

5. Requesting an Employee Hire

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5.1. What is an Employee Hire?

The E-TRAC New Hire request involves the entry of employee personal information, selection of a valid position, and the evaluation of additional job criteria. Those who are currently involved in employee appointments around campus will be responsible for these requests.

A Hire is considered to be an entirely new appointment or a concurrent appointment for a new position.

The E-TRAC Employee Hire Module is used to appoint staff, MPP and immediate pay employees who are either new to the E-TRAC system, are not active and are being rehired, or are being hired into a concurrent job. Some appointment situations that are currently thought of as hires are really viewed by E-TRAC as *data changes* and are handled through the Employee Change module.

Therefore a critical first step in the new hire process is to determine whether the hire should be processed as a *new hire* or a *data change*. This will avoid creating multiple employee records that may not be necessary. Search functionality is provided to the user to assist in this decision making process. The goal of the searches is to save time and keep the data accurate.

5.1.1. Types of Employee Hire transactions

- **New appointment**
This is someone who has not been previously employed by SFSU. If the new employee is a current or prior student assistant, work study, bridge job code, special consultant, or graduate assistant, you must still process their appointment as a *hire*.
- **Rehire**
This is someone who has been previously employed by SFSU with an empl ID in the HRMS system, but the employee resigned or separated. The individual will either

not be located on the Employee Search or will be located with the status of **Inactive**.

- **Concurrent Hire/Concurrent Job/Multiple Job**

In this situation an individual is accepting an additional part-time or hourly appointment in a new position. A concurrent job is a situation where someone is actively employed by SFSU and is accepting an additional concurrent appointment. The Employee Search will indicate that the employee has an Active status. An active status may mean an employee is currently employed by SFSU either in your college or department or another college or department. For example, an active part-time employee may at the same time work in your college or department and accepts an additional hourly appointment due to a project or fulfilling an operational need of the university.

5.1.2. What is an Employee Change?

- **Appointment Extension**

Extension of a temporary reassignment of an active employee in your department. There is no change to the position (funding) number and job responsibilities.

- **Reappointment**

Appointment of an active employee to a new temporary appointment. The job function is different or is a new temporary appointment with a new position number. In E-TRAC, this is processed as a New Temporary Appointment.

- **Immediate Pay (Special Pay) & the employee exist in E-TRAC**

The Employee Search reveals that an employee is actively employed at SFSU as an Immediate Pay employee. This is processed as a Data Change to indicate the paid time period and that the Immediate Pay employee has worked.

- **Most Job Changes**

The employee change transaction is used for any other change to an existing appointment including a transfer, promotion, or job reclassification change.

5.2. Employee Hire Request Overview

5.2.1. Employee Hire in E-TRAC (Post Recruitment for posted position) New employee or Rehired employee

This is the case of someone who has not been previously employed by SFSU or someone who resigned/separated (appears with an inactive status in the Employee Search results) from employment with SFSU. Also note that if the new employee is a current/prior student assistant, work study, bridge job code, special consultant or graduate assistant, you must process their appointment as a hire.

- 1 Complete the Recommendation Form 171 after you have concluded your recruitment process. You must interview all eligible/qualified applicants and justify your recommendation as necessary. Deliver the Form 171 with all résumés/applications, interview questions and reference checks to the Human Resources Representative.

- 2 HR will review your recommendation and either request further justification or offer the job to the potential employee. Changes in recruitment are handled outside of E-TRAC.
- 3 HR will notify the department that it is time to complete the E-TRAC New Hire transaction. HR identifies the effective date and salary of the new hire, Social Security Number or SFSU ID and birth date.
- 4 The requester completes a **Vacant Position Search** to ensure the correct position exists in the system and is vacant.
- 5 The requester completes an **Employee Search** to confirm that the individual should be handled through the **Employee Hire Request** and not through the **Employee Change Request**.
- 6 The requester completes and submits the **Employee Hire Request**.
- 7 Department approvers review and approve the **Employee Hire Request**.
- 8 Budget approvers evaluate, approve and add to the request.
- 9 HR Services reviews, approves and loads the request to the HR system, in most cases creating a new **Employee ID** number (SFSU ID).
- 10 The requester receives an e-mail notification when the transaction is complete (loaded into the HR system). This e-mail will include the Employee's ID number (SFSU ID).
- 11 Once the new employee is hired, you must schedule the employee a Sign-In New Employee Orientation with Human Resources, Safety and Risk Management. Also, the new employee must complete the following sign-in forms: Biographical #002 Form, Application form, I-9 Form/Certification, Conditions of Employment #200, Oath of Allegiance STD #689, Designee to Receive Warrant #243 Form, EAR (Employee Action Request) #686 Form, Benefits Orientation Guide, and additional HR required forms. Remember to instruct your new employee to complete all the forms prior to meeting with the HR Services Representative.

