

approveciptransaction

Table of Contents

approveciptransaction i
Approve CIP Transaction - HRS3500 1

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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:

Field	Description
Employee Number	Type an employee number, if known. As you type the data, a drop-down list of corresponding data is displayed. Select an employee and click **Retrieve**. Or, click ⋮ to perform a search in the Employees directory. Type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select an employee name from the list. Otherwise, click **Cancel**.

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.