3. Approving E-TRAC Transactions

This chapter explains how to approve transaction requests for Staff, MPP (management personnel plan), Faculty, and Student Employees.

This section contains the following sections:

3.1. Approving E-TRAC Requests

Designated approvers will receive an e-mail message each time an E-TRAC requester has submitted a transaction that requires approval. This e-mail will include a link to the E-TRAC transaction. If you are already logged into PeopleSoft and click on the link provided in the email notification, you will be directed to the corresponding E-TRAC transaction page in PeopleSoft. If you are not logged in to PeopleSoft the email link provided will direct you to the PeopleSoft log-in page. After logging into the system you will be directed to the corresponding E-TRAC transaction page pending approval.

You may also access transactions for approval by logging into PeopleSoft and accessing transactions through the E-TRAC Home Page, under "My E-TRAC Transactions". Transactions that are awaiting approval are denoted with a yellow star (fig 3-1)



Figure 3-1 My E-TRAC Transactions

1 Click the 8-digit id number under E-TRAC ID link.

A Request Page will display, for example the New Hire Request Page.

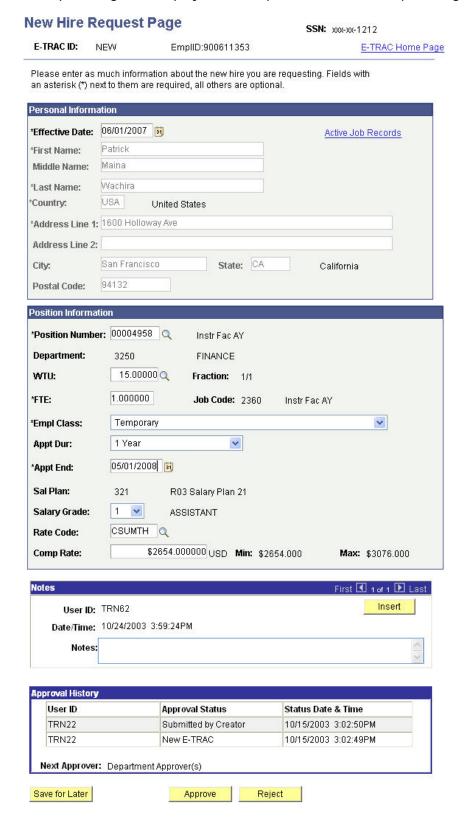


Figure 4-1 Position Change Approval page

2 Carefully review each E-TRAC transaction, including effective date, employee name (if applicable), transaction type, current and proposed values and any messages in the "Notes" section. If necessary, you may update any of the fields and click **Save for Later** without approving or submitting. When making changes to E-TRAC transactions, the E-TRAC creator and previous approvers, if any, receive an email notification of the change. Before approving/rejecting the transaction, you may add notes to the transaction by clicking the "Insert" button and typing into the text box. To approve the transaction, click **Approve** to route it to the approver. If you **Reject** a transaction, the E-TRAC creator and previous approvers, if any, receive an email notification. **Note:** once a transaction is rejected, it cannot be recovered or modified; the E-TRAC transaction must be recreated.