

PeopleSoft HR

ECR Automation Process

Employee Work Hours Change  
*(Temporary Basis)*

May 2012

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# Create an Hours Change Request

An Employee Work Hours Change request is used to temporarily change the hours an employee works in his/her position. Hours may be increased or decreased, and benefits eligibility as well as Kronos timekeeping may change as a result in some cases. The Employee Work Hours Change may not be used to permanently change the standard hours an employee works; a paper ECR form is still required for this type of change.

In order to grant an employee an Hours Change Request, it must be created by the employee's department administrator (Originator), approved by appropriate offices based on the funding involved, and then entered into PeopleSoft HR by the Human Resources Service Center (HRSC).

Before creating an Hours Change Request for an employee, the Originator should determine the following:

- The type of Hours Change being requested: Hours Change Only or Hours Change with Earnings Distribution (Use the latter if other account codes will be used to fund the payroll expenses resulting from the change – *usually only if the change consists of an increase in hours.*)
- The new hours amount that will be worked by the employee
- The effective date the new hours will begin
- The Account Codes to be used if an Earnings Distribution/Extension is required
- Whether the employee's new hours will need to extend into the next fiscal year, and whether the date of the 'return' to position standard hours is known or unknown. (*If Known: what the confirmed Return Date is; and if Unknown: what the Expected Return Date is.*)

Another Point to Consider:

- Whether or not an 'additional' temporary Hours Change request will be needed at the start of the new fiscal year.

**Note:** At the end of each fiscal year, employee hours revert back to the original Position Standard Hours.

Once this happens, and the new fiscal year begins, employees *do not* automatically revert back to the hours from the initial ECR request. A new ECR will need to be submitted at the start of the new fiscal year if the temporary hours change needs to continue.

**\*\*This additional ECR request does not need to be submitted at the time of the initial Hours Change ECR request.** Position Management will send a reminder notification to Originators at the start of each fiscal year to ensure that all needed requests are submitted.

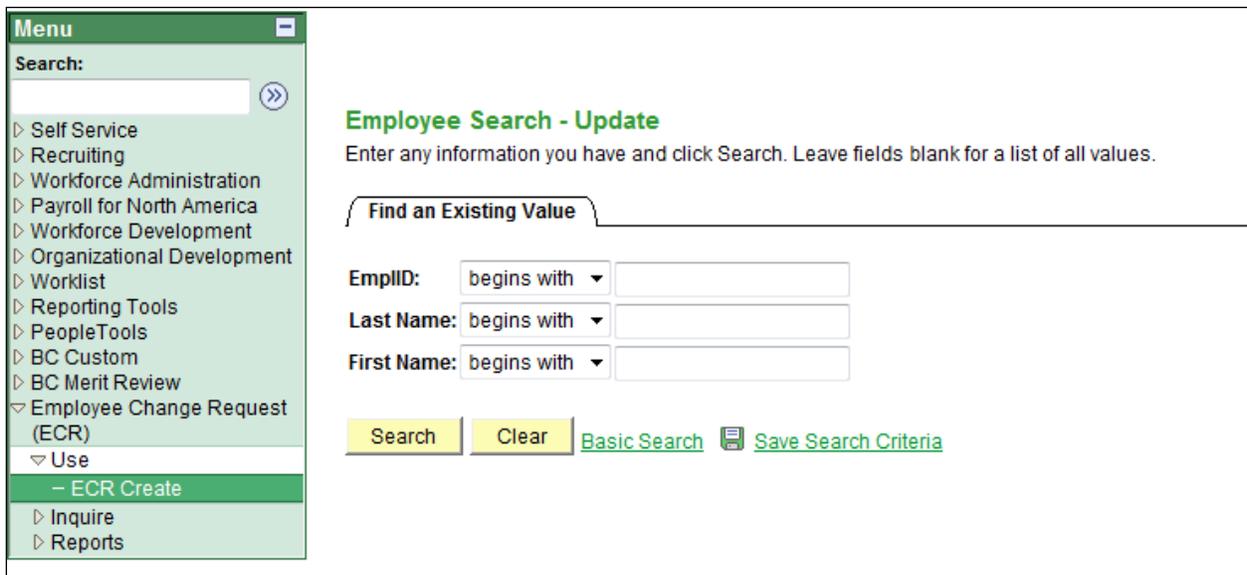
When the Originator is ready to create an Hours Change Request using the automated ECR process, he/she will follow the menu navigation below to access the employee search page and then follow the instructions below:

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



- 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 Employee Search Page

ECR Employee Search

Employee Search Criteria

Empl ID: 20168550 Fudd,Elmer A **1**

Effective Date:  **2**

ECR Action:  **3**

**4**

Below is a list of all job records for this employee for which you have access as of the effective date above. To create an ECR, first select the Action then click the Create ECR button.

