

approveciptransaction

Table of Contents

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. The employee's name is displayed at the top of the page, and unprocessed leave transmittals are displayed in the grid below. If the employee number is not known, click **Directory**. The Employees dialog box is displayed. To search for a specific employee, 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 number item from the list. Otherwise, click **Cancel**. The employee's name is displayed in the **Name** field, and employee data is displayed in the grid below. The **Emp Nbr** field must be populated to retrieve any transmittals for the mass update process.

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.


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Back Cover