PeopleSoft HR ECR Automation Process Short Term Disability with Pay

May 2011

Processing a Short Term Disability with Pay

ECR Search Page

Menu 🗖			
Search:	Main Menu >	ECR)	
▷ Self Service			
Workforce Administration Devroll for North America	Use	Inquire	Reports
Version of North America Workforce Development Orappizational Development	ECR Create	ECR Inquire	Employee Change Request E-mail
 Organizational Development Worklist Depending Table 			
 PeopleTools PC Custom 			
▷ BC Custom ▷ BC Merit Review			
 Employee Change Request (ECR) 			
D Use D Inquire			
▶ Reports			

To process a Short Term Disability using the automated ECR process, follow the menu navigation below:

Home > Employee Change Request (ECR) > Use > ECR Create

Menu Search:
Search:
Employee Search - Update
Recruiting Enter any information you have and click Search. Leave fields blank for a list of all values.
D Workforce Administration
Payroll for North America
D Workforce Development
D Organizational Development
▷ Worklist EllipiiD. Degitis with ♥
D PeopleTools Last Name: begins with ▼
D BC Custom First Name: begins with
D BC Merit Review
▽ Employee Change Request
(ECR) Search Clear Basic Search 🗒 Save Search Criteria
⇒ Use
- ECR Create
D Inquire
D REPORS

• If you know the Name or Eagle ID of the employee, type it into the appropriate field. A search can still be performed if you only have a partial name or Eagle ID.

NOTE: The Name fields are not case sensitive.

ECR Search Page

1	oyee Search	<u>`</u>								
Employe	e Search Crit	eria								
Eff	Empl ID:	201685	550 F	udd,Elmer A						
	ECR Action:	Search	4	-						
Below i To crea	is a list of al ate an ECR	ll job recc , first sele	ords for this e ect the Action	employee f n then click	for which you ha the Create EC	ive access a R button.	s of the effective	date above.		
Employe	e lobs							Customiza	Find	Firet 4 a stale last
Employe	e Jobs Rcd# E	Eff Date	Empl Status	Action	<u>Reason</u>	<u>DeptiD</u>	Dept Name	<u>Customize</u> <u>Position</u>	<u>Find</u> ^{##} <u>Title</u>	First 🗐 1 of 1 🕑 Last Primary
Employe Create	ee Jobs <u>Rcd#</u> E ECR 0	Eff Date	<u>Empl Status</u>	Action	Reason	<u>DeptiD</u>	Dept Name	<u>Customize</u> <u>Position</u>	<u>Find</u> 🗯 <u>Title</u>	First I of 1 E Last Primary
Employe Create Below i To view	e Jobs <u>Rcd# E</u> ECR 0 is a list of E v more infor	<u>Eff Date</u> CRs that mation a	Empl Status have been o bout the req	Action Created for uest or to c	Reason the jobs listed a cancel a reques	<u>DeptID</u> above. t, click on the	Dept Name	<u>Customize</u> <u>Position</u>	<u>Find</u> <u>Title</u>	First I of 1 D Last Primary
Employe Create Below i To view Change	ECR 0 Rcd# E ECR 0 is a list of E wore infor Request Statu	CRs that mation a	Empl Status have been o bout the req	Action created for uest or to c	Reason the jobs listed a cancel a reques	DeptID above. t, click on the	Dept Name	Customize Position	<u>Find</u> <u>Title</u>	First 🔍 1 of 1 🕨 Last Primary
Employe Create Below i To view Change Select	e Jobs <u>Rcd# E</u> ECR 0 is a list of E v more infor Request ID	CRs that mation a <u>Rcd# Eff I</u>	Empl Status have been o bout the req Date Activ	Action created for uest or to c	Reason the jobs listed a cancel a reques	DeptID above. t, click on the Dept Name	Dept Name e Select button. Cu Position	<u>Customize</u> <u>Position</u> <u>Istomize Find ³ <u>Title</u></u>	<u>Find</u> [™] Title ■ 1 of 1	First 🕢 1 of 1 🕨 Last Primary
Employe Create Below i To view Change Select Select	e Jobs <u>Rcd# E</u> ECR 0 is a list of E v more infor Request Statu <u>Request ID</u>	Eff Date ECRs that Internation a Is Rcd# Eff I 0	Empl Status have been o bout the req Date Actio	Action Created for uest or to c on <u>Sta</u>	Reason the jobs listed a cancel a reques tus DeptID	DeptID above. t, click on the Dept Name	Dept Name e Select button. Cu Position	Customize Position Istomize Find ³ Title	I <u>Find</u> I III	First 🖲 1 of 1 🖻 Last Primary