Employee Jobs										Customize	Find	First	1 of 1	Last
	Rcd#	Eff Date	Empl Status	Action	Reason	DeptID	Dept Name	Position	Title	Primary				
<input type="button" value="Create ECR"/>	0									<input type="checkbox"/>				

Below is a list of ECRs that have been created for the jobs listed above. To view more information about the request or to cancel a request, click on the Select button.

Change Request Status										Customize	Find	1 of 1
Select	Request ID	Rcd#	Eff Date	Action	Status	DeptID	Dept Name	Position	Title			
<input type="button" value="Select"/>	0											

1. Verify the Eagle ID and Name of the employee for whom the transaction is being done.
2. Enter the Effective Date of the Hours Change Request. This is the Effective Date that will be reflected in PeopleSoft HR.
3. Select “**Employee Work Hours Change**” 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 originator to determine which job record to select and run the Create ECR process.

# ECR Search Page

ECR Employee Search

Employee Search Criteria	
Empl ID:	84913198
Effective Date:	04/01/2012 <input type="text"/>
ECR Action:	Employee Work Hours Change <input type="text"/>
<input type="button" value="Search"/>	<p><b>NOTE:</b> This ECR action is used for making TEMPORARY hours changes in an employee's status only. It is NOT used for making PERMANENT hours changes to any regular, BC-Budgeted POSITION. To make the latter type of change to a filled position, a paper ECR is still required.</p>

Below is a list of all job records for this employee for which you have access as of the effective date above. To create an ECR, first select the Action then click the Create ECR button.

Employee Jobs										Customize   Find   <input type="checkbox"/>	First <input style="font-size: small;" type="button" value="1 of 1"/> Last
	Rcd#	Eff Date	Empl Status	Action	Reason	DeptID	Dept Name	Position	Title	Primary	
5	<input type="button" value="Create ECR"/>	0	05/28/2011	Short Work Break	Short Work Break	END-End of Position/Funding	055422	Urban Catholic Teaching Corps	00010323	Administrative Assistant 20	<input checked="" type="checkbox"/>

Below is a list of ECRs that have been created for the jobs listed above. To view more information about the request or to cancel a request, click on the Select button.

Change Request Status									Customize   Find   <input type="checkbox"/>	1-2 of 2
Select	Request ID	Rcd#	Eff Date	Action	Status	DeptID	Dept Name	Position	Title	
<input type="button" value="Select"/>	3522	0	03/01/2012	Employee Work Hours Change	Pending	055422	Urban Catholic Teaching Corps	00010323	Administrative Assistant 20	
<input type="button" value="Select"/>	1625	0	11/01/2010	Reclassification	Manual Update	055422	Urban Catholic Teaching Corps	00010323	Administrative Assistant 20	

- Click the Create ECR button next to the current job record to begin creating the Hours Change Request.

**NOTE:** Any ECR transactions that are pending or have been processed for the employee will also display under the **Change Request Status** section of the page. If there are any pending ECR requests, these must be completed (or cancelled) before a new ECR can be created.

After clicking Create, the following screen will display: **ECR Hours Change Request Page**

**EMPLOYEE WORK HOURS CHANGE**

Request ID: NEW	EmplID: 84913198	Total Number of Records: 1	<a href="#">Other Job Records</a>
Status:	Name:	Rcd#: 0	

Empl Status: Active	Benefit Program: BC1	<input checked="" type="checkbox"/> Primary
Department: 055422 Urban Catholic Teaching Corps	BC Annual Salary: \$23,955.36	Benefits Base: \$23,995.000
Position: 00010323 Administrative Assistant	Comp Rate: \$23.034000	Periods/Yr: 52.00
Job Code: 688125 Administrative Assistant 30	Pay Group: WKH	Comp Freq: H
Citizenship: Native	Reg/Temp: Temporary	FT/PT: Part-Time
Visa Type:	Empl Class: H-PtHrBen	Std Hrs: 20.00
Visa Exp Dt:	Service Date: 06/04/2007	Rehire Date: 06/04/2007
	Hire Date: 09/02/2001	<input type="checkbox"/> BC Budgeted Position

Current job information as of the Effective Date selected, specific to the employee and the job being updated, is shown in the top section of the screen. In particular, the **Benefit Program, Pay Group, Reg/Temp, FT/PT** and **Standard Hours** fields are significant to the Hours Change transaction. (Future dated information for the employee is not displayed.)

