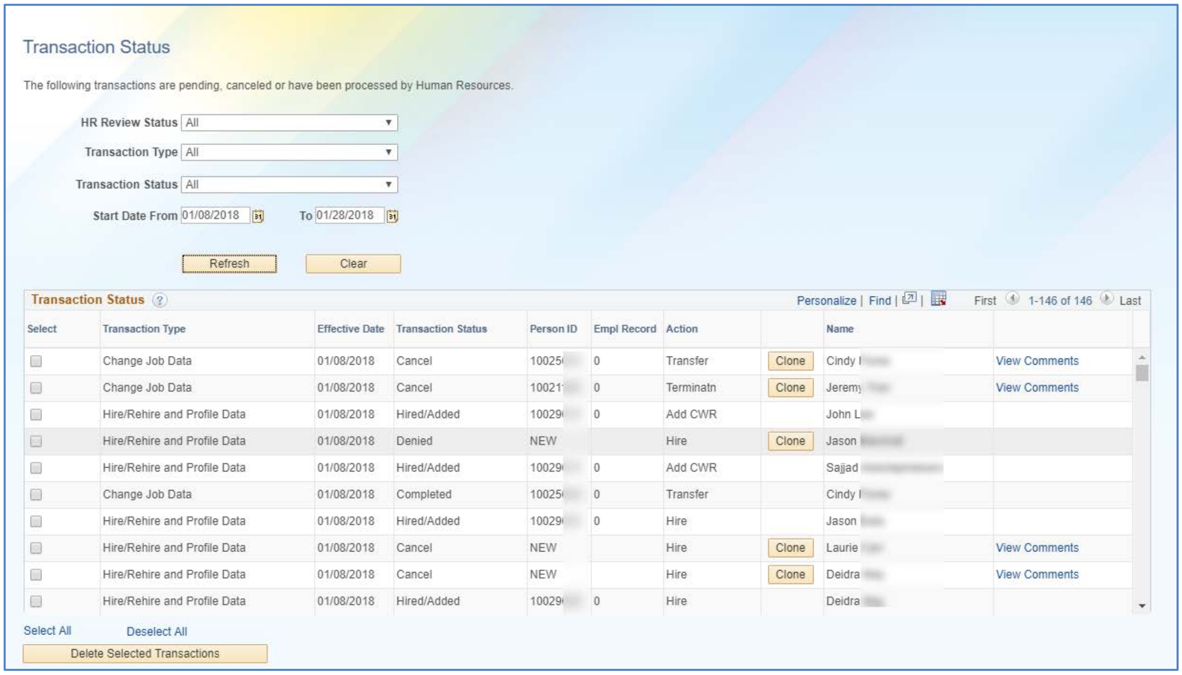
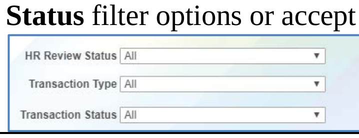
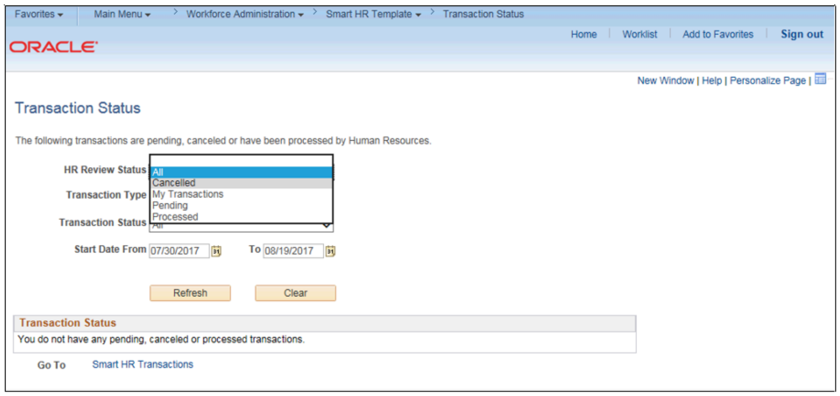
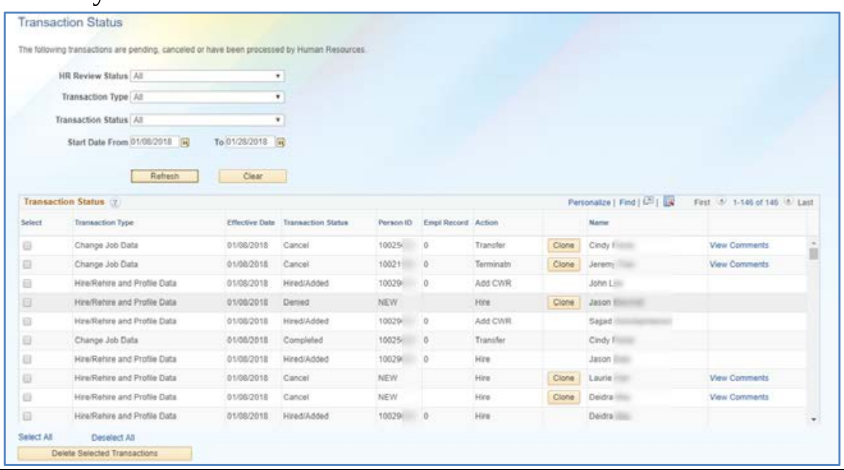
Use this task to view the status of **Smart HR Template** transactions that have completed the Shared Service Center (SSC) approval workflow (AWE) and are being processed by UCPath Center WFA Production. You can view transactions, which you and others have submitted within the department(s) to which you have access. As a best practice, Template initiators should review this page regularly to confirm that Smart HR templates are approved and take action on any Denied templates by cloning and resending them.

