

Self Service Banner

Radford University utilizes the Ellucian Enterprise Resource Planning (ERP) system, Banner, to manage its business processes and operations. The ERP system is made up of different modules, each of which includes different types of information that may be accessed by two different interfaces: administrative and self-service.

The University has utilized the ERP system and both interfaces in various versions since 2009. Ellucian underwent an overhaul of its ERP system to modernize and enhance user experiences. The University previously provided the upgraded version of the administrative interface. The goal of this reference guide is to focus on the enhancements from the upgrade of the self-service interface to the following modules:

- General: Personal information (e.g., address, phone, email, and emergency contact)
- Employee: Time/leave reporting & approval and Pay information
- Electronic Personnel Action Forms (EPAF)

The advances to the General and Employee modules in self-service are intended to provide a modern, mobile-friendly interface, supervisor access to team information, and improved functionality for employee experience.

Contents

Accessing Self-Service Banner.....	3
Employee Dashboard.....	4
My Profile.....	5
Entering a Timesheet.....	7
Non-Exempt Classified and A/P staff.....	8
Bi-Weekly Wage Employees.....	11
Entering a Leave Report.....	13
My Team.....	18
Employee Profile.....	19
Approving Timesheets and/or Leave Reports.....	20
<u>Electronic Personnel Action Forms (EPAF).....</u>	<u>22</u>

Accessing Self-Service Banner

Sign into OneCampus account by clicking *Sign In* and entering the appropriate Radford University identification information:

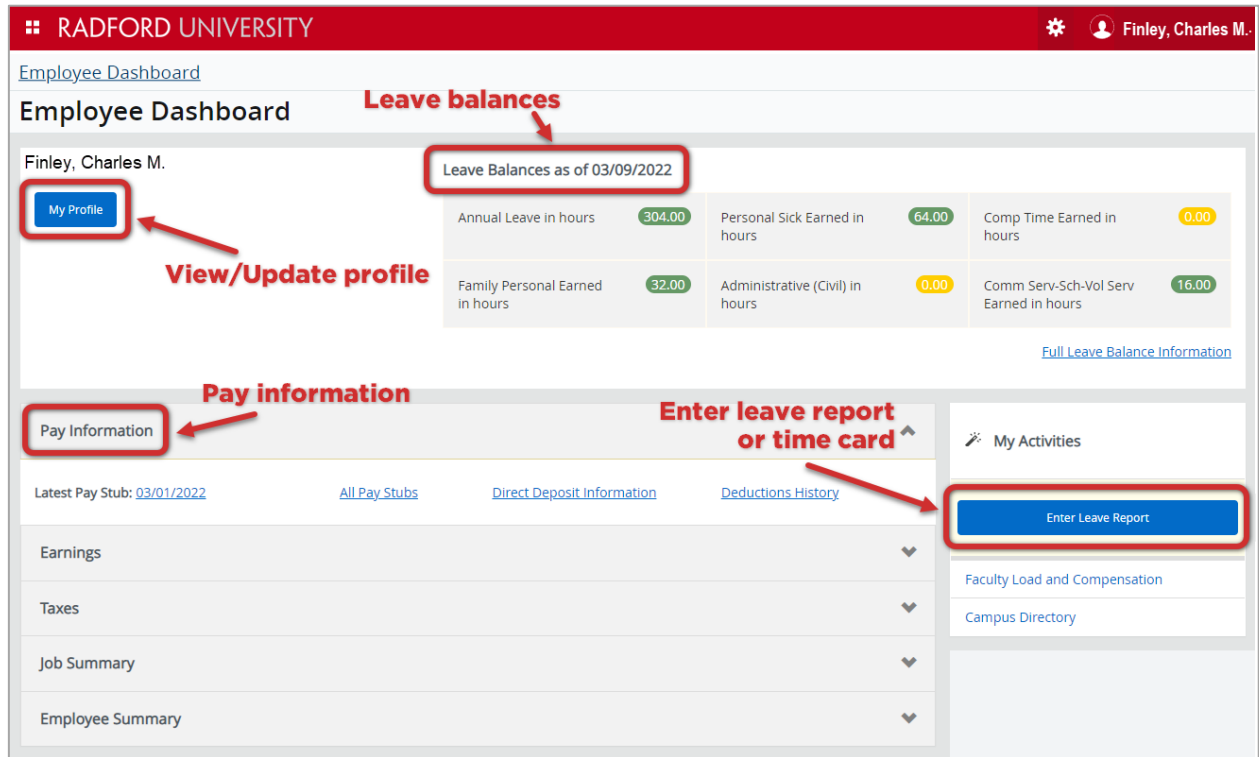


After logging into OneCampus, search for the *Finance & Admin Dashboard* tile:



Employee Dashboard

From the *Employee Dashboard*, users will be able to update personal information via *My Profile*, review leave balances, enter a *Leave* or *Time Report*, and view pay information.