**NOTES:**

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

Status	Definition
New Request	The status defaults to 'New' when the request is first opened. The Request ID defaults to 'New.'
Pending (area) Approval	The status is 'Pending (area) Approval' while waiting for approver action: Approve or Deny. Possible approval areas are: Office of the Provost, Benefits, Office of Sponsored Projects (OSP), Controller's Office, Endowment, Foreign Tax, Benefits and HRSC.
Denied	The status is set to 'Denied' when the request is denied by an approver. Upon denial, the request is routed back to the originator. At this point, the originator may cancel or resubmit the request. On resubmit, Request ID remains the same as original.
Cancelled	The status is 'Cancelled' when the request is cancelled by the originator. No further activity allowed on this request.
Manual Update	The status is 'Manual Update' when the HRSC rep presses the 'Manual 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.

EmpID:	Name: Stephen B							
Other Job Records for which you have access							1 of 1	
Rcd #	Effective Date	Empl Status	Action	DeptID	Dept Name	Position	Position Title	Primary
0								<input type="checkbox"/>

To continue, proceed to the section of this guide that corresponds to the type of hours change being created: **Hours Change Only** or **Hours Change with Earnings Distribution**.

# Hours Change Only Request Page

6. For an Hours Change Only Request, select “Hours Change Only” from the Transaction Type dropdown. Note that the header at the top of the page will change to EMPLOYEE WORK HOURS CHANGE after you do this. (Hours Change Only is also the default when launching the ECR.)

Verify the existing funding account and account codes.

*(If you wish to update the funding, please go back and create an Hours Change with Earnings Distribution request. Refer to that section of this guide, on page 12.)*

Verify the FICA Status of the employee. This is very important when processing an Hours Change Request, in particular if the employee is a foreign employee. *(Note: The FICA status will be updated by the HRSC when needed).*

Change Request
Comments/Workflow Tracking

EMPLOYEE WORK HOURS CHANGE

Request ID: NEW	EmplID: 84913198	Total Number of Records: 1	<a href="#">Other Job Records</a>
Status:	Name:	Rcd#: 0	

Empl Status: Active	Benefit Program: BC1	<input checked="" type="checkbox"/> Primary	
Department: 055422	Urban Catholic Teaching Corps	BC Annual Salary: \$23,955.36	Benefits Base: \$23,995.000
Position: 00010323	Administrative Assistant	Comp Rate: \$23.034000	Periods/Yr: 52.00
Job Code: 688125	Administrative Assistant 30	Pay Group: WKH	Comp Freq: H
Citizenship: Native		Reg/Temp: Temporary	FT/PT: Part-Time
Visa Type:		Empl Class: H-PtHrBen	Std Hrs: 20.00
Visa Exp Dt:		Service Date: 06/04/2007	Rehire Date: 06/04/2007
		Hire Date: 09/02/2001	<input type="checkbox"/> BC Budgeted Position

Transaction Type: Hours Change Only 6

Funding Accounts: [Find](#) | [View All](#) | First 1 of 1 | Last

Start Date: 06/04/2007    Stop Date: 05/26/2012

Account Codes [Find](#) | [View All](#) | First 1 of 1 | Last

Account Code: 55422-220-16200-51430D001										
DeptID	Fund	Fund Srce	Program	Proj/Grt	Property	Func	Account	Earn Code	Percent	Seq#
055422	220	16200	00000		00000	101	51430	REG	100.000	D001

FICA Status-Employee    Subject

Pay / Hours / Job Change [Find](#) | First 1 of 1 | Last

Effective Date: 04/01/2012    Change Reason: Same Benefits Eligibility    Employee Hours: 28.00 7

<b>Adjusted Annual Salary</b>	<b>Adj (Hourly) Comp Rate</b>	<b>Annual Salary Change Amt</b>	
33,537.50	23.034000	9,582.14	<b>Adjusted Pay Group: WKH</b>

Source of Funding: 55422-220-16200-51430D001 8

**Hours Change Duration**

Is this Hours Change expected to extend past the current FY?

Hours Changes must be approved each Fiscal Year. You will receive a notification to submit another hours change ECR if employee hours will change in the next fiscal year.

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**Return to Standard Hours**

Effective Date: 06/01/2012

Change Reason: Fiscal Year Return

<b>Return Annual Salary</b>	<b>Rtn (Monthly) Comp Rate</b>	<b>Position Std Hours:</b>	<b>Position Pay Group:</b>
82,469.00	6,872.417000	35.00	

If a funding change is required for the return to standard hours, please submit an Earnings Distribution ECR to make the change.

