



## approveciptransaction



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# Approve CIP Transaction - HRS3500

**Human Resources > Maintenance > Approve CIP Transaction**

This page allows Human Resources users to apply changes to new or existing employees or reject changes in position as initiated by the Position Management system. If the CIP transaction is accepted, the payroll master records will be updated with the new data.

## Approve a CIP transaction::

### Other functions and features:

 **Delete a row.**  
Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.