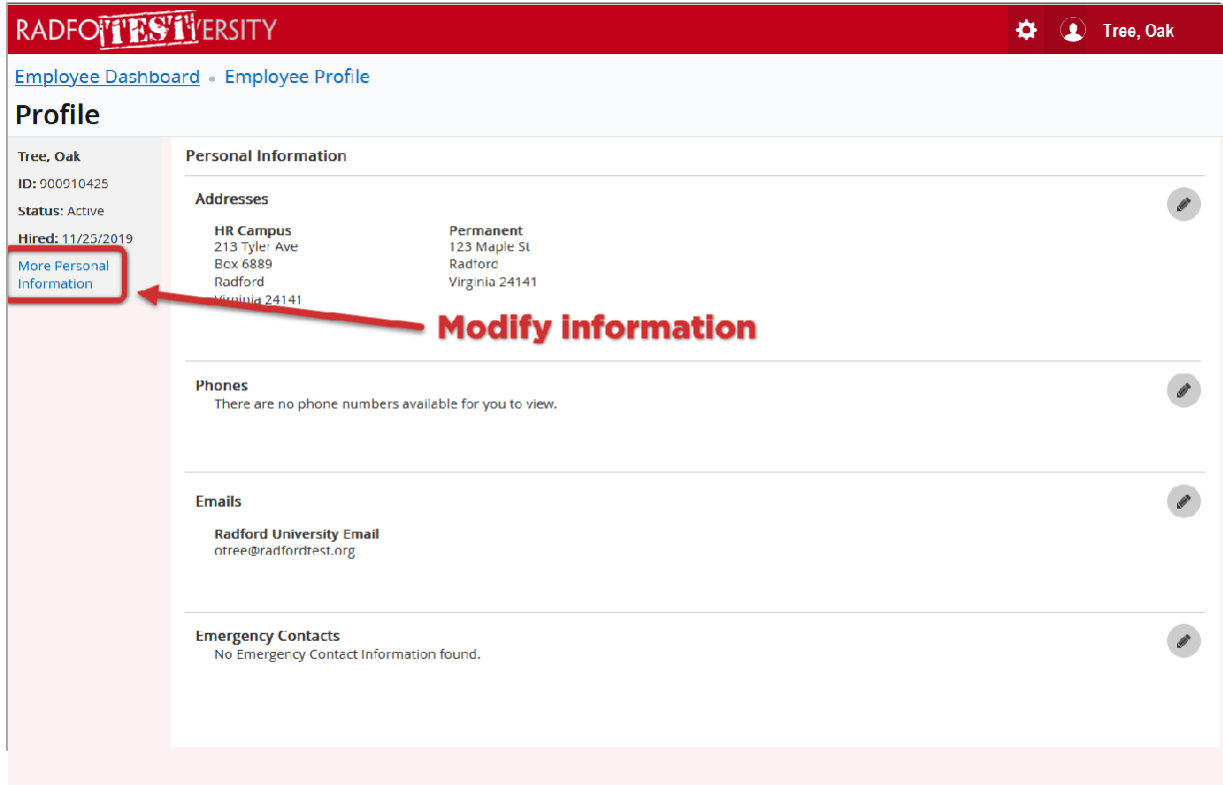
The screenshot shows the Employee Dashboard for Charles M. Finley. The dashboard is divided into several sections:

- Header:** RADFORD UNIVERSITY logo and user name: Finley, Charles M.
- Employee Dashboard:** Displays the user's name, a "My Profile" button (annotated with "View/Update profile"), and a "Leave Balances as of 03/09/2022" section.
- Leave Balances Table:**

Annual Leave in hours	304.00	Personal Sick Earned in hours	64.00	Comp Time Earned in hours	0.00
Family Personal Earned in hours	32.00	Administrative (Civil) in hours	0.00	Comm Serv-Sch-Vol Serv Earned in hours	16.00
- Pay Information:** A section with a "Pay Information" button (annotated with "Pay information") and links for "Latest Pay Stub: 03/01/2022", "All Pay Stubs", "Direct Deposit Information", and "Deductions History".
- Enter leave report or time card:** A section with a prominent "Enter Leave Report" button (annotated with "Enter leave report or time card").
- My Activities:** A sidebar menu with options like "Faculty Load and Compensation" and "Campus Directory".

My Profile

My Profile allows users to review and modify existing profile information. To modify any information, click the *More Personal Information* icon on the left:



The screenshot displays the Radford University Employee Profile page. The top navigation bar includes the Radford University logo and the text "RADFORD UNIVERSITY" and "Human Resources". The user's name "Tree, Oak" is visible in the top right corner. The page title is "Employee Profile". The sidebar on the left contains the following information:

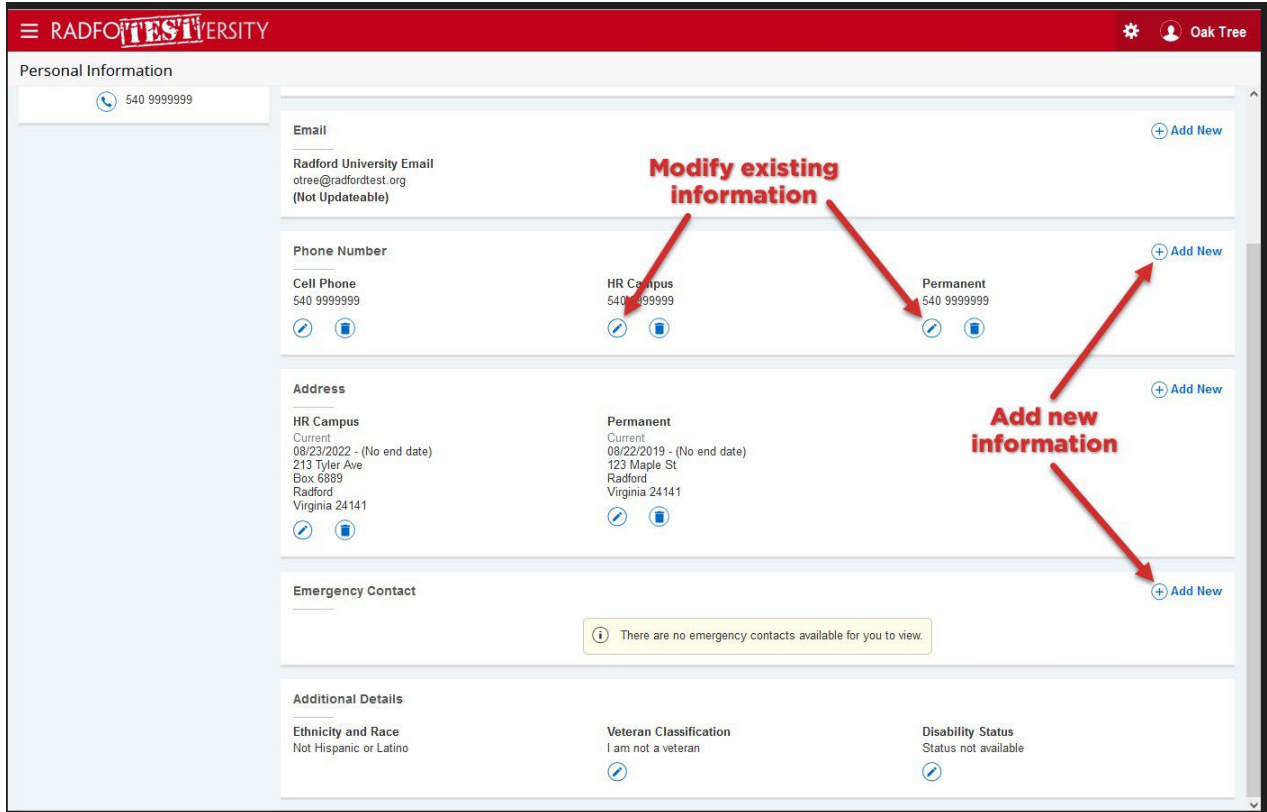
- Tree, Oak
- ID: 900910425
- Status: Active
- Hired: 11/25/2019
- [More Personal Information](#)