Note: A delay in processing may occur because of an incomplete Sign-In employee documentation.

- 12 The New Employee Sign-In Orientation is scheduled during regular work time and must be completed within one to five days of the employee's start date. All MPP, Administrator orientation is scheduled with the Associate Vice President, Human Resources, Safety & Risk Management Designee. If the employee is eligible for benefits, a Benefits Orientation is scheduled after the employee's sign-in, or is scheduled within two weeks of the employee's start date.

5.2.2. **New Employee Hire in E-TRAC (Non-Posted Short Term Emergency Hire) Brand new employee or Rehired employee**

A new employee hire refers to employees who have not been previously employed by SFSU or who have resigned/separated from SFSU and appear as **inactive** in the Employee Search. If the new employee is a current or prior student assistant, work study, bridge job code, special consultant, or graduate assistant, you must process their appointment as a *hire*. An active graduate assistant or teaching associate may not be eligible for an emergency hire appointment.

- 1 After Human Resources, Safety and Risk Management identifies the appropriate job code, you may then finalize the Short Term Emergency Hire packet: position description and work schedule.
- 2 Once you receive the confirmation of the new position number or you have a position to use, complete the New Hire E-TRAC transaction.
- 3 Also, prior to submitting E-TRAC, you must have the new emergency hired employee complete and deliver the following sign-informs to HR: Biographical #002 form, Application form, I-9 Form/Certification, Conditions of Employment #200, Oath of Allegiance STD #689, Designee to Receive Warrant #243 Form, EAR (Employee Action Request) #686 Form, Benefits Orientation Guide, and additional HR forms as required. Call your HR, Services Representative for sign-in documentation inquiries.
- 4 All the employee sign-in documentation must be delivered to HR, concurrently with the processing of the New Hire E-TRAC. (Empl Class: Emergency Hire)

5.2.3. **Concurrent Hire in E-TRAC**

- 1 After HR identifies the appropriate job code, you then may finalize your concurrent hire in E-TRAC as long as you receive a confirmation or have a designated position number.
- 2 Special Consultant and Casual Worker hires may require additional documentation.
- 3 At this time an employee may update the following forms: Biographical #002 form, EAR (Employee Action Request) #686 Form, Benefits Orientation Guide, and other HR forms as required. Call your HR, Services Representative for sign-in documentation inquiries.
- 4 All the Employee sign-in documentation must be delivered to HR prior to beginning the **New Concurrent Hire** transaction.

5.3. Before You Request an Employee Hire

5.3.1. Vacant Position Inquiry

- 1 Select Home > SFO Self Service > Inquire > Vacant Positions.



Figure 5-1 Steps to access Vacant Positions link

- 2 Click Vacant Positions link.

Figure 5-2 Vacant Position Inquiry search page

- 3 When the Vacant Positions search page appears, enter the necessary search criteria in order to locate the department for which you would like to view the vacant position, and click **Search**.

Note: You will only be able to view one department ID at a time, and only the departments for which you have security access.

Review the results to verify that the position is not in the system—double check by conducting a Position History Inquiry. This will tell you whether the position exists **AND** has an employee associated to it.

5.3.2. Validating Employee is not currently in E-TRAC system

The next step is to determine if the individual that you are hiring is already in the HRMS E-TRAC system. This is done by performing another inquiry called an Employee Search. Although E-TRAC does some checking on the SSN and name of the employee, it is very important to determine if the individual already has a record in the system prior to requesting a new hire.

- 1 Click **SFO Self Service > E-TRAC > Inquire > Employee Search**.

