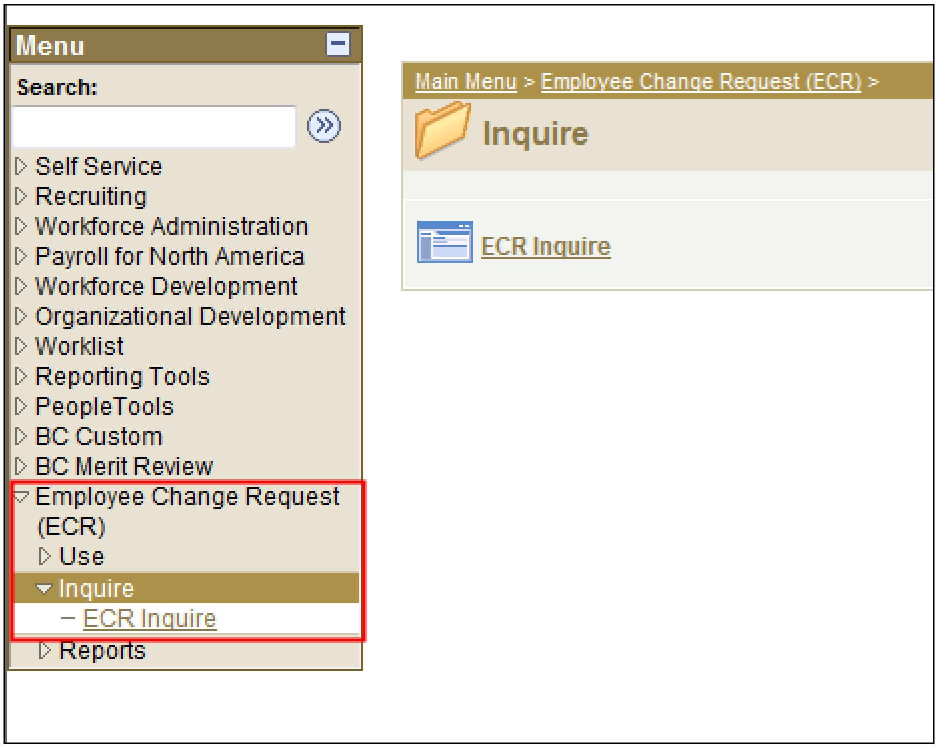
PeopleSoft HR

ECR Automation Process

Inquiry Page

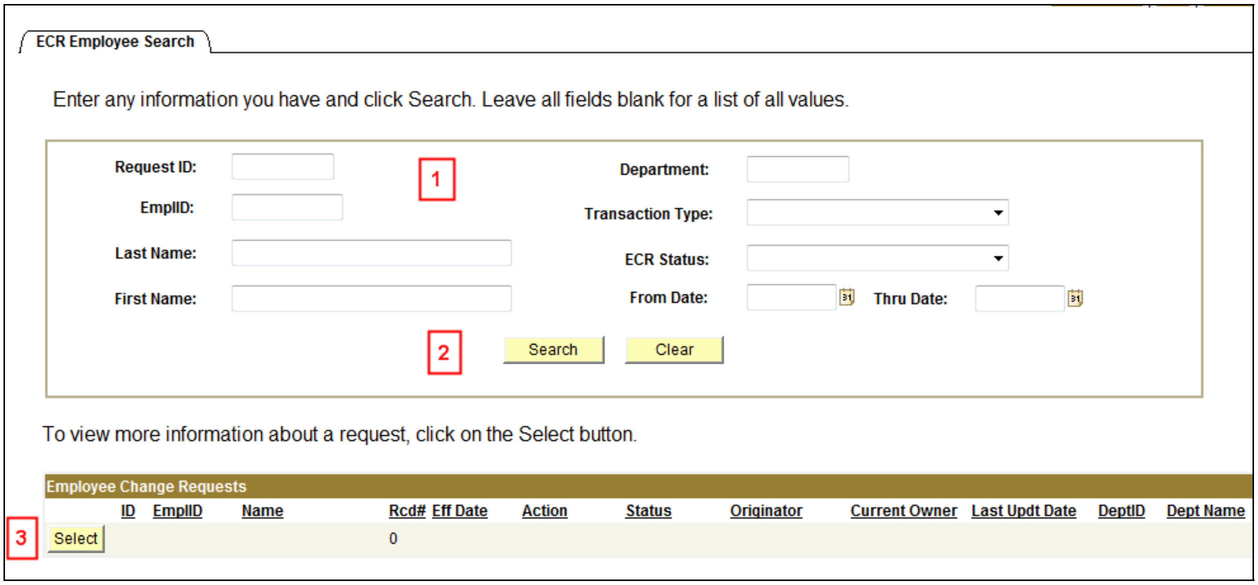
March 2011

ECR Transaction Inquiry

