

# Human Capital Management: Step-by-Step Guide

## Transaction Status, Drafts, and Pushbacks

You might need to locate a template based transaction (TBT) in the following situations:

- When you have saved a TBT to complete later.
- When you have submitted a TBT that has been routed for approval.
- When an approval-routed TBT has been pushed back to you for more information.

This guide describes how to check the status of your transactions, as well as how return to or complete a transaction. For information about ePAR transactions, refer to [View Completed ePAR Transactions and View their Status Quick Reference Guide](#).

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## Before You Begin

Before you work with a saved transaction, it helps to have its Request ID.

## Checking the Status of Your Transactions

You can check pending approvals through either of the following methods:

- Transaction Status, which lets you see only your transactions.
- Transaction Query, which lets you see all transactions.

These options are available as Related Content from the Transaction Launch Page as well as from Pay Actions and Non-Pay Actions, which are accessed from the HCM Community Users dashboard.

To check Transaction Status:

1. From the Transaction Launch Page, select **Related Content**.
2. Select **Transaction Status**.
3. Click **New Window** if you would like to see this in its own page.
4. Update the effective date range.
5. Click **Refresh**.

The Transaction Status listing displays your transaction requests.

- Right-click a Related Actions wedge, and select **View Approval Chain** to see approvers.
- Select a checkbox for any pending transaction you want to delete, and click **Delete Selected Transactions**.

To run the Transaction Query:

1. From the Transaction Launch Page, select **Related Content**.
2. Select **Transaction Query**. You may want to resize the Related Content area too see it better.
3. Specify search criteria, such as Transaction Status.
4. Click **View Results**.

## Completing a Saved Draft or Pushed Back Transaction

If you saved a transaction as a draft, you can return to it and complete it:

- From the Transaction Status page, select **Template Based Transactions** at the bottom of the page.

**Transaction Status**

The following transactions are pending, canceled or have been processed by Human Resources.

HR Review Status

Transaction Type

Transaction Status

Effective Date From  To

Select	Request ID	Transaction Type	Effective Date	Transaction Status	Name	Person ID	Action
<input type="checkbox"/>	49973	Change Personal and Job Data	12/10/2019	Action Required	[Name]	[ID]	Terminatn
<input type="checkbox"/>	49977	Change Personal and Job Data	12/30/2019	Draft	[Name]	[ID]	Terminatn

Select All

Go To

The Template Based Transactions page appears:

**Template Based Transactions**

Select a template and press Create Transaction.

Transaction Type

Select	Transaction Type	Effective Date	Name	Person ID	Action	Country
<input checked="" type="checkbox"/>	PERSONJOB	12/30/2019	[Name]	181254	Terminatn	United States

Go To

**Note:** Do not use this page to create transactions. All TBTs should be performed from the Transaction Launch Page. This page can also be accessed through NavBar> Navigator> Workforce Administration> Template Based Transactions> Template Based Transactions.

- From the Transactions in Progress section, click the name link of the person. The system displays the transaction and you can continue your work.