Figure 5-3 Employee Search page

- 2 Type any of the requested search criteria such as **Employee ID (SFSU ID)**, **Last Name** and **First Name** in their respective fields.
- 3 Click the **Search** button.

The system will return a list of individuals that meet the criteria entered. If you do not locate the individual in the system, you can proceed with the **New Hire Request** transaction. However, if you do locate the individual you should review the **Employee Search** information and determine if the employee has an active record.

However, if the **Employee Search** reveals an:

- Active temporary appointment and the individual is granted a new temporary appointment into a new position number, or their appointment is extended, then process this transaction as an Employee Change with an action-reason combination of **Data Change/New Temporary Appointment**.
- A Special Consultant/ Immediate Pay employee is being paid for another time period, and an Employee Search reveals that they are in the system and active. Process this

transaction as an Employee Change with an action-reason combination of **Immediate Pay/Data Change**. For inquiries regarding a Special Consultant E-TRAC, call your Time and Labor Specialist, Payroll.

- The Employee Search reveals an active appointment and you need to make a change to some element of the employee job record. Process this transaction as an Employee Change, however the action-reason combination will vary (examples include promotion, transfer, and leave of absence).

5.4. Requesting a New Hire

At this point you can proceed to navigate to the correct E-TRAC page and administer the new hire transaction.

- 1 Click **SFO Self Service > E-TRAC > Use > E-TRAC Home**.

Welcome to E-TRAC!

Select the type of E-TRAC you would like to submit from the list on the left, or you can search for an existing E-TRAC in the pane on the right. You can enter the E-TRAC ID if you know it, or you can look it up by clicking the magnifying glass.

Result Page: 1 Transactions 1 to 1 of 1

E-TRAC ID	E-TRAC Type	Effective Date	Description	DeptID	Description	Current Status	Status Date & Time
!	None		available				

☆ - Worklist Item ✓ - Worked ● - New E-TRAC

Figure 5-4 E-TRAC Home Page

- 2 When the E-TRAC home page appears, select the radio button next to **Employee Hire**.
- 3 Click the **Add** button.

The **New Hire Request Page** appears.

5.5. Requesting New Hire (Employee not in HRMS and/or SIMS)

There are two procedures for hiring at SFSU: hiring individuals not previously in HRMS/SIMS, and individuals who are in HRMS/SIMS (current employees and rehires/current and previous student employees).

The following instructions show how to request a new hire where there is no existing data in HRMS or SIMS for the new hire.

- 1 Once you've logged in to HRMS select **Home > SFO Self Service > E-TRAC > E-TRAC Transactions > Employee Hire**. The New Hire Requests page will appear.

New Hire Requests

Enter any information you have and click Search. Leave fields blank for a list of all values.

The screenshot shows a search interface with two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected. Below the tabs is a search field with a dropdown menu set to "E-TRAC ID" and a "begins with" text box. There are "Search" and "Advanced Search" buttons.

[Find an Existing Value](#) | [Add a New Value](#)

Figure 5-5 New Hire Requests – Add a New Value

- 2 Click **Add a New Value** tab.

The New Hire Request Page will appear.

New Hire Request Page

E-TRAC ID: NEW

FOR ANY STUDENT HIRE, PLEASE USE THE SFSU ID. DO NOT USE SSN. IF NO MATCH IS FOUND USING SFSU ID, OBTAIN CORRECT INFORMATION FROM THE STUDENT. Please double check your entry to make sure it is accurate.

The screenshot shows a form titled "Enter Employee Details" with three input fields: "*First Name:", "*Last Name:", and "*SSN / SFSU ID:". A "Next" button is located at the bottom right.

Figure 5-6 New Hire Request Page

- 3 Type the first name, the last name and the SSN or SFSU ID. For new employees carefully enter the SSN. For existing employees, enter the SFSU ID. Use the completed payroll hiring documents (Biodemographical form, EAR, Oath, Designee, I-9, etc.) or other source documents for a current or inactive/separated employee.
- 4 Click the **Next** button.

- 5 Type the date of birth and re-enter the SSN. Please cross-reference the SSN with different source documents for consistency.