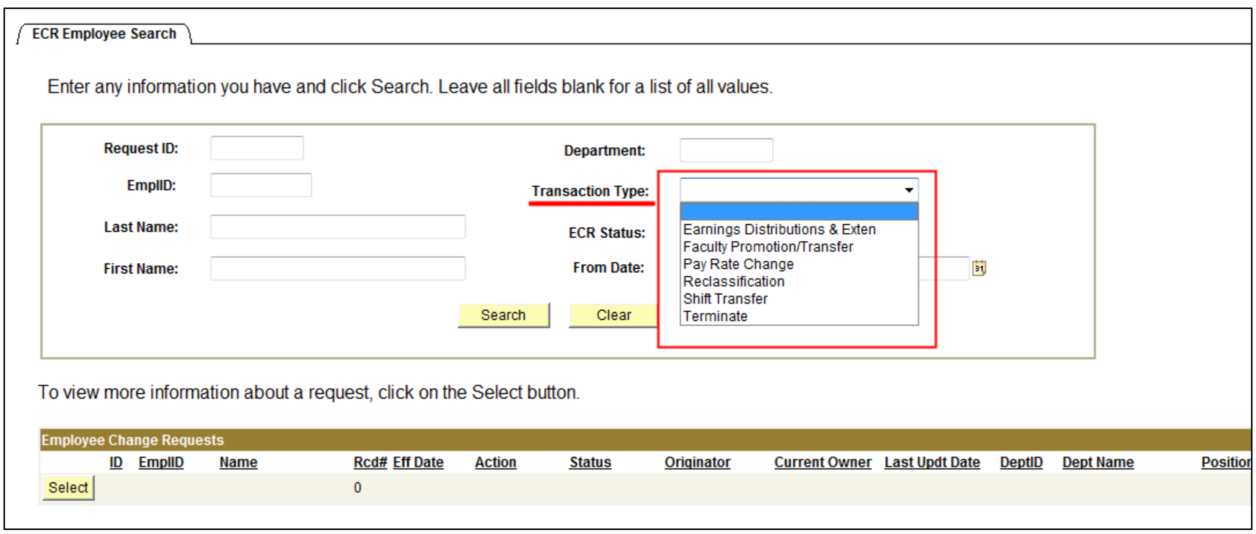


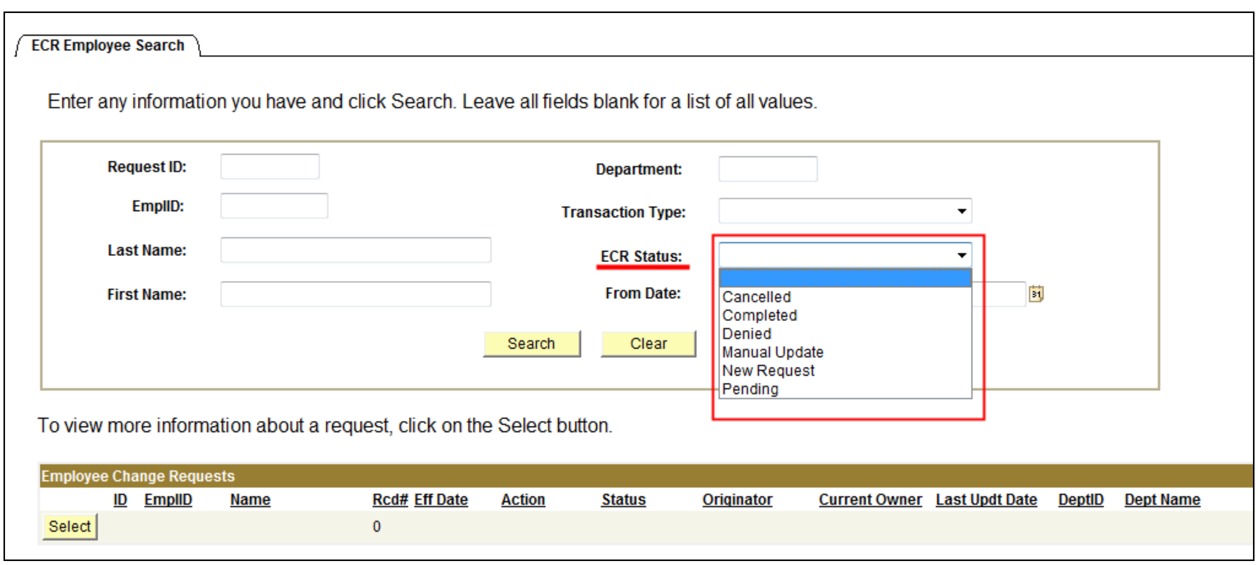
To view a transaction that is in process or already completed, follow the menu navigation below:

Home > Employee Change Request (ECR) > Inquire > ECR Inquire



Examples of various options to search for information:

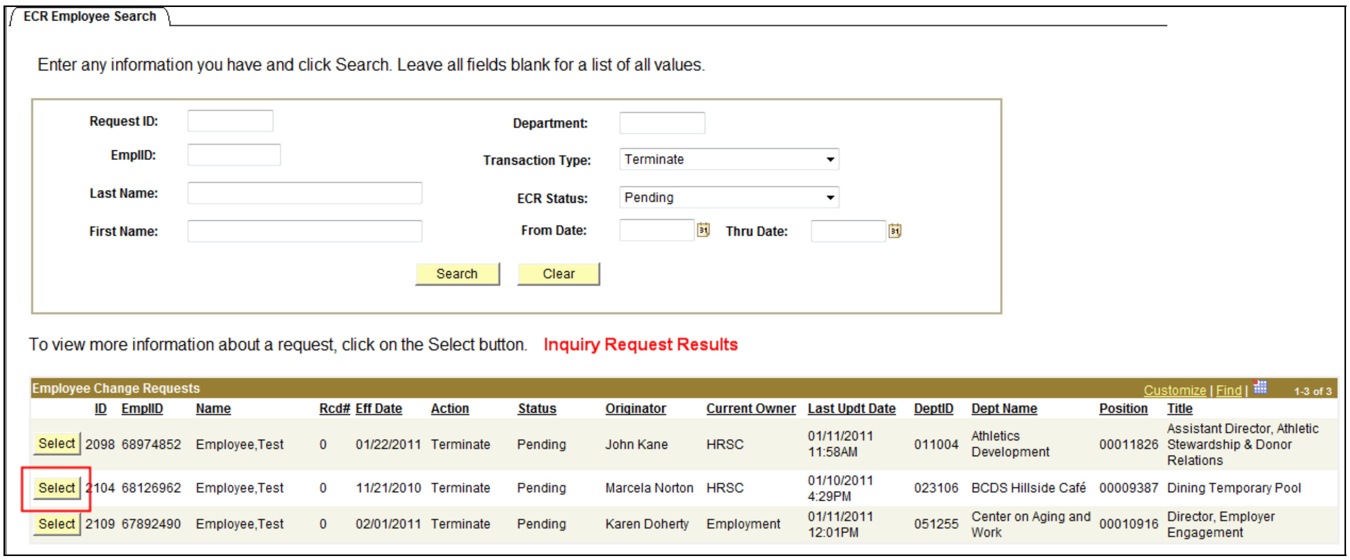




1. In this top section, the user can enter any field and/or multiple fields to search for an ECR. It is also useful to review ECR data already in the system.

2. Hit the Search button to display any ECR Requests that meet the search criteria entered. If a broader search is done against certain fields, the data can be downloaded to excel by selecting the spreadsheet button to the far right of the header. ( )

3. Click the Select button next to the request to pull up a specific ECR Inquiry Page. All the fields will be grayed out except for the current approver of the transaction.