The main content area is titled "Profile" and contains the following sections:

- Personal Information**
- Addresses**:
 - HR Campus: 213 Tyler Ave, Bx 6889, Radford, Virginia 24141
 - Permanent: 123 Maple St, Radford, Virginia 24141
- Phones**: There are no phone numbers available for you to view.
- Emails**: Radford University Email, tree@radfordtest.org
- Emergency Contacts**: No Emergency Contact Information found.

A red box highlights the "More Personal Information" link in the sidebar, with a red arrow pointing to it and the text "Modify Information".

To modify existing information, click on the pencil in the designated area. If information needs to be added, click on *Add New*. Note: Human Resources does not utilize the Mailing address. The *Permanent Address* is utilized for communications and sharing with Virginia Retirement System, health insurance and group life insurance.



The screenshot shows the 'Personal Information' page in the Radford University HR system. The page is divided into several sections: Email, Phone Number, Address, Emergency Contact, and Additional Details. Red arrows point to specific elements: 'Modify existing information' points to the edit and delete icons for the HR Campus phone number and the HR Campus address; 'Add new information' points to the '+ Add New' buttons for the Permanent phone number, the Permanent address, and the Emergency Contact section.

Personal Information

540 9999999

Email [+ Add New](#)

Radford University Email
otree@radfordtest.org
(Not Updateable)

Phone Number [+ Add New](#)

Cell Phone
540 9999999

HR Campus
540 9999999

Permanent
540 9999999

Address [+ Add New](#)

HR Campus
Current
08/23/2022 - (No end date)
213 Tyler Ave
Box 6889
Radford
Virginia 24141

Permanent
Current
08/22/2019 - (No end date)
123 Maple St
Radford
Virginia 24141

Emergency Contact [+ Add New](#)

There are no emergency contacts available for you to view.

Additional Details

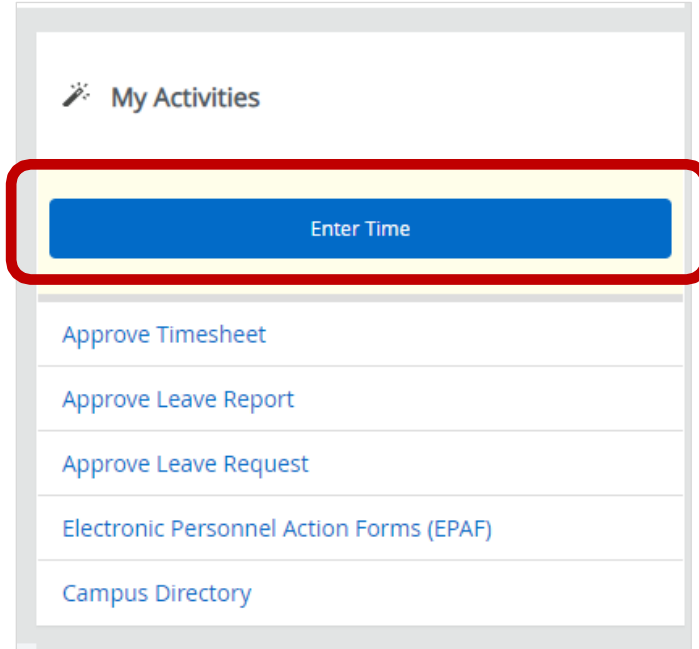
Ethnicity and Race
Not Hispanic or Latino

Veteran Classification
I am not a veteran

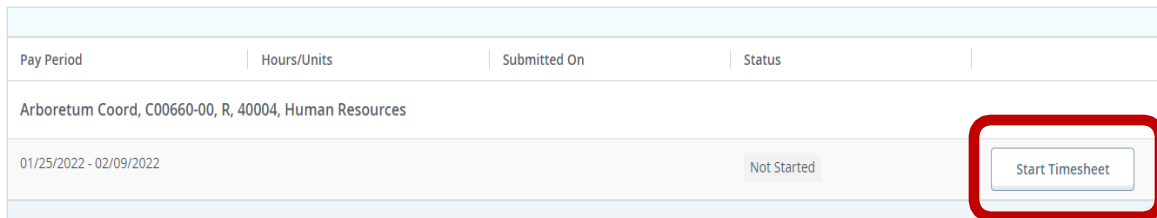
Disability Status
Status not available

Entering a Timesheet

The *Employee Dashboard* provides access to time entry in *My Activities* by clicking *Enter Time*.



On the *Timesheet* page, click *Start Timesheet*.