Please Note: Employee's current benefits eligibility may change as a result of the Return to Standard Hours. Please contact the Benefits Office at 617-552-3329 with any questions.

Comments:

7. In the **Pay/Hours/Job Change** section, enter the new **Employee Hours**. Note that the Effective Date previously entered is displayed and grayed out.
8. Enter the Source of Funding. (if applicable)
- 9a. **\*\*For Regular and/or BC-Budgeted employees\*\***: The Hours Change Duration section will appear asking whether the hours Change is expected to extend past the current Fiscal Year.

**If the answer selected is “Yes”**, then the “**Expected Return Date**” field appears, and the Return to Standard Hours section defaults with the “Fiscal Year Return” action reason, with the Fiscal Year end date plus 1-day auto-populated for the Return to Standard Hours Effective Date. The Originator must enter the Expected Return Date. (Note: The fields in the “Return to Standard Hours” section will populate on their own, according to fiscal year requirements.)

**If the answer is “No”**, then the “**Return Date**” field appears for the Originator to enter. Once entered, the Return to Standard Hours section will populate with the Return Date that the Originator has chosen (it will appear in the Effective Date field).

- 9b. **\*\*For Non-BC Budgeted and/or Temporary employees\*\***: The Hours Change Duration section doesn't appear. Only the Return to Standard Hours section will appear, and the Originator will enter Effective Date for the Return to Standard Hours in the **Return Date field**.

Once the Employee Hours value and the Effective Date of Return to Standard Hours are entered, the **Change Reason** fields for both the new Employee Hours, and the Return to Standard Hours sections will auto-populate. The Change Reasons will display as a combination of either: **Same Benefits Eligibility, Gain Benefits Eligibility, Lose Benefits Eligibility, or Fiscal Year Return** – each of which are a direct result of the hours and duration of time requested in the ECR. (**Note**: For your convenience, instructional ‘pop-up’ messages will appear, to inform you of any significant changes in benefits eligibility, prior to submitting.)

10. In the Comments section, enter any other information about the change in hours, such as the reason or confirmation of the temporary nature of the change. 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.

Comments:

This is a temporary increase in hours.

10

11 Submit

[Return to Search](#)

[Change Request](#) | [Comments/Workflow Tracking](#)

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

# Hours Change with Earnings Distribution Request Page

- For an Hours Change with Earnings Distribution request, select “Hours change with Earnings Distribution” from the Transaction Type dropdown.

(If you wish to create a request for Hours Change Only, please refer to that section of this guide, on page 9.)

Change Request Comments/Workflow Tracking

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**EMPLOYEE WORK HOURS CHANGE**

Request ID: NEW	EmplID: 84913198	Total Number of Records: 1	<a href="#">Other Job Records</a>
Status:	Name:	Rcd#: 0	

Empl Status: Active	Benefit Program: BC1	<input checked="" type="checkbox"/> Primary	
Department: 055422 Urban Catholic Teaching Corps	BC Annual Salary: \$23,955.36	Benefits Base: \$23,995.000	
Position: 00010323 Administrative Assistant	Comp Rate: \$23.034000	Periods/Yr: 52.00	
Job Code: 688125 Administrative Assistant 30	Pay Group: WKH	Comp Freq: H	
Citizenship: Native	Reg/Temp: Temporary	FT/PT: Part-Time	
Visa Type:	Empl Class: H-PtHrBen	Std Hrs: 20.00	
Visa Exp Dt:	Service Date: 06/04/2007	Rehire Date: 06/04/2007	
	Hire Date: 09/02/2001	<input type="checkbox"/> BC Budgeted Position	

Transaction Type: Hours Change with Earnings Distrib 6

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

Start Date: 06/04/2007 Stop Date: 05/26/2012

Account Codes: Find | View All | First 1 of 1 Last

Account Code	DeptID	Fund	Fund Srce	Program	ProjGrt	Property	Func	Account	Earn Code	Percent	Seq#
55422-220-16200-51430D001	055422	220	16200	00000		00000	101	51430	REG	100.000	D001

FICA Status-Employee Subject

Verify the funding account and account codes.

Verify the FICA Status of the employee. This is very important when processing an Hours Change Request, in particular if the employee is a foreign employee. *(Note: The FICA status will ultimately be updated by the HRSC when needed).*

- In the Pay/Hours/Job Change section, enter the new Employee Hours. Note that the Effective Date previously entered is displayed and grayed out.
- Enter the Source of Funding (if applicable).

