

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
▶ Hoff, Sarah	Hire
Linda Earle	Supplement
Robert Grant	Change
Nathan Horton	Hire
Frank Gertler	Leave
David Ortiz	Hire
Linda Earle	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