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. Department
2. Transaction Type
3. ECR Status
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.
Canceling an ECR Transaction Request

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