The **HR Transaction Inbox** provides users the ability to view, approve or reject active HR Transactions with a *Pending Approval* status. When you are assigned a Transaction for approval, you will receive an Email notification containing the Transaction number, a summary of the Transaction, and a link to the SAPweb **HR Transaction Inbox**.

### Step One: Access SAPweb > Employees and select HR Transaction Inbox

2. Select the **Employees** tab.
3. From the HR Transactions header, click on the **HR Transaction Inbox** link. Select your MIT certificate if prompted.

### Step Two: Open an Active Transaction that is Pending Approval

**Active Transactions** display in the upper half of the screen and may be sorted using the ▲▼ symbols.

1. Locate the transaction by Transaction number, Employee Name, Transaction Type, or Date.
2. Click on the **Transaction #** link to open a transaction to **Approve** or **Reject**.
Step Three: Approve or Reject a Transaction

Review the **Transaction Details** and click the **Approve** button to approve the request for processing or the **Reject** button. If you reject the Transaction request, you will be prompted to enter a reason for the rejection. The initiator of the transaction request will be notified of the rejection, including comments, in an email.

**Transaction Details Key**

1. **Employee name and MIT ID**
2. **Go Back** – to HR Transaction Inbox
3. **Transaction Details**
   Summary of Transaction data submitted. Data elements will vary based on Transaction type. Data elements may include:
   - **Employee Name**
   - **Employee MIT ID**
   - **Position Title**
   - **Department**
   - **Effective Date**
   - **Reason for Transaction**
   - **Prepared by** – Name and email address of person who initiated Transaction
   - **DLC Approvers**
4. **Justification / Comments**
   Justification may be required or optional
5. **Special Instructions**
   Processing instructions for Payroll Service Center
6. **If rejecting, enter reason**
   If you click Reject, you are required to enter a reason that is sent to the Initiator of the transaction.
7. **Approve / Reject**
   - **Approve** – will be submitted for processing. Comments are not permitted for approvals.
   - **Reject** – if the transaction requires modification or should not be processed, click **Reject** and enter reasons for the rejection.
Step Four: Transaction History

Transaction History, which displays in the lower portion of the screen, provides a 30-day list of Transactions that were approved by the user.

Transaction History

<table>
<thead>
<tr>
<th>Transaction #</th>
<th>Employee Name</th>
<th>MIT ID</th>
<th>Type</th>
<th>Submitted</th>
<th>Effective</th>
<th>Department</th>
<th>Status</th>
</tr>
</thead>
</table>

View Transaction Details:

1. To View the processed Transaction details, click on the link under the heading Transaction #.

Getting help

HR-Payroll Service Center
- Contact your assigned HR-Payroll Service Center staff
- Main Phone Number: (617) 253-4255
- Main Email: hrpaysservicecenter@mit.edu

SAPweb HR Transaction Development Team
- Chuck Pizzano, HR Senior Business Systems Analyst, cpizzano@mit.edu
- Jack Kogera, IS&T SAP Senior Business Systems Analyst, jkogera@mit.edu

Business and policy resources:

Human Resources
- Contact your assigned HRO

Benefits
- Email the Benefits office: benefits-www@mit.edu
- Telephone: (617) 253-6151

Compensation
- Compensation - http://web.mit.edu/hr/compensation/
- Email the Compensation office: compensation@mit.edu