





## TRANSACTION INFORMATION BLOCK FIELDS (Bottom of Screen)

The Transaction Information block will query information based on the entries defined in the Key block. This block contains basic critical information about Electronic Approvals transactions. Below you will find a brief description of these fields.

**ID and Name:** Identify the individual affected by the change, that is, the person for whom the personnel action was created.

**Approval Category:** The type of EPAF.

**Transaction Information Window:** the following 12 fields are within this window are:

1. **Description Field** – describes the Approval Category.
2. **Queue Status** -- indicates where the transactions resides for you the approver and what status it is in the approval process (see Queue Status Definitions.)
3. **Required Action Indicator (Ind)** – This identifies the reasons a transaction is being sent to you as a person defined in the approval queue. It specifies the types of action you are expected to take on the transaction. There are three valid action types:
4. **Transaction Number** – is the number that has been assigned by the system to identify the Electronic Personnel Action (EPAF). This is a one-up system generated number created when the PAF was submitted on NOAEPAF.
5. **Trans Created On** – This specifies the date when the originator (creator) submitted the specific transaction on the Electronic Personnel Action Form (NOAEPAF).
6. **Transaction Status** – This is the status of the transaction.
7. **Approved by ID** – This field displays the ID of the person that took action on the transaction.
8. **Activity Date** – This field defines when the last approver took action on the transaction. When you take action by changing the *Approver Action* field and you save the data, the Activity Date will default to the system date and cannot be changed. The Activity Date can be used as a tracking tool to tell how long it takes for transactions to be approved.
9. **Submitted On** – This field reflects the date that the originator of the transaction submitted the transaction to the approval queue.
10. **Application Date** – This field represents the date that was entered during the application of a transaction for any changes to the Employee record (PEAEMPL).

This Application Date will only be populated if you are querying transactions that are at a transaction status of *Complete* or *Partially Complete*.

11. **Applied to Database by** – This field represents the Oracle ID of the person who applied the database with regard to the specific transaction or Personnel Action (EPAF).

12. **Originator ID** field will reflect the Oracle ID of the person who originated (created) the transaction or EPAF

**OTHER INFORMATION AND COMMENTS TAB:** clicking on this tab allows you to view the comments written into the EPAF without going into the actual EPAF.

**You have the option of viewing detailed information about the Personnel Action (transaction) by:**

1. Highlighting the Electronic Approval transaction from NOAAPSM.
2. Go to *OPTIONS* from the navigation menu.
3. Select *PAF Detail Information*.
  - a. Note: This function will take you to the Electronic Personnel Action Form (NOAEPAF) where you can view the actual EPAF and the contents of the transaction such as the actual current and new values represented in the action.

## NOAEPAF FORM

Applied Status	Field Name	Current Value	New Value
P	Jobs Effective Date	01-JUL-2006	01-JUL-2007
P	Personnel Date	01-JUL-2006	01-JUN-2007
P	Job Status	A	A
P	Job Change Reason	EW	E7
P	FTE	1	1
P	Appointment Percent	100	100
P	Timesheet Origin	DP	DP
P	Title	Staff Assistant I	Staff Assistant II
P	Units per Pay	173.33	173.33
P	Salary		

The first page of the EPAF will include the New Value column. This is the new or changing information being submitted for approval. Please note that the salary listed on this page needs to be entered differently for different EPAF's. Please look at the comments to get more details.

To view the remaining pages of each EPAF go to "options" and select "next action".

The last two pages of all EPAF'S are routing and comments. They can be viewed by clicking on the tabs in the EPAF.

Level Code	Level	User ID	Name	Required Action	Queue Status	Action Date
HOME	20	MADK_HEALEY	Mark Calvin Healey	Approval	Approved	28-JUN-2007
AGEXP	21	PAUL_RASMUSSEN	H. Paul Rasmussen	Approval	Approved	29-JUN-2007
DHOME	25	NOELLE_COCKETT	Noelle E Muggi-Cockett	Approval	Approved	03-JUL-2007
HR	80	HR_OFFICE	Office HR	Approval	Pending	
APPLY	95	HR_OFFICE	Office HR	Apply	In Queue	

  

Comment	Date and Time	Made By
(Effective June 1 salary should have been Salary planner up loaded correct salary of	28-JUN-2007 01:34:32 PM	
EPAF missed the deadline so I am returning this epaf to change the dates.	20-JUN-2007 01:24:37 PM	LEANNA_LAMMERT

Click on the black X on the NOAEPAF form to exit out of the EPAF and return to NOAAPSM the approval form.

## RETURN TO NOAAPSM

ID	Name	Approval Category	Description	Queue Status	Required Action Indicator	Approver Action	Apply
A		JC_TRM	Job Change Terminatio	Pending	Approval	None	
A		JC_STC	Job Change Status Chi	Pending	Approval	None	
A	in	JB_ADJ	Job Assignment Adjunc	Pending	Approval	Acknowledge	
A		EC_STD	STD-Short Term Disab	Pending	Approval	Approved	
A		JB_ADJ	Job Assignment Adjunc	Pending	Approval	Disapprove	
A		EC_STD	STD-Short Term Disab	Pending	Approval	More Info	
A		JB_ADJ	Job Assignment Adjunc	Pending	Approval	Return/Correction	
A		JC_TRM	Job Change Terminatio	Pending	Approval	Void	
A		JC_STC	Job Change Status Chi	Pending	Approval		
A		JC_STC	Job Change Status Chi	Pending	Approval		
A		JC_STC	Job Change Status Chi	Pending	Approval		
A		JC_STC	Job Change Status Chi	Pending	Approval		
A		JC_STC	Job Change Status Chi	Pending	Approval		
A		JC_STC	Job Change Status Chi	Pending	Approval		

**Approver Action:** This field is where you have the ability to execute or take action on Approval Summary Form (NOAAPSM). You simply need to identify the approver action that you want to take by using the pull down list in the data area. There are seven valid approver actions. They are as follows:

**Approved** – You can approve the transaction indicating that you are in agreement with the information on the EPAF.

**Disapproved** – You can disapprove the transaction indicating that you disapprove the information on the EPAF. *Once disapproved, the EPAF can't be corrected.*

**Void** -- Valid approver action for the **originator** of the transaction and the **superuser** only. This action indicates that the transaction has been voided and is no longer valid.

**More Info** – You desire more information about the transaction prior to taking action. This status indicates to other people in the approval queue that the person is taking action to research the EPAF.

**Acknowledge** -- You have received the EPAF in an FYI status and can acknowledge the transaction. *This is not currently being used at USU.*

**Return for Correction** – You can return a EPAF to the **originator** of the transaction when an error is detected prior to the EPAF being applied to the database. *If you return for correction, please insert a comment and contact the originator that you are returning the EPAF to them.*

**None** – Default value for the pull down list.

**Click on the “SAVE” icon or use the F10 command on your keyboard to save your approver action.**