Figure 5-7 New Hire Request Page – Verify SSN Number

- 6 Click the **Next** button.

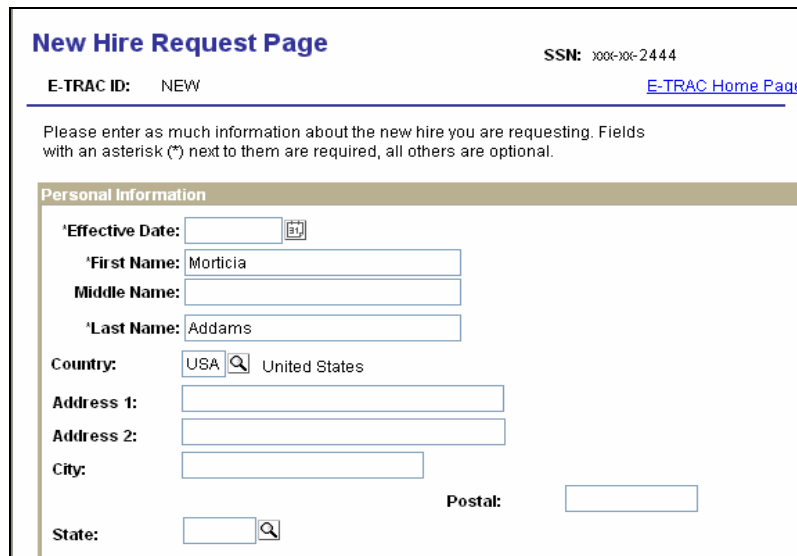


Figure 5-8 New Hire Request Page - Personal Information Section

If the SSN was re-entered correctly and no other matches were found by entering the date of birth, the new hire page will appear for regular new-hire data entry.

5.5.1. Personal Information

The Personal Information section contains fields for information such as effective date, name, and address. Note that if the social security number is recognized by the system, the personal information on record will appear as grayed. The grayed fields will serve

as an indication that it is necessary for you to complete an EAR (Employee Action Request) form to update this personal data. EAR forms are required by the State Controller's Office Payroll System.

Note: When typing information in to the Personal Information section, do not use all caps or abbreviations. For addresses avoid using abbreviations such as st, blvd, or rd.

- 1 Enter the Effective Date, which is the date of hire.
- 2 Finish the section by typing the address in the Address field. Make sure to use mixed case for the address, to spell out the address such as 16 Bay Street. Also, include the entire address in the Address 1 field.
- 3 Type City, postal, and state, in their respective fields. Country field automatically defaults to USA. Do not abbreviate city and spell out completely.
- 4 Continue to the Position Information section to complete the remainder of the hire.

5.6. New Hire (Employee exists in HRMS and/or SIMS)

The following hire instructions are for current or inactive/separated employees in HRMS. The employee may be receiving a concurrent job or being re-hired following a separation or termination and has existing data in SIMS (Student System).

The screenshot shows a web form titled "Enter Employee Details" with the following fields: "First Name" (Lily), "Last Name" (Munster), and "SSN / SFSU ID" (901). Below the form are "Back" and "Next" buttons. A "Help" box contains text about matching data. Below the help box is a table titled "Matching Data Found" with the following data:

SFSU ID	First Name	Middle Name	Last Name	Date of Birth (MM/DD)	National ID
1 HRMS 901	LILY		MUNSTER	10/31	XXX-XX-XXXX

Figure 5-9 New Hire Request page – Matching Data

- 1 Type the complete first and last name and SFSU ID and click the **Next** button. In the example above, all entries matched HRMS data. Accordingly, the employee appears in the list under "Matching Data Found".
- 2 Click the SFSU ID link in the list to retrieve the new hire page populated with existing Name and Address data.

New Hire Request Page

SSN: xxx-xx-1313

E-TRAC ID: NEW EmpID:908505720 [E-TRAC Home Page](#)

Please enter as much information about the new hire you are requesting. Fields with an asterisk (*) next to them are required, all others are optional.