ECR Employee Search

Enter any information you have and click Search. Leave all fields blank for a list of all values.

Request ID:
EmplID:
Last Name:
First Name:
Department:
Transaction Type: Terminate
ECR Status: Pending
From Date:
Thru Date:

Search Clear

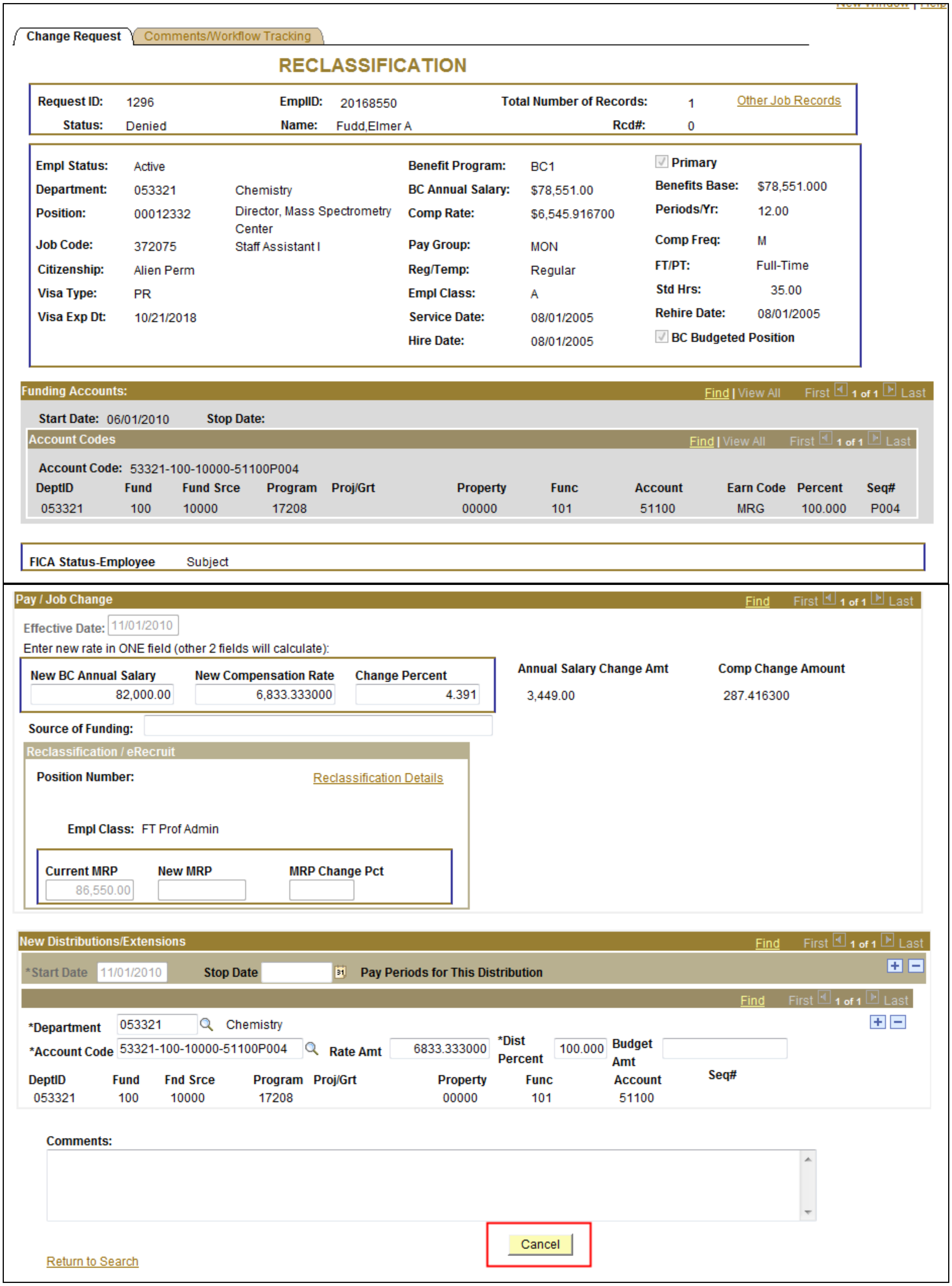
To view more information about a request, click on the Select button. Inquiry Request Results