1. Verify the Eagle Id and Name of the employee for whom the transaction is being done.

2. Enter the Effective Date of the Short Term Disability. This is the Effective Date that will be reflected in PeopleSoft HR.

3. Select "Short Term Disability with Pay" from the ECR Action drop down field.

4. Click the Search button to display the Employee Jobs for the employee. This will display all the job records within the security access of the originator. This allows the user to determine which job record to select and run the Create ECR process.

ECR Search Page

ECR Employee Search	<u> </u>								-
Employee Search Crite	eria								
Empl ID:	692157	14							
Effective Date:	06/11/20	011 🗐							
ECR Action:	Short Te	erm Disability w	vith Pay 👻						
	Search								
Bolow is a list of all	Liob reco	rds for this a	mplovee for	which you have a		s of the effective (date above		
To create an ECR,	first solo		imployee ioi	which you have a	leess a		uaic above.		
	III St Selei	ct the Action	n then click th	he Create ECR bu	tton.				
,	III SL SEIEI	ct the Action	then click th	he Create ECR bu	tton.				
	III St Selet	ct the Action	then click th	he Create ECR bu	tton.				
Employee Jobs	ff Date	Ct the Action	Action	Reason	DeptiD	Dent Name	<u>Customize F</u> Position	ind 🛗 First 🗹	1-3 of 3 ▶ Last Primary
Employee Jobs Rcd# El Create ECR 0 09	ff Date 9/01/2003	ct the Action <u>Empl Status</u> Terminated	n then click th <u>Action</u> Termination	Reason NJA-No Job Activity Job Term'd	<u>DeptID</u> 059001	<u>Dept Name</u> Dean, Gssw	Customize F Position 00008173	ind # First Title Part Time Faculty	1-3 of 3 ▶ Last <u>Primary</u>
Employee Jobs Rcd# Ef Create ECR 0 09 Create ECR 1 06	ff Date 9/01/2003 6/01/2003	Empl Status Terminated	Action Termination	Reason NJA-No Job Activity Job Term'd NJA-No Job Activity Job Term'd	DeptID 059001 059001	Dept Name Dean, Gssw Dean, Gssw	Customize F Position 00008173 00008173	ind ₩ First Title Part Time Faculty Part Time Faculty	1-3 of 3 🕑 Last Primary
Employee Jobs Rcd# Ef Create ECR 0 09	ff Date 9/01/2003	Empl Status Terminated	Action Termination	Reason NJA-No Job Activity Job Term'd NJA-No Job Activity	DeptID 059001	Dept Name Dean, Gssw	Customize F Position 00008173	<u>ind ∰</u> First Title Part Time Faculty Part Time Faculty	1-3 of 3 ▶ <u>P</u> i

5. Click the Create ECR button next to the job record to process the Short Term Disability.

NOTE: Any ECR transactions that have been processed for the employee will also display under the **Change Request Status** section of the page.

