University of Colorado
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EMPLOYEE SERVICES

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*.

Contents

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**.

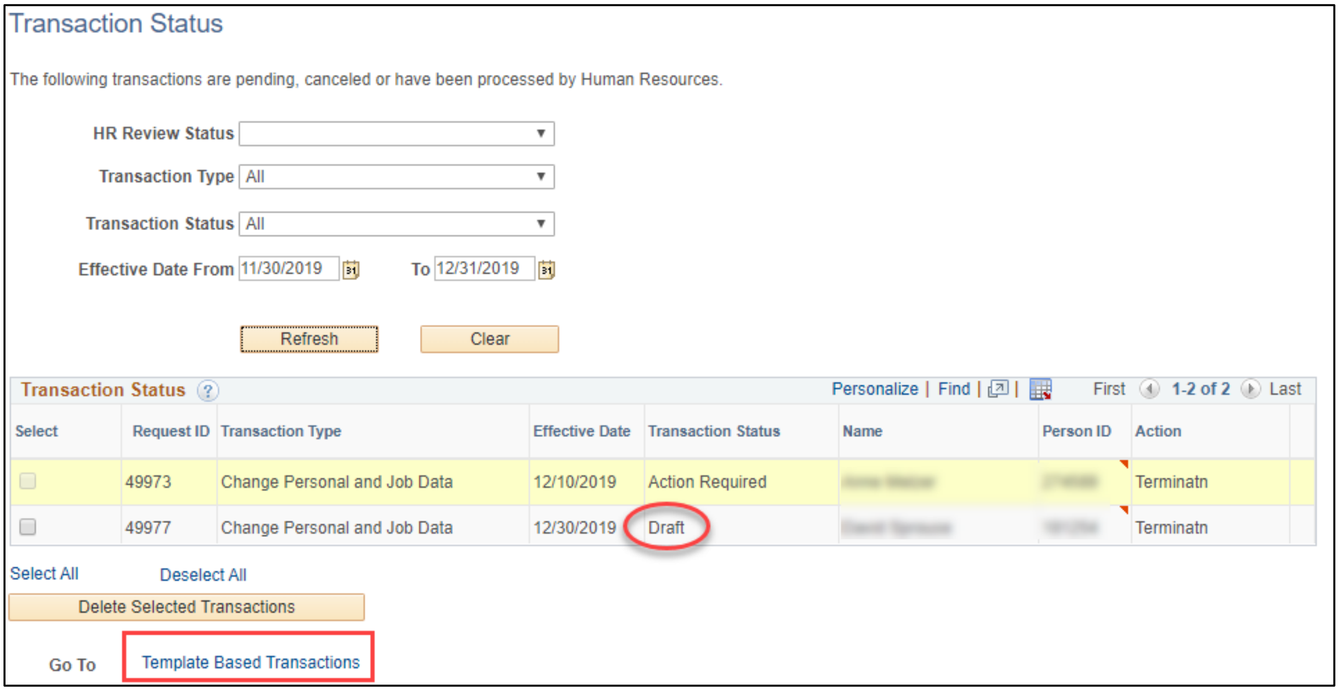
To run the Transaction Query:

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**.

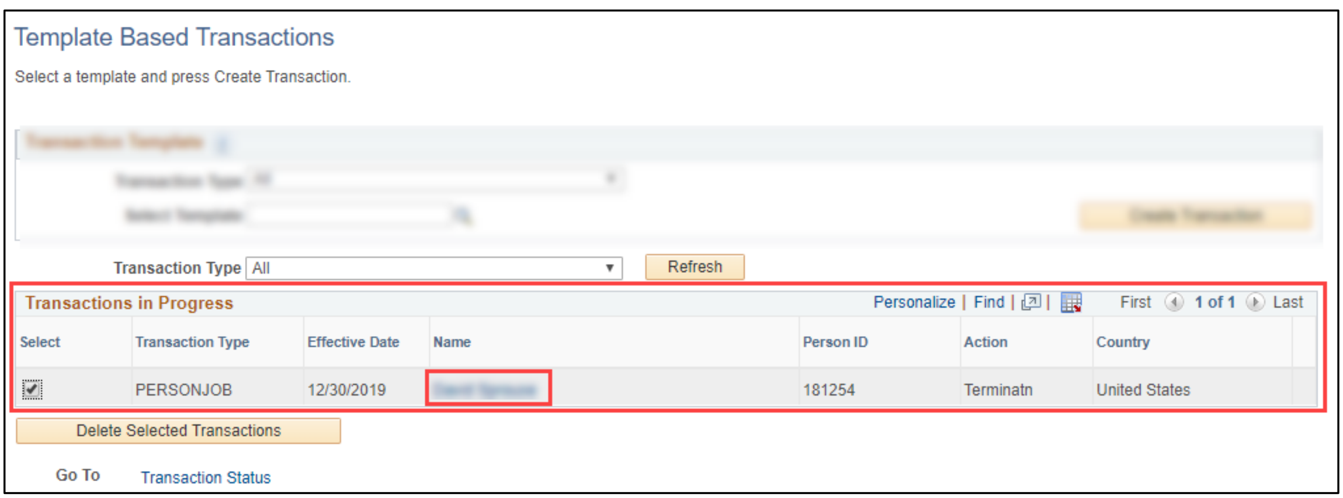
Completing a Saved Draft or Pushed Back Transaction

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

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



The Template Based Transactions page appears:



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> Menu> Workforce Administration> Template Based Transactions> Template Based Transactions.

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