9a. **\*\*For Regular and/or BC-Budgeted employees\*\***: The Hours Change Duration section will appear asking whether the hours Change is expected to extend past the current Fiscal Year.

**If the answer selected is “Yes”**, then the “**Expected Return Date**” field appears, and the Return to Standard Hours section defaults with the “Fiscal Year Return” action reason, with the Fiscal Year end date plus 1-day auto-populated for the Return to Standard Hours Effective Date. The Originator must enter the Expected Return Date. (Note: The fields in the “Return to Standard Hours” section will populate on their own, according to fiscal year requirements.)

**If the answer is “No”**, then the “**Return Date**” field appears for the Originator to enter. Once entered, the Return to Standard Hours section will populate with the Return Date that the Originator has chosen (it will appear in the Effective Date field).

9b. **\*\*For Non-BC Budgeted and/or Temporary employees\*\***: The Hours Change Duration section doesn't appear. Only the Return to Standard Hours section will appear, and the Originator will enter Effective Date for the Return to Standard Hours in the **Return Date field**.

Once the Employee Hours value and the Effective Date of Return to Standard Hours are entered, the **Change Reason fields** for both the new Employee Hours, and the Return to Standard Hours sections will auto-populate.

The Change Reasons will display as a combination of either: **Same Benefits Eligibility, Gain Benefits Eligibility, Lose Benefits Eligibility, or Fiscal Year Return** – each of which are a direct result of the hours and duration of time requested in the ECR. (**Note**: For your convenience, instructional ‘pop-up’ messages will appear, to inform you of any significant changes in benefits eligibility prior to submitting. You will have the option to either continue with the ECR submittal, or go back and make changes to the Employee Hours and/or Effective Dates.)

10. Enter the values for the **New Distributions/Extensions**, looking up the account codes by department as needed.

New Distributions/Extensions Find First 1 of 1

\*Start Date 05/01/2012 Stop Date  31 Pay Periods for This Distribution

Find First 1 of 1

\*Department 057024  Career Services 10

\*Account Code  Rate Amt  \*Dist Percent  Budget Amt

DeptID	Fund	Fnd Srce	Program	Proj/Grt	Property	Func	Account	Seq#
--------	------	----------	---------	----------	----------	------	---------	------

Comments:

10 |

[Return to Search](#)

11. In the **Comments** section, enter any other information about the change in hours, such as the reason or confirmation of the temporary nature of the change. Approvers will then also be able to enter comments as they go through the process. All comments will appear on the “Comments/Workflow Tracking” 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.

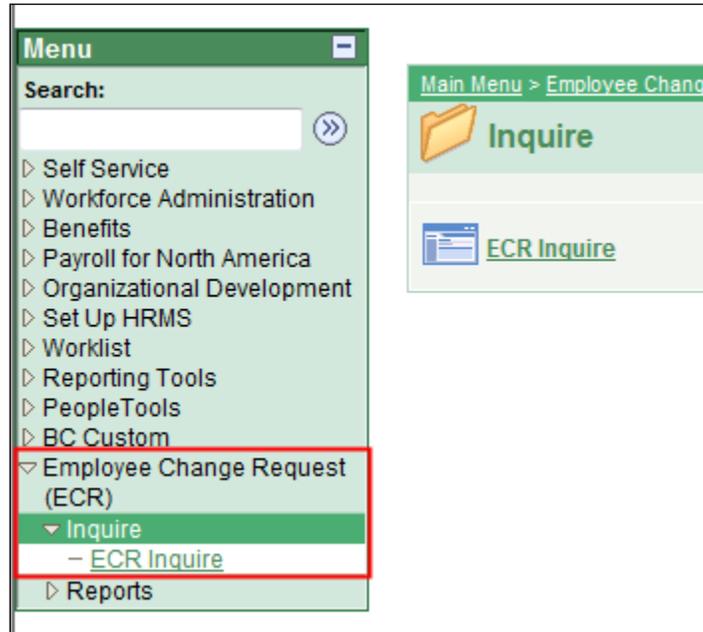
Finally, click the **Submit** Button when all required information has been entered. This will begin the workflow and assign a Request ID to the transaction.

