

# EDITING HR TRANSACTIONS

Transactions can be edited after they have been submitted, but before final approval. Both Initiators and Approvers may edit transactions. The edit function will be available for hires, leaves, supplements, changes, and extend appointments, but not for terminations or other actions.

## IF YOU ARE AN INITIATOR...

You will receive an email similar to the one shown here letting you know the approver has requested an edit to a transaction. *Note:* Transactions may be returned for editing more than once.




J. Smith has requested that a change be made to the transaction. Click on the link and read the comments for details.  
[Inbox](#)

## TO EDIT THE TRANSACTION

1. Click the **Inbox** link in the email to go to the transaction, and then click the transaction number to open the transaction. (Alternatively, you could go directly to your Inbox to open the transaction from there.)
2. Look at the Comments area of the transaction to read what the approver would like changed.
3. At the bottom of the transaction, click the **Edit** button.
4. Navigate through the screens of the transaction, making any change(s) requested. Continue until you get to the final review page.
5. Click Submit to resubmit this transaction for approval with the edit.

Transaction #	Employee Name	MIT ID	Type	Submit
600025599	Jones, Martha	999999999	Hire	03/18/2

### Comments

 02 DLC init-approver academic [Christie]	03/18/2013 4:18pm
Returned for edit: please correct pay.	
 01 Initiator acad [Beckman Stitson]	03/18/2013 4:04pm
Initiated: No Comments	
 System	03/18/2013 04:04pm
Copied from Transaction: #600024995	

### Administrative details

Prepared By	01 Initiator acad [Beckman Sti <R3EDUI01@MIT.EDU>
Prepared On	03/18/2013
Approver	02 DLC init-approver academic [Christie]
Dean's Office/ Area Approver	04 Dean approver Sch of Science [Mischke
Notification To	cpizzano@mit.edu

*Tip: Click the yellow note button in the lower right corner to read the Comments from any page. The green arrow button is also a 'Continue' button.*



## IF YOU ARE AN APPROVER...

You can edit a transaction yourself, or return a transaction back to the Initiator to make the edit and then resubmit the transaction for approval. When you open a transaction from your Inbox that is awaiting approval, there will now be three buttons at the bottom: **Approve**, **Reject**, and **Edit**.

**Enter comments**

Notes to Preparer required for 'Reject'.

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### TO RETURN A TRANSACTION

1. At the bottom of the transaction you wish to return for editing, enter notes in the Comment area about what should be changed, and then click the **Reject** button.
2. On the popup window, click **Return**. *Note:* Clicking Reject a second time on the popup window will reject the transaction outright, with no chance for editing.
3. The initiator will now receive an email notifying them of the edit you are requesting.

**Action**

Do you want to return the transaction to the initiator for reprocessing or reject it?

Once you have returned the transaction to the initiator, you will no longer see the transaction in your Inbox, until the initiator makes the edit and resubmits the transaction for approval again.

### TO EDIT A TRANSACTION

1. At the bottom of the transaction, click the **Edit** button.
2. Navigate through the screens of the transaction, making any change(s) desired. Continue until you get to the final review page.
3. Click **Submit** to both submit and approve this transaction. The transaction will now continue in the normal approval process.

## ENHANCED COMMENTS/CHANGE LOG

The comments on a transaction will now automatically show actions and changes to a transaction. Click the **show changes** link to see more detail.

**01 Initiator acad [Beckman Stitson]** 02/18/2013 9:04am

**Edited and resubmitted: JK - SIT #151**  
 Edited as instructed  
 Total amount changed to \$2,250  
 A second Cost Object added - 1777906

[show changes](#)

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**Monthly : 500.00 > 562.50**  
**Total : 2000.00 > 2250.00**  
**Cost Objects : 1509500(100.0%) > 1509500(50.0%),1777906(50.0%)**

[hide changes](#)