

Approve CIP Transaction - HRS3500

Table of Contents

Approve CIP Transaction - HRS3500	
Annrove CIP Transaction - HRS3500	1

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Payroll > Maintenance > Approve CIP Transaction

This page allows you 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:

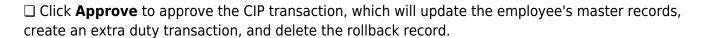
Field	Description
Employee	Type an employee number, if known. As you type the data, a drop-down list of
Number	corresponding data is displayed. Select an employee and click Retrieve . Or, click
	ito perform a search in the Employees directory.
	Type data in one or more of the search fields.
	Click Search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

The grid displays the following information for each CIP transaction:

- Position Type
- Position Number
- Position Description
- Billet
- School YR
- Job Code
- Begin Date
- End Date
- Status

Date Reviewed	Type the date the transaction was reviewed by a payroll user in MMDDYYYY format,
	then click Mark Reviewed. Once you click Mark Reviewed, both fields become
	display only.

- \square Click \bigcirc to display the detail information for each CIP transaction.
 - Under **Occupant**, the fields are display only and indicate the occupant details for the selected employee and position.
 - Under **Distributions**, the fields are display only and indicate the account distributions details for the position.



Note: If the employee has multiple type B supplements or multiple type T supplements, they

Business

must have the same number of remaining payments.
☐ Click Skip to continue to the next CIP transaction without approving or rejecting it. The Skip button is only available if there is more than one transaction to approve.
☐ Click Reject to disapprove the CIP transaction.