

Administer HR Transactions

SAPweb HR Transactions

Table of Contents

HR TRANSACTION INBOX	5
▶To Access HR Transaction Inbox:.....	7
▶To View, Sort, or Cancel Active Transactions you Created:	8
▶To Approve or Reject Active Transactions:.....	9
▶To View Transaction History:	11
VIEW A HR TRANSACTION.....	12
▶To View a Transaction:.....	14

October, 2010

Copyright © 2010 by MIT IS&T. All rights reserved.

1

HR Transaction Inbox

1-A : HR Transaction Inbox Overview

Based on your authorization, the HR Transaction Inbox will provide you with the following features:

Authorization	HR Transaction Inbox
Initiator	<ul style="list-style-type: none">• Active Transactions – HR Transactions, which have not been processed in SAP, created by the user are listed with current status.• Transaction History – A 30-day history of Transactions initiated by the user, which were processed in SAP.
Approver	<ul style="list-style-type: none">• Active Transactions – HR Transactions, which have not been processed in SAP, created by the user are listed with current status.• Active Transactions – HR Transactions with status <i>Pending Approval</i>, which the Approver may access, and then <i>Approve</i> or <i>Reject</i>.• Transaction History – A 30-day history of HR Transactions initiated or approved by the user, which were processed in SAP.
HRO	<ul style="list-style-type: none">• Active Transactions – HR Transactions with status <i>Pending Approval</i>, which the HRO may access, and then <i>Approve</i> or <i>Reject</i>.• Transaction History – A 30-day history of Transactions approved by the user, which were processed in SAP.

1-B : Access the HR Transaction Inbox

► To Access HR Transaction Inbox:

1. Click on the **Employees** Tab.
2. Under the heading HR Transactions > Administer, click the **HR Transaction Inbox** link.

1-C : View Active Transactions

Active Transactions will display in the upper part of the *HR Transaction Inbox* screen. Active Transactions are those that have not yet been processed in SAP by the HR-Payroll Service Center. For each transaction the **Transaction #**, **Employee Name**, **MIT ID**, **Type** (i.e. Termination), **Submitted** (date), **Effective** (date), **Department**, and **Status** are listed. The transactions may be sorted using the ▼▲ symbols.

► To View, Sort, or Cancel Active Transactions you Created:

1. In the upper part of the **HR Transaction Inbox** screen, view the list of **Active Transactions**.
2. Transactions may be sorted using the ▼▲ symbols next to each of the column headings.
3. To View the HR Transaction details, click on the **Transaction #** link for the specific HR Transaction.
4. To **Cancel** an HR Transaction that you initiated, it must have a *Pending Approval* status. Click on the trashcan symbol next to the Transaction number. Canceling an Hr Transaction will delete it from all inboxes.

Transaction #	Employee Name	MIT ID	Type	Submitted	Effective	Department	Status
00001941	Haxfuquloul, Joteu	986224715	Extend appointment	10/27/2010	01/21/2011	Biology	Pending Approval by Training Instructor 4
600001940	Hdyolyf, Nohu	919003060	Salary Supplement	10/27/2010	11/02/2010	Biology	Pending Approval by Training Instructor 4

1-D : Active HR Transaction Approval

HROs, Dean's Office and **DLC Approvers** who are assigned an HR Transaction for approval will receive Email notification containing the Transaction number, a summary of the Transaction, and a link to the SAPweb HR Transaction Inbox. The Transaction will appear listed in the *Active Transactions* section of the HR Transactions Inbox with the status **Pending Approval**.

For each transaction the **Transaction #**, **Employee Name**, **MIT ID**, **Type** (i.e. Termination), **Submitted** (date), **Effective** (date), **Department**, and **Status** are listed. The transactions may be sorted using the ▼▲ symbols. Clicking on the Transaction # of HR Transaction listed under Active Transactions will open HR Transaction Details.

► To Approve or Reject Active Transactions:

1. In the upper part of the **HR Transaction Inbox** screen, view the list of **Active Transactions**.
2. The transactions may be sorted using the ▼▲ symbols next to each of the column headings.
3. To **Approve** or **Reject** a Transaction, click on the **Transaction #** link for the specific Transaction with **Pending Approval** status.

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

4. The *Transaction for <Name>, <MIT ID>* window will open displaying Transaction Details.
5. Click the **Approve** button to approve the Transaction. You may add comments (not actions for the Payroll Service Center) as needed.
6. Click the **Reject** button to prevent further processing of the Transaction and return it to the Initiator. In the textbox labeled **If rejecting, enter reason**, you are required to enter a reason for the rejection for the Initiator of the Transaction.

