Locating Rejections in Your Pending Requests Dashboard

Currently, OMT forms with status "In Progress" and Current Approver set as "Initiator" means that the form is either "Rejected" or "Saved as Draft." To find out for sure if a form has been rejected you need to open the form and review comments. Rejected forms all have comments as it is required on Reject.

Future enhancement: The status will be listed as "Rejected."

1. Click the line where the status is "In Progress," and the current approver is "initiator."

Pending Requests					
Pending Positions 2					
Proposed Action	OMT Form Number	Effective Date	Status	Initiated By	Current Approver
New Position JHU : Instructional Designer	000201295985	03/31/2022	Sent to TA for Recruiting	Doe , Jane	
Edit Position JHU : 20008237 - Instructional Designer			In Progress	Doe , Jane	Quality Review
New Position JHU : Administrative Coordinator			In Progress	Doe , Jane	Quality Review
New Position JHU : Undergraduate-STU 1	000201312189	04/01/2022	In Progress	Doe , Jane	Initiator

If Status is "In Progress" and Current Approver is "Initiator," then the form is either "Rejected" or "Saved as a Draft."

2. Under the Request Details panel, note the rejection reason.

Request Details

What type of position are you creating? Employee **Faculty/Student/Non-Employee**

Position Effective Date* 📅 04/01/2022

Would you like to duplicate an existing Position on your team? Yes **No**

How many positions are needed?* 1

General Notes 🔍

Smith , John @ 5-27-2022 01:48 PM Rejected back to J Doe per J Doe. ←

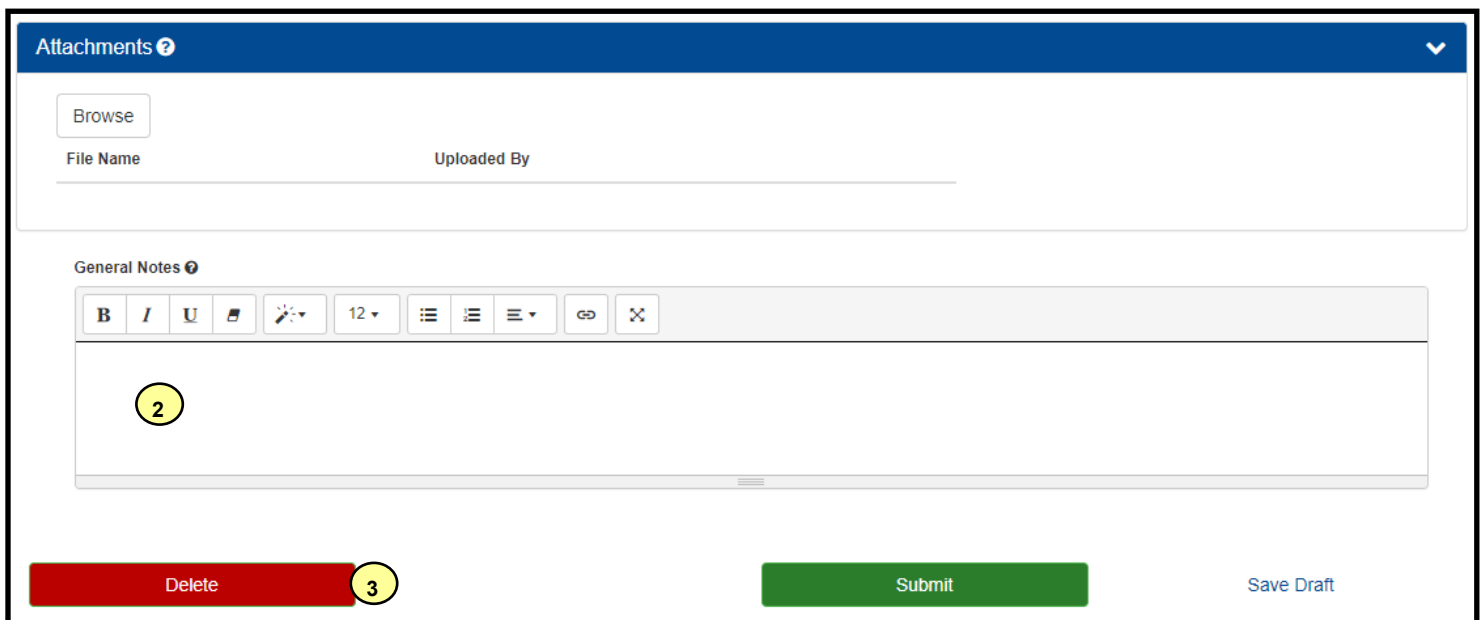
After viewing the rejection comments, you can either make corrections and resubmit the form, or you can delete it.

Deleting a Form

1. Click **Next** through all the panels until you get to the Attachment panel.



2. Explain why you are cancelling this request in the General Note section.
3. Click **Delete** to remove your work and return the position to its original status.

A screenshot of a web interface. At the top is a blue header bar labeled 'Attachments' with a question mark icon and a dropdown arrow. Below it is a 'Browse' button and a table with columns 'File Name' and 'Uploaded By'. Underneath is a 'General Notes' section with a rich text editor toolbar (bold, italic, underline, strikethrough, link, unlink, list, list, list, link, unlink) and a text area containing a circled '2'. At the bottom are three buttons: a red 'Delete' button with a circled '3', a green 'Submit' button, and a light blue 'Save Draft' button.

After confirming your decision, you will be returned to the Pending Requests dashboard.

4. Click **Pending Requests** to refresh your list.

The form will no longer show in your list. The position will return to its previous status.