ECR Short Term Disability Request Page

Change Reques	t Y Com	ments/Workflow Tracking \							
SHORT TERM DISABILITY									
Request ID:	NEW	EmpliD:	69215714		Total Number of Records:	3	Other Job Records		
Status:		Name:	I		Rcd#:	2			
Empl Status:	Active			Benefit Program	1:	🖉 Primary			
Department:	059021	l		BC Annual Salar	y:	Benefits Bas	e: \$39,046.000		
Position:	000109	957		Comp Rate:		Periods/Yr:	12.00		
Job Code:	249550)		Pay Group:	MON	Comp Freq:	М		
Citizenship:				Reg/Temp:	Regular	FT/PT:	Part-Time		
Visa Type:				Empl Class:	B-PtAdmin	Std Hrs:	21.00		
Visa Exp Dt:				Service Date:	09/01/1991	Rehire Date:	09/01/1991		
				Hire Date:	09/01/1991	BC Budge	ted Position		

Information specific to the employee and important for processing a Short Term Disability has been identified and captured in the top section of the screen. This information is reflective of the data specific to the job being updated. This data displays current information as of the effective date. It will not display future dated information for the employee.

NOTES:

• **Request ID and Status** will default to **'NEW'** until the transaction has been submitted. The various statuses will update as the transaction goes through the process.

Status	Definition
Now Poquest	The status defaults to 'New Request' when the request is first opened.
New Request	The Request ID defaults to 'New.'
Donding	The status is 'Pending (area) Approval' while waiting for approver action:
(area)	Approve or Deny.
(alea)	Possible approval areas are: Office of the Provost, Restricted Funds,
Арргова	Compensation, Position Management, Foreign Tax, and HRSC.
	The status is set to 'Denied' when the request is denied by an approver.
Donied	Upon denial, the request is routed back to the originator.
Denieu	At this point, the originator may cancel or resubmit the request.
	On resubmit, Request ID remains the same as original.
Cancollod	The status is 'Cancelled' when the request is cancelled by the originator.
Cancelleu	No further activity allowed on this request.
Manual	The status is 'Manual Update' when the HRSC rep presses the 'Manual
Update	Update' button. The request must be entered into Job Data manually. This
	is done in the event of a system error or if the rep determines that a manual
	update is required. The request is complete.
	No further activity allowed on this request however, the HRSC has the

	ability to add a comment. The Originator will receive notification of the manual update.
Completed	The status is 'Completed' when the data is entered successfully into PeopleSoft. No further activity allowed on this request however, the HRSC has the ability to add a comment.

• The **Other Job Records** link opens a screen that displays other job records the employee has (if applicable) that the user has security access to view.

EmpliD:	Name:	Stephen B					
Other Job Records for	which you have ac	cess					1 of 1
Rcd # Effective Date	Empl Status	Action	DeptID	Dept Name	Positio	n Position Title	Primary
0							

ECR Short Term Disability Page (Lower Section)

Change Reques	st Comr	ments/Workflov	w Tracking						
			SHOP		M DISABILITY	,			
Request ID: Status:	NEW		EmpIID: Name:		Tot	al Number of Rec	cords: 1 Rcd#: 0	Other Job Record	<u>s</u>
Empl Status: Department: Position: Job Code: Citizenship: Visa Type: Visa Exp Dt:	Active 025105 000114 242420	92			Benefit Program: BC Annual Salary: Comp Rate: Pay Group: Reg/Temp: Empl Class: Service Date: Hire Date:	BC1 MON Regular A-FtAdmin 06/09/2003 06/09/2003	✓ Primary Benefits Ba Periods/Yr: Comp Freq FT/PT: Std Hrs: Rehire Dat ✓ BC Budg	ase: \$ 12.00 : M Full-Time 35.00 e: 06/09/2003 geted Position	
Transaction Ty	pe: Sh	ort Term Disa	bility with Pay				- :-	- d Monus All - First	4 b
Start Date: 0	4/01/2008	Stop Dat	e:				<u>Fi</u>	ng View All First	⊇ 1 of 1 🖾 Last
Account Codes		otop bat					Find	View All 🛛 First 🗹	1 of 1 🕑 Last
Account Code DeptID 025105	e: 25105-1 Fund 100	00-10000-511 Fund Srce 10000	00D001 Program 00000	Proj/Grt	Property 00000	Func 401	Account 51100	Earn Code Percer MRG 100.00	n t Seq# 00 D001
*FICA Status-En	nployee	Subject	- 6						
Short Term Disal	bility : 06/11	/2011 A d	tion: STE) Chan	ge Reason: Short	Term Disability V	/ith Pay 👻	7 Earn Co	de: NPY
Vacation Additio	onal Data				Commonto				
Applied Vaca *BC Days I Vac	ation Time Hours: cation: Sick:	Days	8		9				*
Cor	mments: 10								Ť
	Deture to 0	occh			Submit 11				

6. Verify the FICA Status of the employee. This is very important when processing a Short Term Disability. In particular, if the employee is a foreign employee.