Navigation: PeopleSoft Menu > Workforce Administration > Smart HR Template > **Transaction Status**



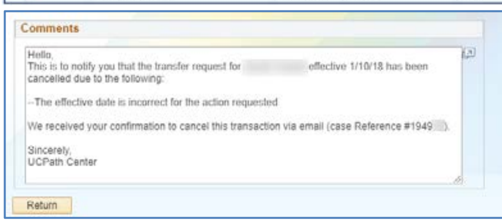
Step	Action
1.	Use the **Transaction Status** page to filter existing Smart HR Template transactions by status, type and date. Select the appropriate **HR Review Status**, **Transaction Type** and **Transaction Status** filter options or accept the default of **All**. 
2.	Click the button to the right of the **HR Review Status** field.

Step	Action
3.	Select the appropriate **HR Review Status**. 
4.	Enter **Start Date From** and **To** fields or accept the default values.
5.	After you enter the appropriate search criteria, click the **Refresh** button to update the results.
6.	The **Transaction Status** grid displays the transactions that match the search criteria you entered. 
7.	The **Transaction Type** identifies the type of transaction that was initiated.
8.	The **Effective Date** is the date of the action on the template transaction.
9.	Review the **Transaction Status** field. • **Requested:** Transaction was submitted. • **Completed:** Transaction was processed. • **Hired/Added:** New hire was added to system. • **Cancel:** Transaction was cancelled. • **Denied:** Transaction was denied.
10.	The **Person ID** identifies the employee associated with the transaction. This column displays **NEW** for full hire transactions that are still pending.

<table>
<tr><td>11.</td><td>The Action displays the action code for the requested transaction.</td></tr>
<tr><td>12.</td><td>If necessary, scroll right to display additional columns.</td></tr>
<tr><td>13.</td><td>The Name identifies the employee associated with the requested transaction.</td></tr>
<tr><td>14.</td><td>If a transaction was cancelled or denied, follow the steps below to view the reason.

Transaction Cancelled

1) Click the View Comments link to view the reason for the cancellation.

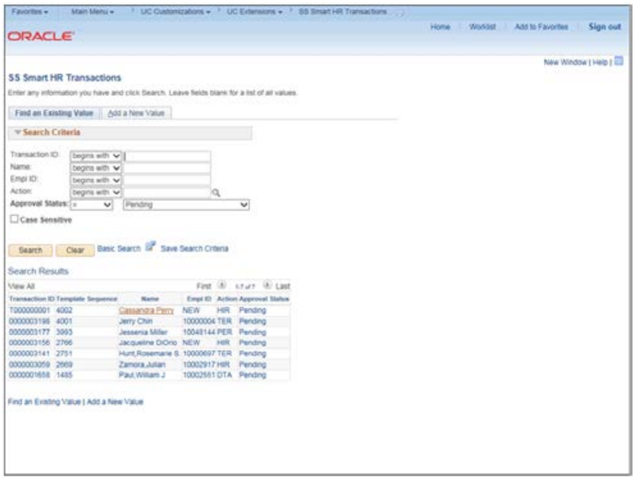



Transaction Denied

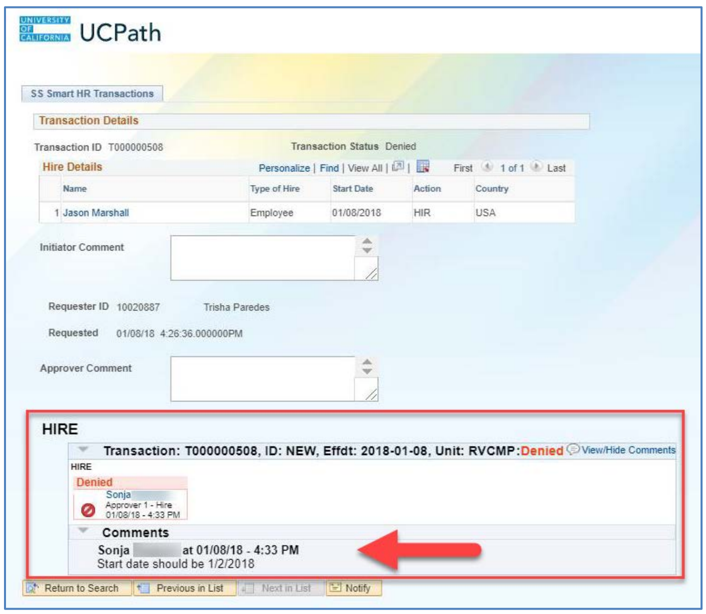
1) Use the SS Smart HR Transaction Status page to search for existing Smart HR Template transactions (UCPath > PeopleSoft Menu > UC Customizations > UC Extension > SS Smart HR Transactions).

Most users have access to view only transactions within their business unit, with the exception of UCPath Center Production team members, who can view data for all Locations.

2) Enter search criteria in one or more search fields. You can also leave all fields blank to display the 300 most recent transactions entered into UCPath. You can then sort through the search results to locate the transaction(s) you want to view.</td></tr>
</table>



3) Click the link of the transaction you want to display.



4) Expand the Transaction field to view who denied the transaction and the reason.

5) Return to the Transaction Status page (UCPath > PeopleSoft Menu > Workforce Administration > Smart HR Template > Transaction Status).

15. To quickly recreate the transaction, click the **Clone** button. Then, make the necessary corrections based on the feedback from the provided to you in the comments. Submit the request for processing.