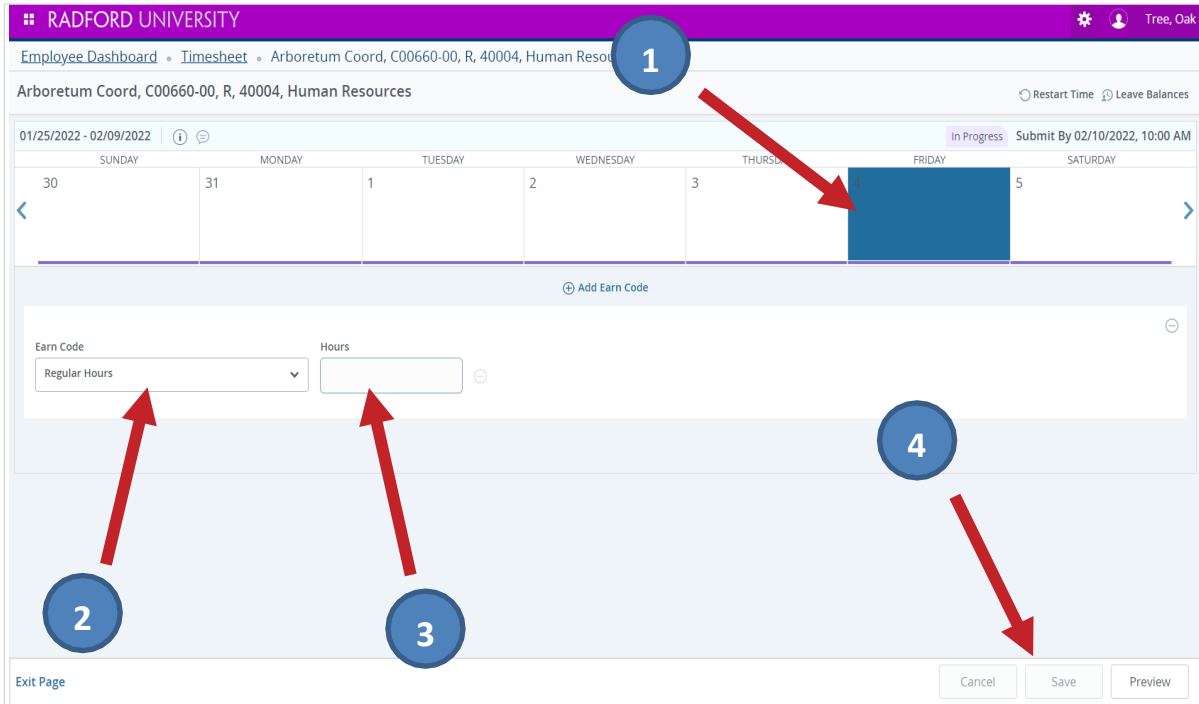


Please Note: Time reporting depends on the employment relationship with Radford University, which is broken down as follows:

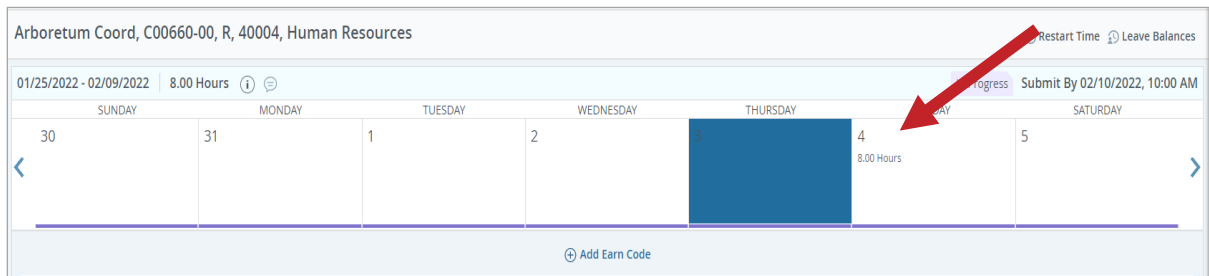
- **Classified and A/P staff** who are non-exempt, eligible for overtime will submit timesheets for each period, reporting total hours worked and leave taken each day. The appropriate Earn Code is selected from the drop-down menu (ex: Regular Hours Worked, Annual Leave Taken, Personal Sick Taken)
- **Bi-weekly wage employees** (i.e., student, 1500-hour wage, and temporary wage) will submit time reports for each workday by eligible Earn Code. Employees report time of day work was started and completed along with breaks taken in a manner similar to clocking in and clocking out. For example, if a lunch break is taken, time would be entered as time out when lunch began and time in when the lunch break ended and worked resumed.

Non-Exempt Classified and A/P staff

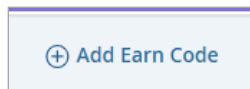
To enter hours worked, begin by clicking on a day in the calendar. After selecting a day, make the appropriate selection from the *Earn Code* dropdown. Finally, enter the *Hours* worked or leave time taken. Confirm that the information is correct and click the *Save* button.



Upon saving, the hours appear on the appropriate day in the calendar. In the example below, 8 regular hours were entered on Friday the 4th.

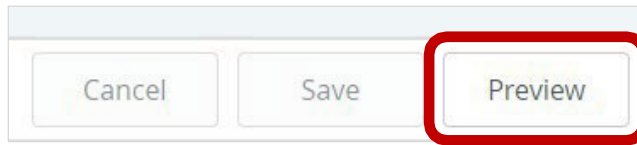


To add additional hours to a day using a different earn code, click on the *Add Earn Code* option beneath the calendar.

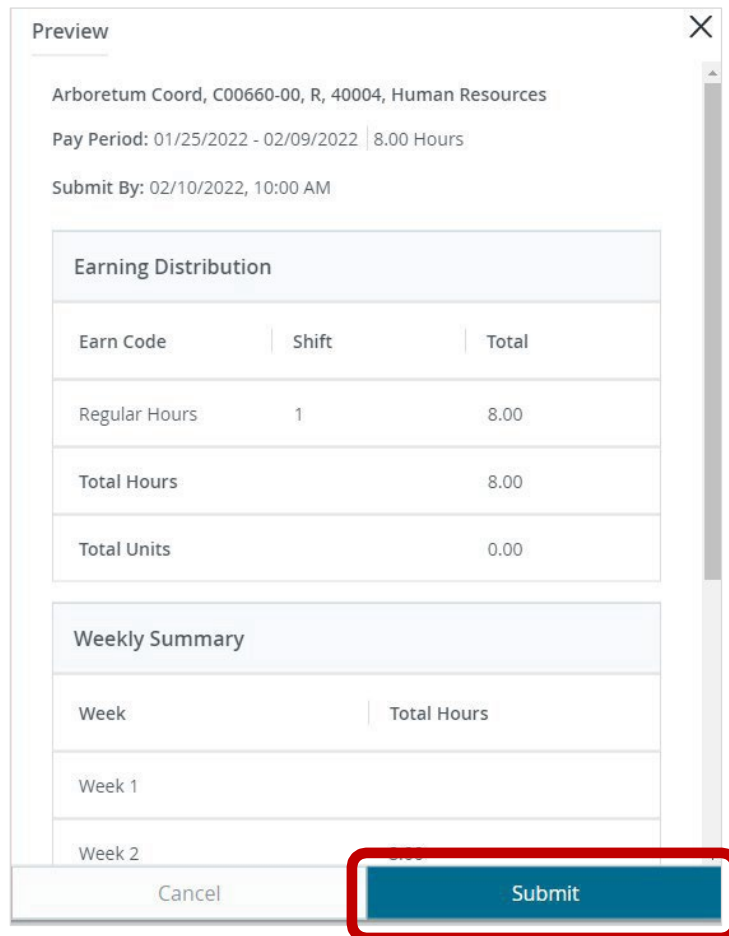


Once again, make the appropriate selection from the *Earn Code* dropdown, enter the *Hours* worked or leave time taken, and click *Save*.