7. The Change Reason will default in as Short Term Disability with Pay and will be grayed out. This is the only reason used and cannot be changed. At this point, a discussion has most likely taken place with the Benefits Office to determine effective date and correct type of leave.

8. Enter the vacation and sick time in the appropriate fields. They can be entered in days or hours based on the type of employee.

9. This comment field is used by the Originator only. It is for comments related to the vacation and sick time entered. Anything entered here is 'View Only' for all approvers throughout the process. The comments can be viewed in the comment box next to the vacation/sick fields.

cation Additional Data	Commenter	
*BC Days Hours: Days -	This employee will be paid according to what is entered here. Please approve.	*
Vacation: 5.00	View as an approver	
Sick: 3.00		-

10. Originators and Approvers can enter comments as they go through the process. These will appear on the Workflow Tab and can be viewed by anyone involved in the approval path from the Originator to the HRSC. They can also be referenced at any time after the transaction has been completed.

11. Enter the **Submit** Button when all the required information has been entered. This will begin the workflow and assign a Request ID to the transaction.

<u>ECR Short Term Disability</u> Comments/Workflow Tracking Page

Request ID:	2162		ECR Status:	Completed		
EmplID:	83018766		Rcd#:	0		
Comments / Tra	cking			1-4 of		
User Name	DateTime	Action	Comment			
Susan Hynes	05/03/2011 10:58AM	Submitted	-submitted for app	roval without comments-		
Susan Hynes	05/03/2011 10:58AM	Approved	Approved as Origi	nator		
Jack Burke	05/03/2011 11:04AM	Approved	looks good from a	looks good from a benefits standpoint.		
Maria Alvarez	05/03/2011 11:16AM	Approved	let's move forward			
Review Workflov	/ Routing			1-5 of		
Description		Action	Oprid	DateTime Stamp		
Originator		Originated	HYNESS	05/03/2011 10:58AM		
Provost		Approved	HYNESS	05/03/2011 10:58AM		
Benefits		Approved	BURKEJ	05/03/2011 11:04AM		
HRSC		Approved	CRUZMC	05/03/2011 11:16AM		
Employment		Job Updated	CRUZMC	05/03/2011 11:17AM		

- After the Short Term Disability request is submitted, the workflow approval path is displayed on the second tab called 'Comments/Workflow Tracking'. This will show each department that must approve the transaction before it is processed in the HRSC. It will also show those departments that receive an email notification of the transaction.
- The request can be viewed by the originator and the approvers at any point during the workflow process for a status update.

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

	ECR Emplo	oyee	Search									
	Enter a	anyi	nformatio	on you have	and click Search. Le	eave all field	ds blank for a li	st of all values				
		Req	uest ID:		1		Department:]			
		I	EmpliD:			Т	ansaction Type:			•		
		Las	t Name:				ECR Status:			•		
		Firs	t Name:				From Date:		I Thru Date:	31		
					2	Search	Clear					
	To view	ı mo	re inform	ation abou	t a request, click on th	ne Select bu	utton.					
	Employe	e Cha	ange Reque	ests	Ded# Eff Date	Action	Status	Originator	Current Owner	Leat Undt Date	DentiD	Dept Name
3	Select	U	Emplin	<u>name</u>	0	ACUON	<u>Status</u>		<u>current Owner</u>	Last uput Date	DepuD	<u>Dept Name</u>