Employee Change Requests — Customize | Find | 1-3 of 3

	ID	EmplID	Name	Rcd#	Eff Date	Action	Status	Originator	Current Owner	Last Updt Date	DeptID	Dept Name	Position	Title
Select	2098	68974852	Employee,Test	0	01/22/2011	Terminate	Pending	John Kane	HRSC	01/11/2011 11:58AM	011004	Athletics Development	00011826	Assistant Director, Athletic Stewardship & Donor Relations
Select	2104	68126962	Employee,Test	0	11/21/2010	Terminate	Pending	Marcela Norton	HRSC	01/10/2011 4:29PM	023106	BCDS Hillside Café	00009387	Dining Temporary Pool
Select	2109	67892490	Employee,Test	0	02/01/2011	Terminate	Pending	Karen Doherty	Employment	01/11/2011 12:01PM	051255	Center on Aging and Work	00010916	Director, Employer Engagement

Canceling an ECR Transaction Request

Home > Employee Change Request (ECR) > Inquire > ECR Inquire



Change Request | Comments/Workflow Tracking

RECLASSIFICATION

Request ID: 1296 **EmplID:** 20168550 **Total Number of Records:** 1 Other Job Records
Status: Denied **Name:** Fudd,Elmer A **Rcd#:** 0

Empl Status:	Active		**Benefit Program:**	BC1	☑ **Primary**	
Department:	053321	Chemistry	**BC Annual Salary:**	$78,551.00	**Benefits Base:**	$78,551.000
Position:	00012332	Director, Mass Spectrometry Center	**Comp Rate:**	$6,545.916700	**Periods/Yr:**	12.00
Job Code:	372075	Staff Assistant I	**Pay Group:**	MON	**Comp Freq:**	M
Citizenship:	Alien Perm		**Reg/Temp:**	Regular	**FT/PT:**	Full-Time
Visa Type:	PR		**Empl Class:**	A	**Std Hrs:**	35.00
Visa Exp Dt:	10/21/2018		**Service Date:**	08/01/2005	**Rehire Date:**	08/01/2005
			Hire Date:	08/01/2005	☑ **BC Budgeted Position**	

Funding Accounts: Find | View All First 1 of 1 Last

Start Date: 06/01/2010 **Stop Date:**

Account Codes Find | View All First 1 of 1 Last

Account Code: 53321-100-10000-51100P004

DeptID	Fund	Fund Srce	Program	Proj/Grt	Property	Func	Account	Earn Code	Percent	Seq#
053321	100	10000	17208		00000	101	51100	MRG	100.000	P004

FICA Status-Employee Subject

Pay / Job Change Find First 1 of 1 Last

Effective Date: 11/01/2010

Enter new rate in ONE field (other 2 fields will calculate):

New BC Annual Salary	New Compensation Rate	Change Percent	Annual Salary Change Amt	Comp Change Amount
82,000.00	6,833.333000	4.391	3,449.00	287.416300

Source of Funding:

Reclassification / eRecruit

Position Number: Reclassification Details

Empl Class: FT Prof Admin

Current MRP	New MRP	MRP Change Pct
86,550.00		

New Distributions/Extensions Find First 1 of 1 Last

*Start Date 11/01/2010 **Stop Date** **Pay Periods for This Distribution**

Find First 1 of 1 Last

***Department** 053321 Chemistry

***Account Code** 53321-100-10000-51100P004 **Rate Amt** 6833.333000 ***Dist Percent** 100.000 **Budget Amt**

DeptID	Fund	Fnd Srce	Program	Proj/Grt	Property	Func	Account	Seq#
053321	100	10000	17208		00000	101	51100	

Comments:

Cancel

Return to Search

- The Originator is the only one who can cancel an ECR Transaction Request.

- A request can be cancelled at any point during the approval process before the status is updated to 'Completed'.

- Select 'Cancel' at the bottom of the Inquiry Page.

- Confirm the status has been updated to 'Cancelled'.

- Upon cancellation, an email notification is sent to the pending approver and prior approvers indicating the transaction has been cancelled.