SAMPLE Transaction Details Key

1. Employee Details
 - **Date of Birth, Citizenship, etc.**
 - Appointment Details
 - **(Change and Extend Appointment only)**
2. Transaction Details

Summary of Transaction data submitted when initiated. May include:

 - **Job, Position Number/Title**
 - **Position numbers delimited** – if selected **Yes** to delimit position
 - **Department**
 - **Effective Date(s)**
 - **Salary, Rate of Pay,**
 - **Cost Object(s)**
 - **Faculty Sponsor**
 - **Additional Pay Details (Change and Extend Appt. only)**
 - **Reason for Transaction**
 - **Rehire / Reappoint**
3. Additional Pay Details (**Academic only**)
 - **Fiscal Year charge Dates**
 - **Monthly Gross Pay**
 - **Total Pay/Charge for FY**
4. Comments/Justification
5. Administrative Details
 - **Prepared by** – Name and email address of person who initiated Transaction
 - **Approver(s), HRO**
6. If rejecting, enter reason/Comments
 - Visible only to HRO or Approver
 - **Comments** – Comments are required if you **Reject** a Transaction. You may add Comments if you **Approve** the transaction.
7. Approve / Reject

1

Employee details	
Name Prefix	Doctor
Employee Name	Saunz, Paul
Gender	Male
Date of Birth	10/02/1972
SSN	XXX-XX-1234
Home Address/Phone	111 Main Street Cambridge, Massachusetts 02138 US
Work Address/Phone	68-001 (617) 258-8888
US Citizen	Yes
I-9 Sent	Yes

2

Transaction details	
Transaction Type	Hire
Job Title	Assistant Professor
Job Attributes	HR-88009, Campus - Academic, Faculty Non Ten, Monthly Paid, Tenure Track, ALL
Position Number/Title	00135123 - Assistant Professor
Department Number/Name	10000429 - Biology
Begin Work Date	01/01/2011
End Work Date	12/31/9999
Percent effort	100%
Annual Salary	\$110000.00
Pay Basis	9 month modified annual plan
Shift Eligibility	No
Cost Object(s)	1500000 - 100% - BIOLOGY
Change to Off Campus	No

3

Additional pay details	
Annual Salary	\$110000.00
Fiscal Year Pay Dates	12/11/2010 to 08/30/2011
Monthly Gross Pay	\$9166.67
Fiscal Year Change Dates	01/01/2011 to 05/31/2011
Monthly Distribution Change	\$12222.22
Total Pay/Charge for FY11	\$81111.16

4

Comments

Initiated by Training Instructor 2 on 10/27/2010 :
Highest Degree: Doctor of Philosophy 44.29.PHD
100A, UNIVERSITY OF CALIFORNIA-LOS ANGELES

5

Administrative details	
Prepared By	Training Instructor 2 <TRAINOR2@MIT.EDU>
Prepared On	10/27/2010
Dean's Office/ Area Approver	Training Instructor 4

6

If rejecting, enter reason

Notes to Preparer required for 'Reject':

Approval comments

Approve Reject

7

Note: Initiator will receive email notification if a Transaction is **Rejected**, including Reason for Rejecting.

1-E : Transaction History

Transaction History, which displays in the lower portion of the screen, provides a 30-day history of Transactions created or approved by the user that have been processed in SAP by the HR-Payroll Service Center.

►To View Transaction History:

1. In the lower part of the **HR Transaction Inbox** screen, view the 30-day Transaction History of processed transactions.
2. The transactions may be sorted using the ▼▲ symbols next to each of the column headings.
3. To view details of a processed Transaction, click on the **Transaction #** link for the specific Transaction.

Transaction #	Employee Name ▼	MIT ID ⇅	Type ⇅	Submitted ⇅	Effective ⇅	Department ⇅	Status ⇅
600000493	Larissa_test2,Srs	923677409	Termination	3/23/09	3/27/09	Biology	Processed
600000663	Abdelhakim,Alice	924641007	Termination	3/31/09	3/31/09	Biology	Processed

2

View a HR Transaction

2-A : View an HR Transaction

The *View a Transaction* function allows a user to search HR Transactions within their authority. Transactions may have a status of *Pending*, *Processed*, or *Rejected*. You may view the Transaction Details of a Transaction in the search results.

► To View a Transaction:

1. Click on the **Employees** Tab.
2. Under the heading "HR Transactions," click the **View a Transaction** link.
3. The **Search for a Transaction** screen will display. The search is limited to Transactions that you have authorization to view. Search by entering data in one or more of the available search fields:

- **Transaction #**
- **Transaction Type** – select *Transaction* from pull-down list.
- **Employee Name** – search by *First Name*, *Last Name*, or a combination.
- **Employee MIT ID** – Enter entire MIT ID
- **Effective Date** – Use pop-up calendar to format mm/dd/yyyy
- **Submission Date** – Use pop-up calendar to enter range of dates in mm/dd/yyyy format.

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.

Transaction #	<input type="text"/>
Transaction Type	Termination ▾
Employee Name	First <input type="text"/> Last <input type="text"/>
Employee MIT ID	<input type="text"/>
Effective Date	mm/dd/yyyy <input type="text"/> to mm/dd/yyyy <input type="text"/>
Submission Date	3/27/09 <input type="text"/> to 4/27/09 <input type="text"/>
Status	Select One ▾

4. Click the **Search** button.
5. Results matching the search criteria to which you have access authorization are listed in a table. If there is no match, SAP presents the message 'No search results were found'.
6. Click on a **Transaction #** link of an HR Transaction to view details.

Note: Search results are based on your authorizations.

Transaction # ⇅	Employee Name ⇅	MIT ID ⇅	Type ⇅	Submitted ⇅	Effective ⇅	Department ⇅	Status ⇅
600000144	Bakerman, Lillian	900039403	Termination	4/14/09	4/24/09	Biology	Pending
600000143	Bajbourey	900905090	Retirement	4/14/09	4/24/09	Biology	Pending
600000142	Zakariya, Abdulaziz	945506020	Retirement	4/14/09	4/30/09	Biology	Pending