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

	st Com	ments/workflow	Tracking							
			SHOR		I DISABILIT	(
Request ID:	2164		EmpliD:	69215714	То	tal Number of Rec	ords: 3	Other Job Red	cords	
Status:	Pending	Benefits Approv	al Name:			E	mpl Rcd#: 2			
Empl Status: Department: Position: Job Code: Citizenship: Visa Type: Visa Exp Dt:	Active 059021 000109 249550	57			Benefit Program: BC Annual Salary: Comp Rate: Pay Group: Reg/Temp: Empl Class: Service Date: Hire Date:	MON Regular B-PtAdmin 09/01/1991 09/01/1991	V Primary Benefits Ba Periods/Yr: Comp Freq FT/PT: Std Hrs: Rehire Date	ase: \$39,046 : 12.00 : M Part-Tin 21.00 e: 09/01/1 geted Position	3.000 ne) 991	
ransaction Ty unding Accou	pe: S nts:	3hort Term Disa	bility with Pa	y			Ē	Find View All	First 🖪 1	of 1 🕑
Start Date:	11/01/2006	Stop Dat	e:				Fin	d I Viow All	Firet 🗐 🚛	
Account Co DeptID 059021	de: 59021- Fund 100	-100-10000-531 Fund Srce 10000	20D001 Program 00000	Proj/Grt	Property 00000	Func 101	Account 53120	Earn Code MPR	Percent 100.000	Seq# D001
FICA Status-E	Employee	Subject	Ŧ							
rt Term Disal fective Date:	bility 06/11/2 nal Data	2011 Actio	n: STD	Change Re	ason: Short Te	rm Disability With F	av 🔹	Earn Code:	NPY	
Applied Vaca	ition Time			Comm	ents:					
*BC Days Va	Hours: acation: Sick:	Days •	·	pleas	e pay.					4
Comments:	•								*	
Comments:	•								*	

• 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.

Approve/Deny an ECR Transaction Request

					1	<u>Home</u>	Worklist	Add to Favorites
								New Window Help Customize P
Worklist for								
Detail View			Work List Filters:	Review STI	O Transactio	n 🔻	2	
Worklist						Custom	iize Find Vie	ew All 📔 🛛 First 🗹 1 of 1 🕩 Last
From	Date From Work Item	Worked By Activity	Priority	Link	3			
Susan Hynes	05/03/2011 Review STD Transaction	BC_TRXN_DISABILITY		•	.69	215714.06	6/11/2011	Mark Worked Reassign

1. An approver has the option to go through his worklist to view any transactions or through ECR > Inquiry to get to the transaction.

2. The worklist allows the user to filter on the different transactions that come through the worklist. The Short Term Disability filter name is 'Review STD Transaction'. This will display only those items under the selected filter.

3. Each worklist item is defined within a link that displays the employee's name, eagle ID and effective date of the transaction. Click on this link to go directly to the transaction page and review the information.