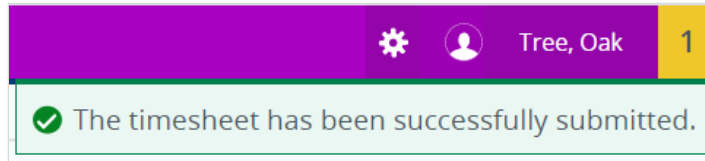
When finished adding time, click *Preview*.



From the pop-up window, make sure that all time entered is accurate. When finished, click *Submit*.



After submitting, make sure to receive a confirmation message before ending the session.

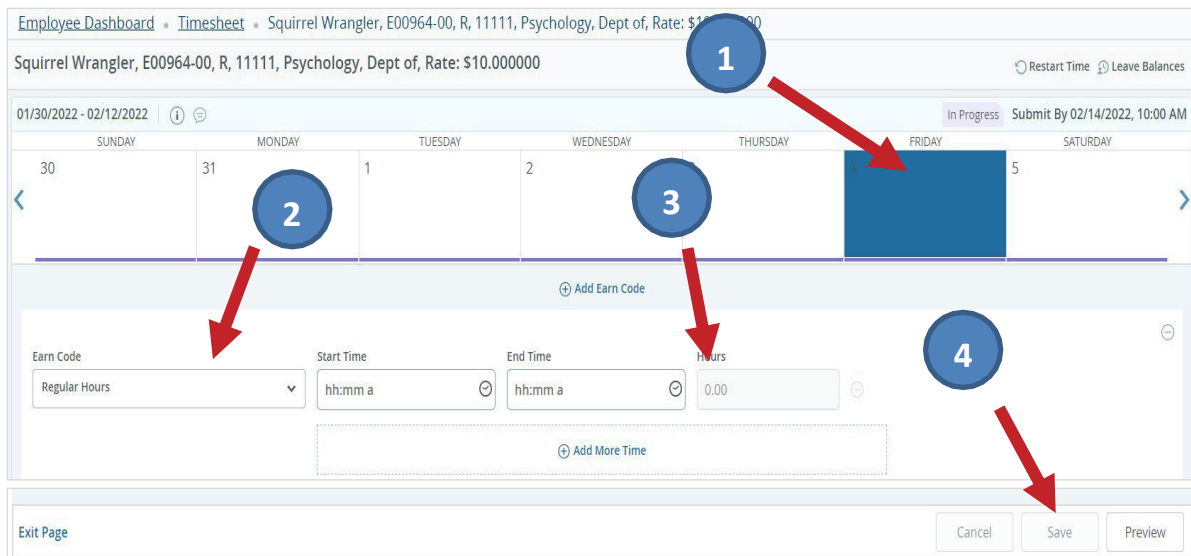


Bi-Weekly Wage Employees

To enter hours worked, begin by clicking on a day in the calendar. After selecting a day, make the appropriate selection from the *Earn Code* dropdown.

Enter the *Start Time* and *End Time* of the workday with the hour followed by minute to the nearest 15-minute increment. If a lunch break was taken, enter the time lunch began as *End Time* and the time returned from lunch as *Start Time*.

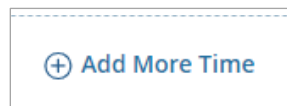
Press *Enter* after the entry; the total *Hours* will then calculate. Confirm that the information is correct and click the *Save* button.



The screenshot shows the 'Timesheet' interface for 'Squirrel Wrangler, E00964-00, R, 11111, Psychology, Dept of, Rate: \$10.000000'. The calendar view shows days from Sunday to Saturday. A blue box highlights Friday, 02/04/2022. Below the calendar is a form to add time. The form includes fields for Earn Code (Regular Hours), Start Time (hh:mm a), End Time (hh:mm a), and Hours (0.00). A red arrow points from the 'Add More Time' button to the 'Save' button at the bottom right.

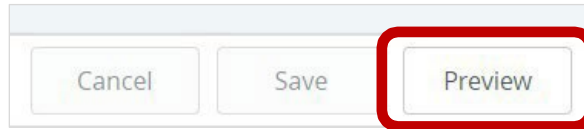
Once saved, the hours entered should appear on the appropriate day in the calendar.

To add additional hours to a day, click *Add More Time* option beneath the calendar.

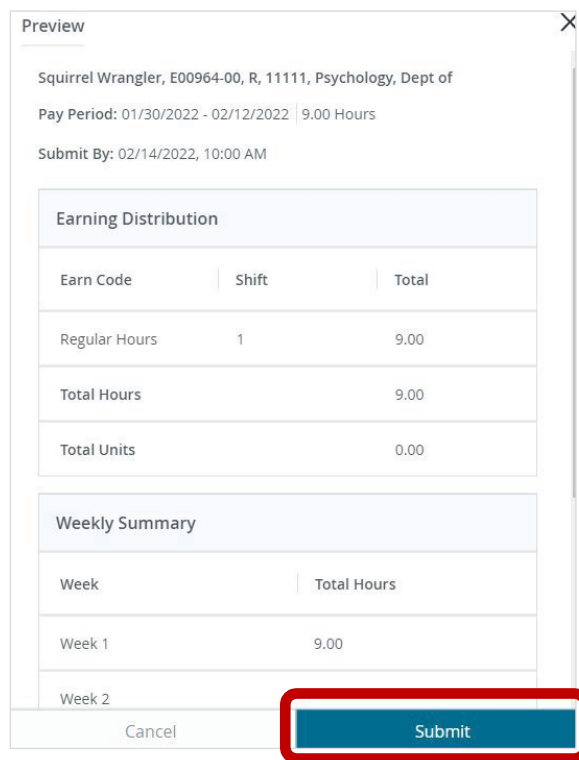


To enter additional hours worked, begin by clicking on a day in the calendar and repeat from the beginning of this section for **Bi-Weekly Wage Employees**.