Personal Information

*Effective Date:

*First Name: [Active Job Records](#)

Middle Name:

*Last Name:

Country: United States

Address 1:

Address 2:

City:

Postal:

State: California

Figure 5-10 Personal Information Section

In this example using the same employee to hire, the first name was misspelled (Lilly vs Lily)

New Hire Request Page

E-TRAC ID: NEW

Enter Employee Details

*First Name: Lilly *SSN / SFSU ID: 133131313

*Last Name: Munster

*Date of Birth:

Help

The SSN/SFSU Id you entered already exists in the system, but it does not match with the employee name and/or DOB you entered. Please contact Human Resources to ensure the New Hire details are correct. To modify the data you entered, click on 'Back' button. To continue hiring as per the data shown, click on the SFSU ID hyperlink below.

Matching Data Found

SFSU ID	First Name	Middle Name	Last Name	Date of Birth (MM/DD)	National ID
1 HRMS 90:	LILY		MUNSTER		xxx-xx-

Figure 5-11 New Hire Request Page - Incorrect Spelling Help Dialog

When the SFSU ID / SSN and date of birth are correct, but the name has an error, the "Help" dialog box will display messages that provide detail of the inconsistencies. In addition, the "Matching Data Found" list will provide the possible match(es) of existing data from HRMS and/or SIMS.

Click the SFSU ID of Lily Munster if the Date of Birth and the last four digits of the National ID (SSN) matches.

In this case, only the first initial of the first name was entered; the last name and SFSU ID was correct. The date of birth entered actually belongs to a different employee with the same last name and first initial.

The screenshot shows the 'New Hire Request Page' with the following details:

- E-TRAC ID:** NEW
- Enter Employee Details:**
 - 'First Name: L' (with a text input field)
 - 'SSN / SFSU ID: 90' (with a text input field)
 - 'Last Name: Munster'
 - 'Date of Birth: ' (with a date picker)
- Buttons:** Back, Next
- Help:** Multiple matches have been found for the employee details you entered (including the one with SSN/SFSU Id you entered). Please verify all of your entries with the possible matches and select the appropriate employee by clicking the SFSU ID hyperlink below.
- Matching Data Found:**

	SFSU ID	First Name	Middle Name	Last Name	Date of Birth (MMDD)	National ID
1	HRMS 90	LILY		MUNSTER		XXXXXXXX
2	HRMS 90	LUPE		MUNSTER		XXXXXXXX

Figure 5-12 New Hire Request Page – Multiple Matches

Here, two employees are listed as possible matches based on employee details entered. Each employee has the same last name and the same first letter of the first name. The SFSU ID for employee #1 was entered, but the birth date for employee #2 was entered.

- 3 Where multiple employees appear in the list, you must verify and compare all data entry against hiring documents and with data displayed in the list in order to select and hire the correct employee.


5.6.1. Position Information

The Position Information section contains fields for the position into which the employee will be hired.


- 1 To search the position number, click magnifying glass next to the Position Number field.
- 2 Select Department (department ID) from the Search by field to easily locate the position.
- 3 A list of position numbers with associated information appears. Select the position that the employee will occupy. This position should be listed with Vacant in the name column.

Find a Position

Position Number:

Department:  DOIT-CMS IMPLEMENTATION

Department Title:

Job Code: 

Search Results					
Position No	Effective Date	Name	Description	Department	Department Description
00001817	04/03/2007	Vacant	Admin Analyst/Spclst 12 Mo	6047	DOIT-CMS IMPLEMENTATION
00002908	04/03/2007	James Bond	Info Tech Consultant 12 Mo	6047	DOIT-CMS IMPLEMENTATION
00003739	04/03/2007	Vacant	Info Tech Consultant 12 Mo	6047	DOIT-CMS IMPLEMENTATION

Figure 5-13 Vacant Positions Tab

- Once you select the position number, the Position Information section will reappear with the selected position number in the position number field, and a Job Code (display only) with the job title.

Position Information	
*Position Number:	<input type="text" value="00003739"/>  Info Tech Consultant 12 Mo
Department:	6047 DOIT-CMS IMPLEMENTATION
*FTE:	<input type="text" value="1.000000"/> Job Code: 0420 Info Tech Consultant 12 Mo

Figure 6-12 Position Information section

- FTE (timebase) defaults to 1.0 or 0.01 if hourly. Override this value if it is necessary.
- Using the drop down menu, choose an Empl Class (employment class) based on the position the Staff/MPP is being hired into. Temporary is used for employment with an appointment end date. Use Regular for probationary/permanent appointment. Emergency Hire is used for short-term emergency hire. Intermittent is used for hourly employee hire. Ret Annuity is used for Retired Annuity.

