

Approve CIP Transaction - HRS3500

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This page allows you to approve or reject Change in Position (CIP) updates initiated by Position Management for new or existing employee records. If a CIP transaction is approved, the master payroll records are 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**.

The grid displays the following information for each CIP transaction:

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

Date Reviewed	Type the date the transaction was reviewed by a payroll user in MMDDYYYY format, and then click **Mark Reviewed**. Once you click **Mark Reviewed**, both fields become display only.
CIP Notes	Type any notes related to the change in position.

❑ Click 🔍 to display the detailed 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 distribution details for the position.

❑ Click **Approve** to approve the CIP transaction, which will update the employee's master records, create an extra duty transaction, and delete the rollback record.

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

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.


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