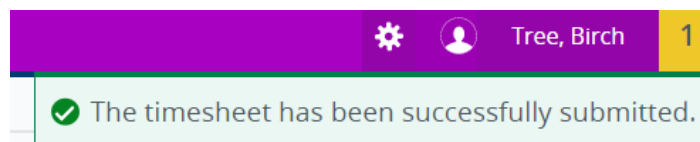
After all time has been added for the pay period, click the *Preview* button.



From the pop-up window, make sure that all of your entered time is accurate. Click *Cancel* to edit any time entered. When you are finished, click *Submit*.

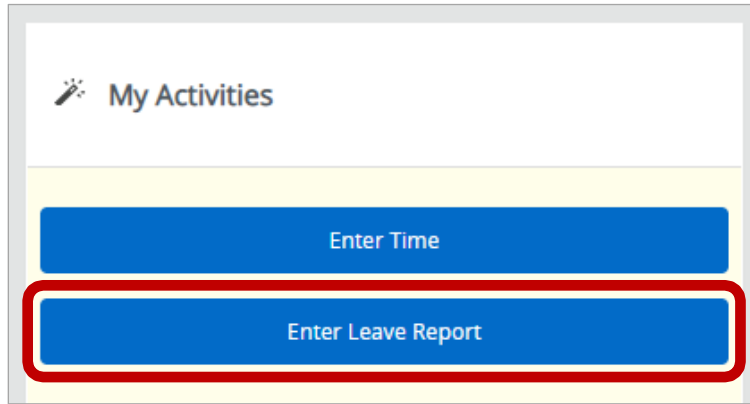


After submitting, make sure to receive a confirmation message before ending the session.



Entering a Leave Report

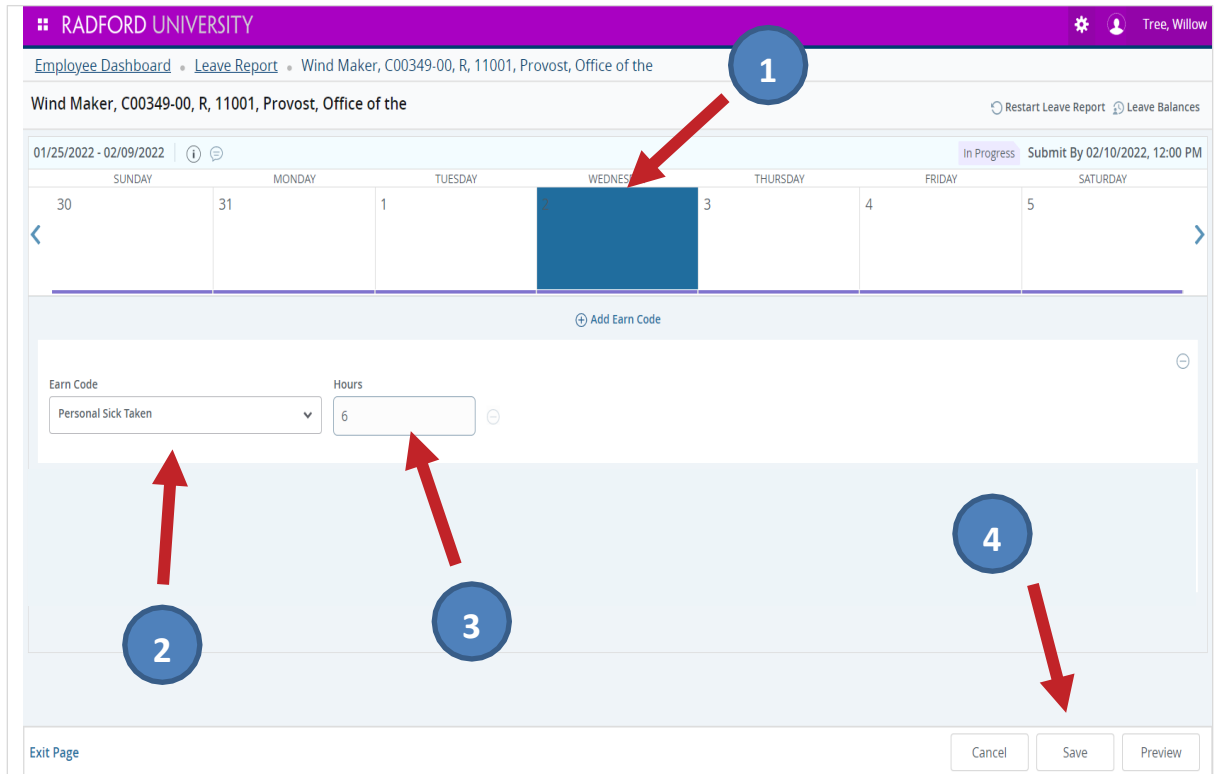
From the **Employee Dashboard**, exempt classified and A/P employees should have access to click *Enter Leave Report* under *My Activities*.



On the *Leave Report* page, click *Start Leave Report*.

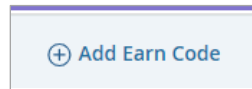
Leave Report				
Approvals		Timesheet		Leave Report
				Leave Report Period <input type="text"/>
Leave Period	Hours/Days/Units	Submitted On	Status	
Wind Maker, C00349-00, R, 11001, Provost, Office of the				Prior Periods
01/25/2022 - 02/09/2022			Not Started	<input type="button" value="Start Leave Report"/>

To enter leave hours taken, begin by clicking on a day in the calendar. After selecting a day, make the appropriate selection from the *Earn Code* dropdown and enter the *Hours* of leave taken. Confirm that the information is correct and click the *Save* button.