Note: If the position is temporary then you need to enter an end date.

- The salary plan information automatically populates from the position that you choose.

- 8 Salary grade defaults based on position, however, select the appropriate grade. If the salary grade is changed, the compensation rate minimum and maximum may change.
- 9 The Rate Code will default based on the Empl Class you select. Accept the default.
- 10 Type the Comp Rate. The Salary Min and Max are provided as a reference so that you may determine where in the salary range the new hire's salary will fall. An error message will appear if the comp rate is outside of this range.
- 11 Type any notes that you may want the next approver to view. Refer to the back of the manual for examples.

Figure 6-13 Notes Section

User ID and Date/Time automatically populate from previous information entered. The notes section is designated for comments that you may have for the person to receive this E-TRAC transaction in their worklist.

- 12 Click Save Work.

Note: If the **Submit** button is not pressed after the **Save Work** button is pressed, the transaction will be saved without going to the approver and will appear in the "My E-TRAC Transactions" listing with a status of "New E-TRAC" available for editing or submitting at a later time. This is a helpful if you are uncertain about any piece of data in your request. However, you must complete all of the required fields in the request prior to clicking **Save Work**. You must enter something in the required fields as the system will not allow you to save an E-TRAC record unless it is complete.

- 13 A Save Confirmation screen appears. Your transaction is not submitted until you have received this confirmation screen.

Figure 3-7 Confirmation page

- 14 Click OK.

15 After pressing the OK button, the Submit button will appear for submitting the E-TRAC transaction for approval.

16 If you are ready to submit the transaction, click Submit.

The following page appears. This page allows you to review the information that you have submitted and shows the status of your transaction.

Personal Information

Effective Date: 06/30/2017 Active Job Records
 First Name: Sergey
 Middle Name:
 Last Name: Dusheyko
 Country: USA United States

Address Line 1: 712 Harbor Rd
 Address Line 2:

City: Alameda State: CA California
 Postal Code: 94502 Address is PO Box Address

Address Details

(ex. 800)	(ex. East)	(ex. Main)	(ex. Street)	(ex. East)	(ex. 56 A)
Street Number	Street Direction	Street Name	Street Type	Street Direction (Post)	Apt/ Suite/ Room #
712		Harbor	Road		
City	Alameda	State	CA		
Country	USA	Postal Code	94502		

Position Information

Position Number: 00005237 Special Consultant
 Absence / Time Approver: 00004584 Administrator II Robin Bates
 Department: 6115 Human Resources
 Fraction:
 FTE: 0.010000 Job Code: 4660 Special Consultant
 Empl Class Emer Hire
 Probation Code: None
 Probation Date: FLSA Status: Exempt
 Appt End: 12/29/2017 Pay Period End: 06/30/2017
 Sal Plan: E15 E99 Salary Plan 15
 Salary Grade: 0 SPC CONSUL
 Rate Code: Daily Rate Days: 1.000000
 Comp Rate: \$0.00 USD

Notes Find First 1 of 1 Last

User ID: CCSCM19 Wachira,Patrick Insert
 Date/Time: 06/15/2017 12:07:04PM
 Notes:

Approval History

User ID	Name	Approval Status	Status Date & Time
CCSCM19	Wachira,Patrick	Submitted by Creator	06/15/2017 11:47:45AM
CCSCM19	Wachira,Patrick	New E-Trac	06/15/2017 11:46:03AM

Figure 6-13 New Hire Request Review Page

5.6.2. The E-TRAC ID Number

Near the top of the E-TRAC page, the system has generated a unique **E-TRAC ID** for the transaction. You may want to note this number in order to easily locate your request once it is submitted.

[New Hire Request Review](#)
 E-TRAC ID: 00199282 EmplID:912588493 [E-TRAC Home Page](#)

Please enter as much information about the new hire you are requesting. Fields with an asterisk (*) next to them are required, all others are optional.