	st Comments/Workflow	Fracking \						_
		SHOR						
Request ID:	2164	EmpliD:	69215714	Tot	al Number of R	Records: 3		
Status:	Pending Benefits Approva	Name:				Empl Rcd#: 2	lob Data	
	r onang zonono Approta						ob Summary	
				Benefit Program:		Primary		
Empl Status:	Active			BC Annual Salary:		Benefits Base	e: \$39,046.00	00
Department:	059021			Comp Rate:		Periods/fr:	12.00	
Position:	00010957			Pay Group:	MON	EURIP Freq.	M Part-Time	
Job Code:	249550			Reg/Temp:	Regular B. Btådmin	Std Hrs:	21.00	
Vice Type:				Empliciass:	B-PlAdmin	Rehire Date:	09/01/1991	1
Visa Type.				Hire Date	09/01/1991	BC Budget	ted Position	
VISU EXP DL				The Date.	09/01/1991			
T	na Obad Tam Diash							
Funding Accou	nts: Short Term Disab	ility with Pay	/			Fin	d I View All F	First 🕙 1 of 1 🕑 Last
Start Date:	11/01/2006 Stop Date							
Account Code	es s					Find	View All Firs	st 🕙 1 of 1 🕨 Last
Account Co	de: 59021-100-10000-5312	00001				i		
DeptID	Fund Fund Srce	Program	Proj/Grt	Property	Func	Account	Earn Code Pe	ercent Seq#
059021	100 10000	00000		00000	101	53120	MPR 1	00.000 D001
*FICA Status-E	Subject	-						
Short Term Di	sability							
Short renn bi	Jubility							
Effective Dat	e: 06/11/2011 Actio	on: STD	Change I	Reason: Short Te	erm Disability V	Vith Pay 🔻 E	Earn Code: N	IPY
Effective Dat	e: 06/11/2011 Actio	on: STD	Change I	Reason: Short To	erm Disability V	Vith Pay 🔻 E	Earn Code: N	ΙPY
Effective Dat	e: 06/11/2011 Action	on: STD	Change I	Reason: Short Te	erm Disability V	Vith Pay 🔹 E	Earn Code: N	IPY
Effective Dat	e: 06/11/2011 Action nal Data tion Time	on: STD	Change I	Reason: Short To	erm Disability V	Vith Pay 💌 E	Earn Code: N	ΙPY
Effective Dat	e: 06/11/2011 Action nal Data tion Time : Hours: Days v	on: STD	Change I Comm pleas	Reason: Short Te nents: e pay.	erm Disability V	Vith Pay 👻 E	Earn Code: N	ιPY
Effective Dat	e: 06/11/2011 Action nal Data tion Time s Hours: Days v	on: STD	Change I Comm	Reason: Short Te nents: e pay.	erm Disability V	Vith Pay 🔹 E	Earn Code: N	ιPY Δ
Effective Dat	e: 06/11/2011 Actional Data tion Time Hours: Days v acation: 10.00	on: STD	Change I	Reason: Short To nents: e pay.	erm Disability V	Vith Pay 🔹 E	Earn Code: N	νPΥ Δ
Effective Dat	e: 06/11/2011 Actional Data tion Time Hours: Days - acation: 10.00 Sick: 2.00	on: STD	Change I	Reason: Short Te	erm Disability V	Vith Pay 💌 E	Earn Code: N	JPY
Effective Dat	e: 06/11/2011 Activ nal Data tion Time & Hours: Days v acation: 10.00 Sick: 2.00	on: STD	Change I Comm pleas	Reason: Short Te nents: e pay.	erm Disability V	Vith Pay v E	Earn Code: N	ιPΥ τ
Effective Dat	e: 06/11/2011 Actional Data tion Time Hours: Days * acation: 10.00 Sick: 2.00	on: STD	Change I	Reason: Short Te nents: e pay.	erm Disability V	Vith Pay V	Earn Code: N	JPY
Effective Dat	e: 06/11/2011 Actional Data	on: STD	Change I	Reason: Short Te	erm Disability V	Vith Pay v E	Earn Code: N	JPY
Effective Dat	e: 06/11/2011 Activition Time a Hours: Days	on: STD	Change I	Reason: Short Te	erm Disability V	Vith Pay v E	Earn Code: N	JPY
Effective Dat	e: 06/11/2011 Activ nal Data tion Time a Hours: Days • acation: 10.00 Sick: 2.00	on: STD	Change I	Reason: Short Te tents: e pay.	erm Disability V	Vith Pay v E	Earn Code: N	JPY
Effective Dat	e: 06/11/2011 Activities the second s	on: STD	Change I	Reason: Short Te	erm Disability V	Vith Pay v E	Earn Code: N	JPY
Effective Dat	e: 06/11/2011 Activities Activiti	on: STD	Change I	Reason: Short Te	erm Disability V	Vith Pay v E	Earn Code: N	JPY
Effective Dat	e: 06/11/2011 Activities Activiti	on: STD	Comm pleas	Reason: Short Te	erm Disability V	Vith Pay v E	Earn Code: N	JPY
Effective Dat	e: 06/11/2011 Activition Time a Hours: Days - acation: 10.00 Sick: 2.00 :	on: STD	Change I	Reason: Short Te	erm Disability V	Vith Pay v E	Earn Code: N	JPY
Effective Dat	e: 06/11/2011 Activitation Time a Hours: Days * acation: 10.00 Sick: 2.00	on: STD	Change I	Reason: Short Te	erm Disability V	Vith Pay v E	Earn Code: N	JPY
Effective Dat	e: 06/11/2011 Actional Data	on: STD	Change I	Reason: Short Te	erm Disability V	Vith Pay V E	Earn Code: N	JPY
Effective Dat	e: 06/11/2011 Actional Data		Comm pleas	Reason: Short Te	erm Disability V	Vith Pay v E	Earn Code: N	JPY

4. If the information provided is accurate, the approver will click 'Approve' to advance the workflow to the next approver on the list. The workflow tab indicates the route and where it is in the process. It will reflect updated information after each step.