## Hours Change Request Comments/Workflow Tracking Page:

Change Request		Comments/Workflow Tracking	
<b>Request ID:</b>	2162	<b>ECR Status:</b>	Completed
<b>EmplID:</b>	83018766	<b>Rcd#:</b>	0
<b>Comments / Tracking</b> <span style="float: right;">1-4 of 4</span>			
User Name	DateTime	Action	Comment
Susan Hynes	05/03/2011 10:58AM	Submitted	-submitted for approval without comments-
Susan Hynes	05/03/2011 10:58AM	Approved	Approved as Originator
Jack Burke	05/03/2011 11:04AM	Approved	looks good from a benefits standpoint.
Maria Alvarez	05/03/2011 11:16AM	Approved	let's move forward.
<b>Review Workflow Routing</b> <span style="float: right;">1-5 of 5</span>			
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 Hours Change 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/search for a transaction that is in process or already completed, follow the menu navigation below:

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

ECR Employee Search

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

Request ID:	<input type="text"/>	1	Department:	<input type="text"/>
EmplID:	<input type="text"/>		Transaction Type:	<input type="text"/>
Last Name:	<input type="text"/>		ECR Status:	<input type="text"/>
First Name:	<input type="text"/>		From Date:	<input type="text"/>
			Thru Date:	<input type="text"/>

2 Search Clear

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

Employee Change Requests												
ID	EmplID	Name	Rcd#	Eff Date	Action	Status	Originator	Current Owner	Last Updt Date	DeptID	Dept Name	
3	Select		0									

1. In this top section of the ECR Employee Search page, the user can enter any field or combination of fields to search for an ECR. It is also useful to review ECR data already in the system.
2. Click 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.

## Cancel an ECR Transaction Request

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’.

1. To cancel a request that has been submitted, you must first locate and display the ECR using the **ECR Inquire** option.

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

Change Request Comments/Workflow Tracking

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EMPLOYEE WORK HOURS CHANGE

Request ID: 5792	EmplID: 84913198	Total Number of Records: 1	<a href="#">Other Job Records</a>
Status: Pending Endowment Approval	Name:	Empl Rcd#: 0	

Empl Status: Active	Benefit Program: BC1	<input checked="" type="checkbox"/> Primary
Department: 055422 Urban Catholic Teaching Corps	BC Annual Salary: \$23,955.36	Benefits Base: \$23,995.000
Position: 00010323 Administrative Assistant	Comp Rate: \$23.034000	Periods/Yr: 52.00
Job Code: 688125 Administrative Assistant 30	Pay Group: WKH	Comp Freq: H
Citizenship: Native	Reg/Temp: Temporary	FT/PT: Part-Time
Visa Type:	Empl Class: H-PrHrBen	Std Hrs: 20.00
Visa Exp Dt:	Service Date: 06/04/2007	Rehire Date: 06/04/2007
	Hire Date: 09/02/2001	<input type="checkbox"/> BC Budgeted Position

Transaction Type: Hours Change with Earnings Distrib

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

Start Date: 06/04/2007    Stop Date: 05/26/2012

**Account Codes** Find | View All | First | 1 of 1 | Last

Account Code: 55422-220-16200-51430D001

DeptID	Fund	Fund Srce	Program	ProjGrt	Property	Func	Account	Earn Code	Percent	Seq#
055422	220	16200	00000		00000	101	51430	REG	100.000	D001

\*FICA Status-Employee

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**New Distributions** Find First 1 of 1 Last

Start Date 04/01/2012 Stop Date 04/30/2012 Pay Periods for This Distribution 4.20

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**Pay / Hours / Job Change** Find First 1 of 1 Last

Change Action:   
 Change Reason:  Employee Hours:

Effective Date: 04/01/2012

Adjusted Annual Salary	Adj (Hourly) Comp Rate	Annual Salary Change Amt	Adjusted Pay Group:
<input type="text" value="33,537.50"/>	<input type="text" value="23.034000"/>	9,582.14	<input type="text" value="WKH"/>

Source of Funding:

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**Return to Standard Hours**

Effective Date:  Change Reason: Same Benefits Eligibility

Return Annual Salary	Rtn (Hourly) Comp Rate	Position Std Hours:	Position Pay Group:
35,933.04	23.034000	30.00	WKH

If a funding change is required for the return to standard hours, please submit an Earnings Distribution ECR to make the change.

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**Comments:**

[Return to Search](#)

2. **Enter a comment** related to the cancellation (a comment is required to proceed).
3. **Select ‘Cancel’** at the bottom of the Inquiry Page.
4. Confirm the status has been updated to ‘Cancelled’, via the Comments/Workflow Tracking tab.
5. Upon cancellation, an email notification is sent to the next pending Approver and all prior Approvers in the workflow, indicating the transaction has been cancelled.

