

# HR APPROVER INBOX ENHANCEMENTS

## TRANSACTION DETAILS SIDEBAR

The Transaction details view will display a **sidebar** showing your Inbox items, allowing you to move between them without returning to the Inbox.



- While viewing a transaction’s details, click any link in the sidebar to view another transaction.
- Items that require action are highlighted in yellow.
- The transaction you are currently viewing will be noted by a black triangle left of the name.
- The sidebar list will default to the same sort order/view as your Active Transactions Inbox.
- Printing the transaction details will not print the sidebar.

Employee Name	Transaction
▶ <a href="#">Hoff, Sarah</a>	Hire
<a href="#">Linda Earle</a>	Supplement
<a href="#">Robert Grant</a>	Change
<a href="#">Nathan Horton</a>	Hire
<a href="#">Frank Gertler</a>	Leave
<a href="#">David Ortiz</a>	Hire
<a href="#">Linda Earle</a>	Change

### Hire Transaction for Sarah Hoff, 900058310 Transaction # 600012236

[Return to Inbox](#)

Status	Pending Approval by Dlc Approver 1.
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#### Employee details

Name Prefix	Ms
Employee Name	Hoff, Sarah E
Gender	Female
Date of Birth	05/07/1980
SSN	XXX-XX-8853
Home Address/Phone	72 Forest Avenue Boston, Massachusetts 02140 US
Work Address/Phone	NE123-200
US Citizen	Yes

## OTHER INBOX IMPROVEMENTS

To maximize Inbox efficiency for Approvers, the following changes have been implemented:

- The default order for active transactions in the Inbox will be as follows:
  1. transactions requiring approval by only you
  2. transactions requiring approval by you or another approver
  3. transactions requiring approval by other approvers
  4. transactions requiring processing by the Service Center
- Rejected transactions will move from active to history immediately, helping keep your inbox free of items that no longer require action
- Transactions will be automatically routed to all approvers
- Time-out before your session expires has been increased from 30 to 60 minutes.

## SEARCH ENHANCEMENTS

Fields have been added and reorganized to make searching easier and faster:

- a. **Employee Name** and **MIT ID** are now at the top
- b. **Department Name** is a new search field. Use this to filter the search to show only those transactions within a particular department.
- c. **With Attachments** is a new search field. Checking this box searches only for transactions with attached files. For example, if you wish to find all attachments for a particular employee, enter the employee's name or MIT ID and check this box.

## HR TRANSACTION APPROVER PREFERENCES

The preferences page allows you to control Inbox settings to facilitate the way you work.

1. Select **HR Preferences** from the Employees tab in SAPweb.
2. Make changes to the following Settings as desired:
  - a. *Receive Approver Email Notifications*: Choose **No** if you prefer not to receive approver email notifications.
  - b. *Delete Transaction from History Display after*: Adjust this number anywhere from **1 to 90**, to control how long items stay in History.
  - c. *Default Approver Inbox Display*: Filter your Inbox to show only items needing approval
  - d. *Confirmation Page Display*: To move through your transactions faster, choose to **Skip the Confirmation page** after each approval or rejection
3. When finished adjusting your settings, click **Save**.

### Search for a Transaction

Enter the search criteria for the transaction(s) you want to find. You can enter a single value or a range of values.

Employee Name	First <input type="text"/>	Last <input type="text"/>
Employee MIT ID	<input type="text"/>	
Department Name	Choose a Department ▾	
Transaction Type	Choose an Action ▾	
Submission Date	2/6/12 <input type="text"/>	to 3/6/12 <input type="text"/>
Effective Date	mm/dd/yyyy <input type="text"/>	to mm/dd/yyyy <input type="text"/>
Status	Select one ▾	
Transaction #	<input type="text"/>	
With Attachments	<input type="checkbox"/>	

### Settings

Receive Approver Email Notifications	<input checked="" type="radio"/> Yes <input type="radio"/> No
Delete Transaction from History Display after	30 Days
Default Approver Inbox Display	<input checked="" type="radio"/> Show all active transactions <input type="radio"/> Show transactions awaiting approval only
Confirmation Page Display	<input checked="" type="radio"/> Display the Confirmation page after Approve/Reject <input type="radio"/> Skip the Confirmation page and go directly to next transaction