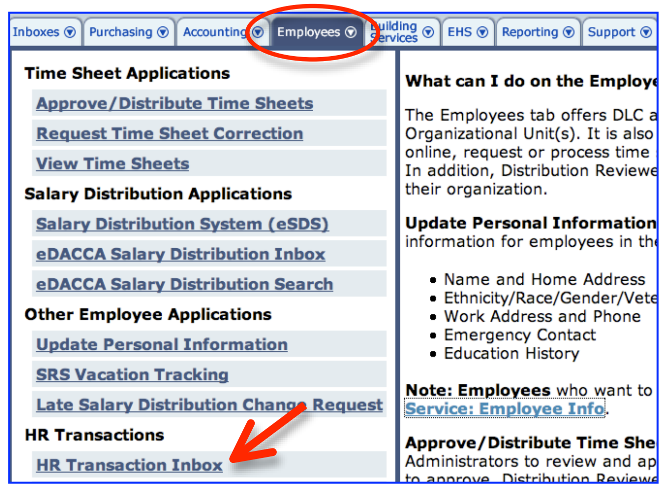
HR Transaction Inbox:
Transaction Approval

SAPweb *HR Transactions* **Quick Reference**

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

1. Go to: http://web.mit.edu/sapweb/
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.

Transaction #	Employee Name	MIT ID	Type	Submitted	Effective	Department	Status
600000225	Fultynn,Visl	941501050	Supplement	6/19/09	6/19/09	Biology	Pending Approval
600000216	Louden,Dick	941601080	Supplement	6/11/09	6/25/09	Chemistry	Rejected
600000215	Louden,Dick	941601080	Supplement	6/11/09	6/5/09	Chemistry	Pending Processing by Service Center
600000146	Lytojo,Ynne	948804060	Termination	4/16/09	4/17/09	Biology	Requires Action by Service Center

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**

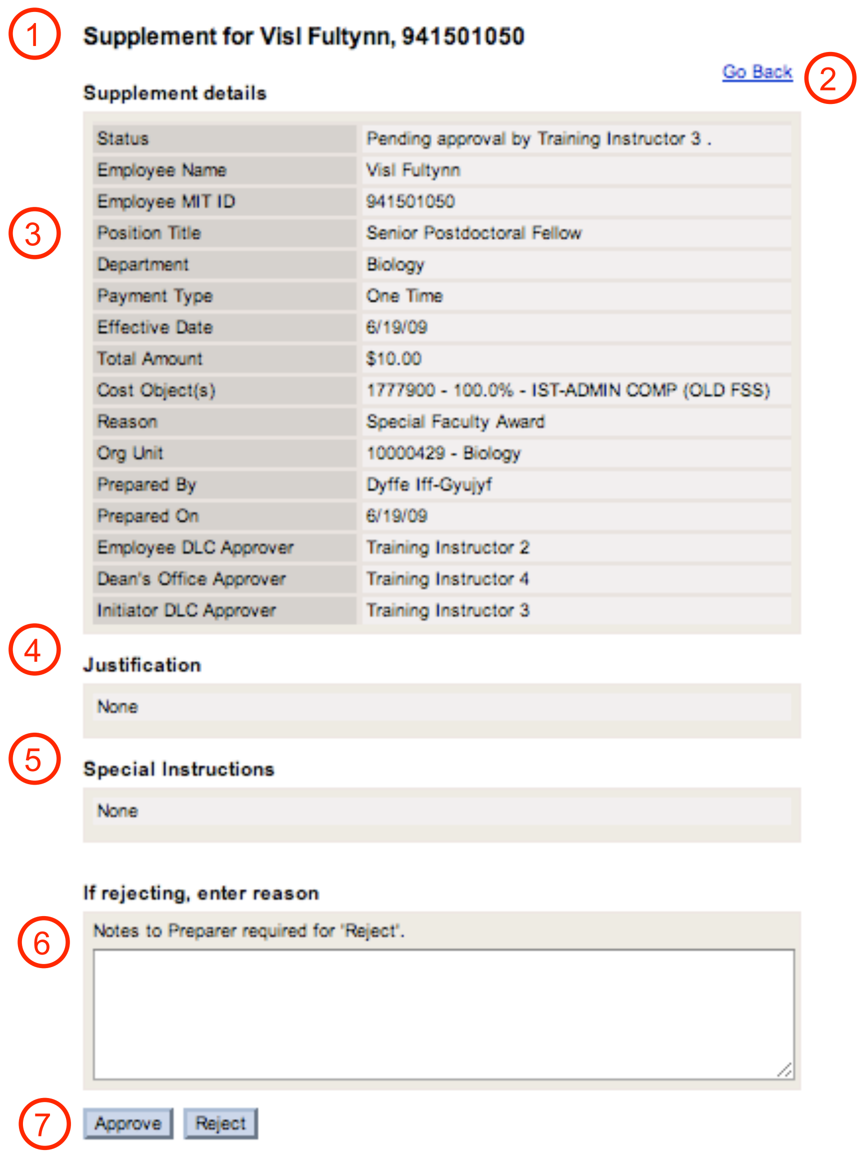
4. Justification / Comments
Justification may be required or optional

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.



1 **Supplement for Visl Fultynn, 941501050**

Go Back 2

Supplement details

3

Status	Pending approval by Training Instructor 3 .
Employee Name	Visl Fultynn
Employee MIT ID	941501050
Position Title	Senior Postdoctoral Fellow
Department	Biology
Payment Type	One Time
Effective Date	6/19/09
Total Amount	$10.00
Cost Object(s)	1777900 - 100.0% - IST-ADMIN COMP (OLD FSS)
Reason	Special Faculty Award
Org Unit	10000429 - Biology
Prepared By	Dyffe Iff-Gyujyf
Prepared On	6/19/09
Employee DLC Approver	Training Instructor 2
Dean's Office Approver	Training Instructor 4
Initiator DLC Approver	Training Instructor 3

4 **Justification**

None

5 **Special Instructions**

None

If rejecting, enter reason

6 Notes to Preparer required for 'Reject'.

7 Approve Reject

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

Transaction #	Employee Name	MIT ID	Type	Submitted	Effective	Department	Status
600000214	Fignult,Wyfunt	984229094	Supplement	6/11/09	5/25/09	Chemistry	Processed

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: hrpayservicecenter@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
- HR Personnel Policy Manual, Transactions - **http://hrweb.mit.edu/policy/6/index.html**

Benefits

- Employee Benefits - **http://hrweb.mit.edu/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