# Approve or Deny an ECR Transaction Request

1. An Approver has the option to access and view his/her transactions by either navigating to the Worklist, or by clicking through the ECR Inquiry menu:

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

2. The Worklist allows the user to filter on the different types of transactions that come through the ECR workflow. The Hours Change Request filter name is 'Review Hours Change'. This will display only those items under the selected filter.

The screenshot shows a web interface for a Worklist. At the top, there is a navigation bar with 'Home', 'Worklist', and 'Add to Favorites' buttons. Below this, there are links for 'Help' and 'Customize P'. The main content area is titled 'Worklist for NEARHOS:'. There is a 'Detail View' link and a 'Work List Filters:' dropdown menu set to 'Review Hours Change'. Below the filter is a table with the following data:

From	Date From	Work Item	Worked By Activity	Priority	Link		
Susan Hynes	03/12/2012	Review Hours Change	BC_TRXN_ECR		<a href="#">Fudd, Elmer</a>	<a href="#">913198,04/01/2012</a>	<a href="#">Mark Worked</a> <a href="#">Reassign</a>

3. Each Worklist item is defined by 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 ECR transaction page and review the information.

### EMPLOYEE WORK HOURS CHANGE

Request ID: 5792	EmplID: 84913198	Total Number of Records: 1	
Status: Pending Endowment Approval	Name:	Empl Rcd#: 0	

Empl Status: Active	Benefit Program: BC1	<input checked="" type="checkbox"/> Primary
Department: 055422 Urban Catholic Teaching Corps	BC Annual Salary: \$23,955.36	Benefits Base: \$23,995.00
Position: 00010323 Administrative Assistant	Comp Rate: \$23.034000	Periods/Yr: 52.00
Job Code: 688125 Administrative Assistant 30	Pay Group: WKH	Comp Freq: H
Citizenship: Native	Reg/Temp: Temporary	FT/PT: Part-Time
Visa Type:	Empl Class: H-PtHrBen	Std Hrs: 20.00
Visa Exp Dt:	Service Date: 06/04/2007	Rehire Date: 06/04/2007
	Hire Date: 09/02/2001	<input type="checkbox"/> BC Budgeted Position

Transaction Type: Hours Change with Earnings Distrib

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

Start Date: 06/04/2007 Stop Date: 05/26/2012

Account Codes Find | View All | First 1 of 1 | Last

Account Code: 55422-220-16200-51430D001

DeptID	Fund	Fund Srce	Program	Proj/Grt	Property	Func	Account	Earn Code	Percent	Seq#
055422	220	16200	00000		00000	101	51430	REG	100.000	D001

\*FICA Status-Employee Subject

New Distributions Find | First 1 of 1 | Last

Start Date: 04/01/2012 Stop Date: 04/30/2012 Pay Periods for This Distribution: 4.20

Find | First 1 of 1 | Last

\*Department: 055422 Urban Catholic Teaching Corps

\*Account Code: 55422-220-16200-51430D001 Rate Amt: 23.034000 \*Dist Percent: 100.000 Budget Amt: 2708.798

DeptID	Fund	Fnd Srce	Program	Proj/Grt	Property	Func	Account	Seq#
055422	220	16200	00000		00000	101	51430	

Pay / Hours / Job Change Find | First 1 of 1 | Last

Effective Date: 04/01/2012 Change Action: Hours Change (Temporary Basis)  
 Change Reason: Same Benefits Eligibility Employee Hours: 28.00

Adjusted Annual Salary: <span style="border: 1px solid black; padding: 2px;">33,537.50</span>	Adj (Hourly) Comp Rate: <span style="border: 1px solid black; padding: 2px;">23.034000</span>	Annual Salary Change Amt: 9,582.14	Adjusted Pay Group: <span style="border: 1px solid black; padding: 2px;">WKH</span>
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Source of Funding: 55422-220-16200-51430D001

Return to Standard Hours

Effective Date: 05/01/2012 Change Reason: Same Benefits Eligibility

Return Annual Salary: 35,933.04	Rtn (Hourly) Comp Rate: 23.034000	Position Std Hours: 30.00	Position Pay Group: WKH
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If a funding change is required for the return to standard hours, please submit an Earnings Distribution ECR to make the change.

Comments:

[Return to Search](#)

Approve

Deny

4. If the information provided is accurate, the approver may **enter comments** in the Comments section and then will **click 'Approve'** to advance the workflow to the next approver on the list.

If the information is not correct for any reason, the Approver has the option to **Deny** the request and **must enter a Comment** if so. This will send a notification email and the ECR request directly back to the Originator with the comment as to why it has been denied. The Originator has the option to re-submit the request or to cancel the request. (Note that a Denied ECR will not appear in the Originator's worklist).