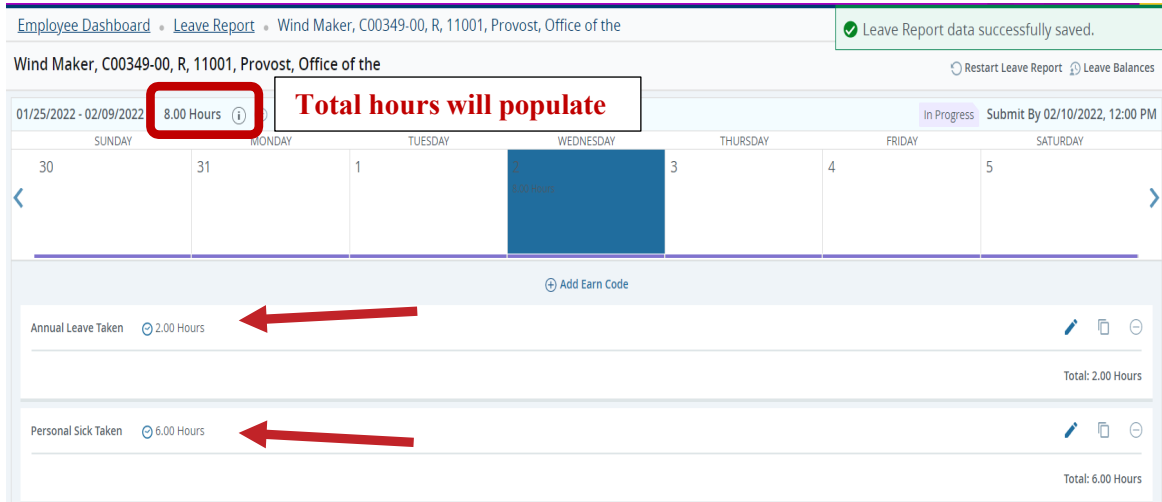
The hours entered should appear on the appropriate day in the calendar.

To add additional leave hours to a day using a different earn code, click on the *Add Earn Code* option beneath the calendar.



Make the appropriate selection from the *Earn Code* dropdown, enter the *Hours* of leave taken, and click the *Save* button.

The hours entered should appear on the appropriate day in the calendar. In addition, the total hours will populate above the calendar. In the example below, 6 hours of Personal Sick Leave and 2 hours of Annual Leave were entered on the 2nd.



Employee Dashboard • Leave Report • Wind Maker, C00349-00, R, 11001, Provost, Office of the

Leave Report data successfully saved.

Wind Maker, C00349-00, R, 11001, Provost, Office of the

Restart Leave Report Leave Balances

01/25/2022 - 02/09/2022 8.00 Hours Total hours will populate In Progress Submit By 02/10/2022, 12:00 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

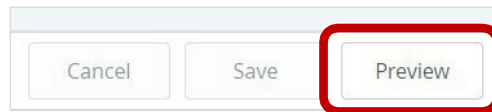
30 31 1 3 4 5

Add Earn Code

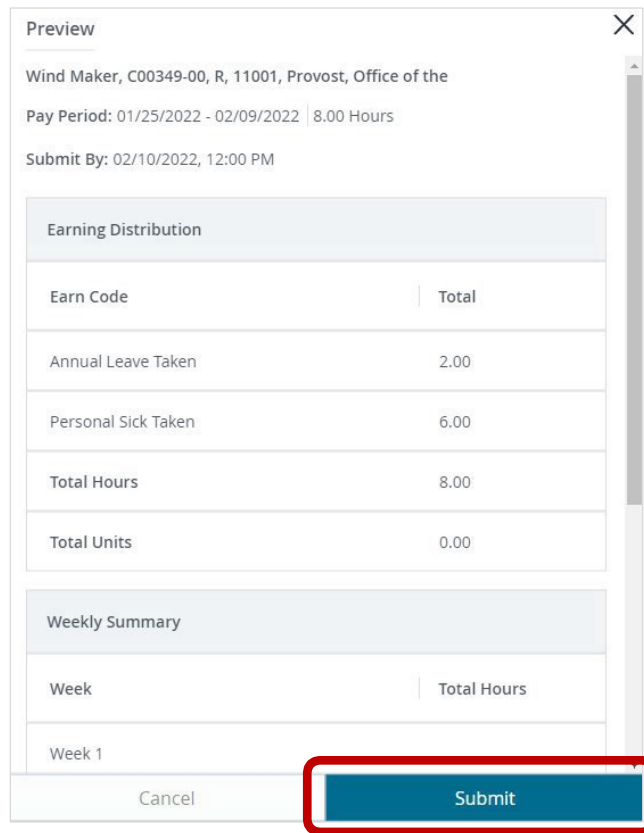
Annual Leave Taken 2.00 Hours Total: 2.00 Hours

Personal Sick Taken 6.00 Hours Total: 6.00 Hours

When finished adding time, click *Preview*.



From the pop-up window, make sure all leave entered is accurate. When finished, click *Submit*.



Preview

Wind Maker, C00349-00, R, 11001, Provost, Office of the

Pay Period: 01/25/2022 - 02/09/2022 | 8.00 Hours

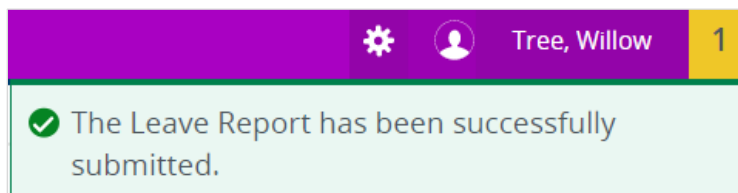
Submit By: 02/10/2022, 12:00 PM

Earning Distribution	
Earn Code	Total
Annual Leave Taken	2.00
Personal Sick Taken	6.00
Total Hours	8.00
Total Units	0.00

Weekly Summary	
Week	Total Hours
Week 1	

Cancel Submit

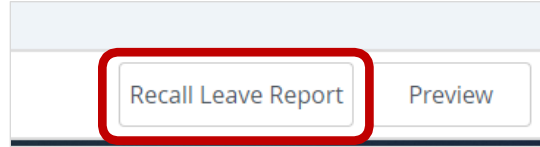
After submitting, make sure to receive a confirmation message before ending the session.



Tree, Willow 1

✓ The Leave Report has been successfully submitted.