Personal Information

Effective Date: 06/30/2017 Active Job Records

First Name: James

Middle Name:

Last Name: Yucheko

Country: USA United States

Address Line 1: 706 Harbor Ln

Address Line 2:

City: Alameda State: CA California

Postal Code: 94502 Address is PO Box Address

Address Details

(ex. 800)	(ex. East)	(ex. Main)	(ex. Street)	(ex. East)	(ex. 56 A)
Street Number	Street Direction	Street Name	Street Type	Street Direction (Post)	Apt/ Suite/ Room #
706		Harbor	Lane		
City	Alameda	State	CA		
Country	USA	Postal Code	94502		

Position Information

Position Number: 00005237 Special Consultant

Absence / Time Approver: 00004584 Administrator II Robin Bates

Department: 6115 Human Resources

Fraction:

FTE: 0.010000 Job Code: 4660 Special Consultant

Empl Class: Emer Hire

FLSA Status: Exempt

Appt End: 12/29/2017 Pay Period End: 06/30/2017

Sal Plan: E15 E99 Salary Plan 15

Salary Grade: 0 SPC CONSUL

Rate Code: Daily Rate Days/Hrs/Units: 1.000000

Comp Rate: \$0.00 USD

Notes Find First 1 of 1 Last

User ID: CCSCM19 Wachira,Patrick

Date/Time: 06/15/2017 11:43:13AM

Notes:

Approval History

User ID	Name	Approval Status	Status Date & Time
CCSCM19	Wachira,Patrick	Submitted by Creator	06/15/2017 11:47:45AM
CCSCM19	Wachira,Patrick	New E-Trac	06/15/2017 11:48:03AM

Next Approver: Department Approver(s)

Figure 6-14 New Position Review/Approval Page displaying E-TRAC ID

From this point, your request goes to the first level approver designated for your department.

Notice that in the Approval History section, under the Approval Status column the text reads, **Submitted by Creator**. This section also indicates where this transaction will go next. In the event that one of your transaction approvers makes any changes to your request, you will receive an e-mail notification.

5.7. After the E-TRAC is Submitted

After your E-TRAC request is submitted it is no longer available for you to update. You will receive an e-mail notification that your E-TRAC was successfully submitted. The E-TRAC request will be routed automatically to the first department approver for your area. They will also receive an e-mail notification, which will let them know that a transaction is waiting in their worklist for approval.

Each approver will have the ability to review and make changes to the E-TRAC request. Therefore, if you determine after you submitted the E-TRAC that you made a mistake, you can always ask one of your approvers to make the necessary change. You will receive an e-mail in the event that any changes were made to your E-TRAC request.

Approvers are asked to either approve or reject each transaction. If a transaction is rejected, it is closed to any further updates, and cannot be reused.

After your department approvers have approved the transaction, it will be routed to the Budget Office and Human Resources, Safety and Risk Management. The transaction is finalized only after Human Resources, Safety and Risk Management has approved the transaction and loaded the record to the database. You will receive an e-mail message to let you know when this has happened and any new position or employee IDs that were created as a result of the process.

```

-----Original Message-----
From: H8SFTST@calstate.edu [mailto:H8SFTST@calstate.edu]
Sent: Thursday, September 25, 2003 2:09 PM
To: etracuser@sfsu.edu
Subject: E-TRAC #00000076 has been fully approved

This email is to notify you that E-TRAC number 00000076 requesting a
Employee Change for Department 6115; has been approved by HR and loaded into
the HR system.

Please follow the link to log into E-TRAC.

https://cmsdev.calstate.edu:4196/servlets/iclientservlet/h8sftst/?ICType=Pan
el&menu=SFO_ROLE_MANAGER&market=GBL&panelGroupName=SFO_ETRAC_ECH&SFO_ETRAC_I
D=00000076

-----
This e-mail message brought to you by E-TRAC workflow technology.

```

Figure 6-15 Sample e-mail

Note: The E-TRAC transaction that you have submitted will be viewable in the My E-TRAC Transactions section for 30 days. After 30 days you will have to select the Include Completed in E-TRAC Home, then specify the number of days in the advanced mode of Sort/Filter My E-TRAC Transactions.