5. The Comments/Workflow Tracking tab indicates the ECR's routing path, and where it is in the process. It will reflect updated information after each step and is visible to the Originator, all Approvers and HRSC.

## Resubmit or Cancel a Denied ECR Transaction Request

1. An Originator has the option to access and view his/her transactions by either navigating to the Worklist, or by clicking through the ECR Inquiry menu:

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

- The Worklist allows the user to filter on the different transactions that come through the ECR workflow. The Hours Change Request filter name is '**Review Hours Change**'. This will display only those items under the selected filter. Note that denied items do not appear in the Worklist, so the Originator will need to access denied requests via the ECR Inquiry method.

The screenshot shows the ECR Worklist interface. At the top, there is a navigation bar with 'Home', 'Worklist', and 'Add to Favorites' buttons. Below this, there are links for 'Help' and 'Customize P'. The main content area is titled 'Worklist for NEARHOS:'. There is a 'Detail View' link and a 'Work List Filters:' dropdown menu set to 'Review Hours Change'. Below the filter is a table with the following data:

From	Date From	Work Item	Worked By Activity	Priority	Link
Susan Hynes	03/12/2012	Review Hours Change	BC_TRXN_ECR		<a href="#">Scheffler, Meghan, 84913198, 04/01/2012</a> <span>Mark Worked</span> <span>Reassign</span>

- Each Worklist item is defined by 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 ECR transaction page and review the information.
- If a request is denied**, the Originator can either make changes to the request and **Resubmit** it, or **Cancel** the request.
- 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.

### EMPLOYEE WORK HOURS CHANGE

Request ID: 5792	EmplID: 84913198	Total Number of Records:	<a href="#">Other Job Records</a>
Status: Denied	Name:	Rcd#: 0	

Empl Status: Active	Benefit Program: BC1	<input checked="" type="checkbox"/> Primary
Department: 055422 Urban Catholic Teaching Corps	BC Annual Salary: \$23,955.36	Benefits Base: \$23,995.000
Position: 00010323 Administrative Assistant	Comp Rate: \$23.034000	Periods/Yr: 52.00
Job Code: 688125 Administrative Assistant 30	Pay Group: WKH	Comp Freq: H
Citizenship: Native	Reg/Temp: Temporary	FT/PT: Part-Time
Visa Type:	Empl Class: H-PT-HrBen	Std Hrs: 20.00
Visa Exp Dt:	Service Date: 06/04/2007	Rehire Date: 06/04/2007
	Hire Date: 09/02/2001	<input type="checkbox"/> BC Budgeted Position

Transaction Type: Hours Change with Earnings Distrib

Funding Accounts: [Find](#) | [View All](#) First 1 of 1 Last

Start Date: 06/04/2007 Stop Date: 05/26/2012

Account Codes [Find](#) | [View All](#) First 1 of 1 Last

Account Code	DeptID	Fund	Fund Srce	Program	Proj/Grt	Property	Func	Account	Earn Code	Percent	Seq#
55422-220-16200-51430D001	055422	220	16200	00000		00000	101	51430	REG	100.000	D001

FICA Status-Employee Subject

Pay / Hours / Job Change [Find](#) First 1 of 1 Last

Effective Date: 04/01/2012 Change Reason: Same Benefits Eligibility Employee Hours: 28.00

Adjusted Annual Salary	Adj (Hourly) Comp Rate	Annual Salary Change Amt	Adjusted Pay Group: WKH
33,537.50	23.034000	9,582.14	
Source of Funding: 55422-220-16200-51430D001			

Return to Standard Hours

Effective Date: 05/01/2012 Change Reason: Same Benefits Eligibility

Return Annual Salary	Rtn (Hourly) Comp Rate	Position Std Hours: 30.00	Position Pay Group: WKH
35,933.04	23.034000		

If a funding change is required for the return to standard hours, please submit an Earnings Distribution ECR to make the change.

New Distributions/Extensions [Find](#) First 1 of 1 Last

\*Start Date: 04/01/2012 Stop Date: 04/30/2012 Pay Periods for This Distribution: 4.20

*Department: 055422 Urban Catholic Teaching Corps	*Account Code: 55422-220-16200-51430D001	Rate Amt: 23.034000	*Dist Percent: 100.000	Budget Amt: 2708.798
DeptID: 055422	Fund: 220	Fnd Srce: 16200	Program: 00000	Proj/Grt: 00000
			Property: 00000	Func: 101
			Account: 51430	Seq#:

Comments:

[Return to Search](#)