

Approve CIP Transaction - HRS3500

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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 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**
- **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.

Click 🔍 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.

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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