If the information is not correct for any reason, the approver has the option to deny the request. This will send a notification email and the request directly back to the originator with a required comment as to why it has been denied. The originator has the option to re-submit the request or to cancel the request. Change Request Comments/Workflow Tracking

SHORT TERM DISABILITY

Request ID: Status:	2164 Denied	EmpIID: Name:	69215714	To	tal Number of Records: Empl I	: 3 <u>Othe</u> Rcd#: 2	er Job Records
Empl Status: Department: Position: Job Code:	Active 059021 00010957 249550			Benefit Program: BC Annual Salary: Comp Rate: Pay Group: Reg/Temp:	MON Regular	Primary Benefits Base: Periods/Yr: Comp Freq: FT/PT:	\$39,046.000 12.00 M Part-Time
Citizenship: Visa Type: Visa Exp Dt:			:	Empl Class: Service Date: Hire Date:	B-PtAdmin 09/01/1991 09/01/1991	Std Hrs: Rehire Date: ✓ BC Budgeted	21.00 09/01/1991 Position

Transaction Type: Short Term Disability with Pay

Funding Acco	unts:							Find View All	🛛 First 🕙 1	I of 1 🕑 Last
Start Date:	11/01/2006	S Stop Dat	te:							
Account Cod	les						<u>Fir</u>	nd View All	First 🖪 1 of	1 🗈 Last
Account Co	ode: 59021	-100-10000-531	120D001							
DeptID	Fund	Fund Srce	Program	Proj/Grt	Property	Func	Account	Earn Code	Percent	Seq#
059021	100	10000	00000		00000	101	53120	MPR	100.000	D001

*FICA Status-Employee	Subject 👻
Short Term Disability	

Effective Date:	06/11/2011	Action:	STD	Change Reason:	Short Term Disability With Pay	-	Earn Code:	NPY	

Vacation Additional Data			
Applied Vacation Time		Comments:	
*BC Days Hours:	Days 🔻	please pay.	~ E
Vacation:	10.00		
Sick:	2.00		-
Comments:		al ·	

<u>~</u>
Ψ.

Return to Search		
	Resubmit Cancel	5

5. If a request is denied, the originator can make changes to the request and Resubmit it or Cancel the request.

noquootioi	2163		ECR Status	Denied
EmplID:	35020710		Rcd#:	0
Commonto / Tr	acking			
User Name	DateTime	Action	Comment	1-3 of
Susan Hynes	05/03/2011 11:37AM	Submitted	-submitted for app	proval without comments-
Jack Burke	05/03/2011 11:58AM	Denied	no	6
Susan Hynes	05/03/2011 12:04PM	Submitted	TRY AGAIN WITH	CORRECT DAYS
Review Workflo	w Routing	Action	Oprid	1-4 of DateTime Stamp
Review Workflo <u>Description</u> Originator	w Routing	Action Originated	Oprid HYNESS	1-4 of DateTime Stamp 05/03/2011 12:04PM
Review Workflo <u>Description</u> Originator Benefits	w Routing	Action Originated	Oprid HYNESS	1-4 of <u>DateTime Stamp</u> 05/03/2011 12:04PM
Review Workflo Description Originator Benefits HRSC	w Routing	Action Originated	Oprid HYNESS	1-4 of <u>DateTime Stamp</u> 05/03/2011 12:04PM

6. When a request is resubmitted, the workflow will readjust according to the changes made and begin the routing cycle again. It will display all activity pertaining to the request, including the resubmission through to completion.