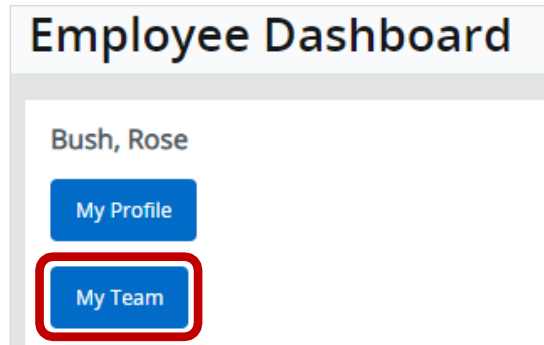
NOTE: Any corrections or modifications that are needed to a leave report not yet approved by the supervisor may be recalled. Access the *Leave Report* and select *Recall Leave Report*.



Once recalled, follow the previous steps to modify the report and resubmit for approval.

My Team

Supervisors with active employees will have access to team information via *My Team*.



Upon clicking *My Team*, team information will be available.

My Team		
<input type="text" value="Search on ID or Name"/> <input type="button" value="Q"/>		
Tree, Birch 900849168		Squirrel Wrangler
Tree, Oak 900643297	otree2@gmail.com.invalid 540 3336699	Arboretum Coord
Tree, Pine 900923934	ptree1@gmail.invalid.com.invalid 540 1111111	Leaf Collector
Tree, Willow 900757622	wtree@gmail.com.invalid 304 5554477	Wind Maker

Employee Profile

The *Employee Profile* of a team member may be accessed upon clicking on a team member's name or by using the *Search* field to narrow results in *My Team*. Information such as addresses, phone numbers, emails, emergency contacts, and leave balances are provided in an employee's profile.

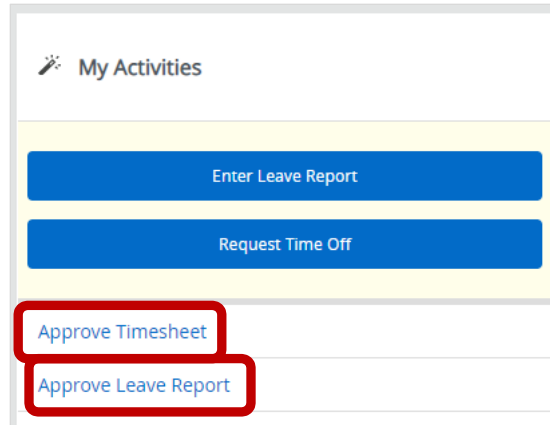
Employee Dashboard • My Team • Employee Profile

Profile

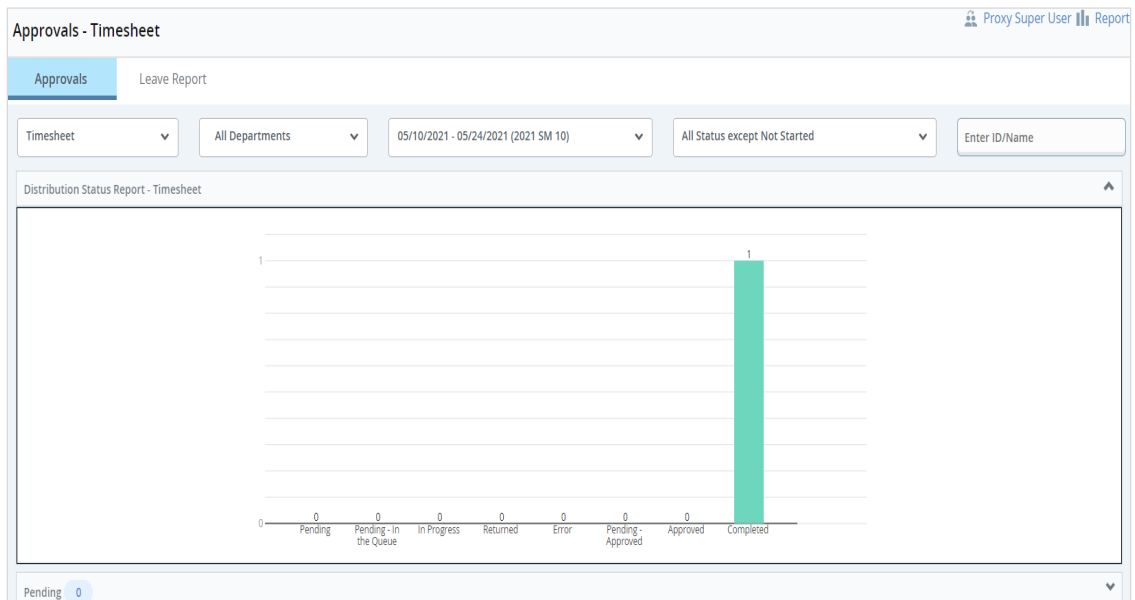
<p>Tree, Oak ID: 900643297 Status: Active Hired: 02/28/2018</p>	<p>Personal Information</p> <p>Addresses</p> <table border="0"> <tr> <td> <p>HR Campus Box 6889 0206 Tyler Place Radford Virginia 24142</p> </td> <td> <p>Mailing 555 Main St RADFORD Virginia 24141</p> </td> <td> <p>Permanent 666 Main St Radford Virginia 24141-3115</p> </td> </tr> </table>	<p>HR Campus Box 6889 0206 Tyler Place Radford Virginia 24142</p>	<p>Mailing 555 Main St RADFORD Virginia 24141</p>	<p>Permanent 666 Main St Radford Virginia 24141-3115</p>	<p>Leave Balances as of 02/04/2022</p> <table border="1"> <tr> <td>Annual Leave in hours</td> <td>188.25</td> </tr> <tr> <td>Personal Sick Earned in hours</td> <td>64.00</td> </tr> <tr> <td>Comp Time Earned in hours</td> <td>8.50</td> </tr> <tr> <td>Family Personal Earned in hours</td> <td>32.00</td> </tr> <tr> <td>Comm Serv-Sch-Vol Serv Earned in hours</td> <td>16.00</td> </tr> <tr> <td>Recognition/Holiday Awarded in hours</td> <td>0.00</td> </tr> <tr> <td>Administrative (Civil) in hours</td> <td>0.00</td> </tr> <tr> <td>Leave Without Pay in hours</td> <td>0.00</td> </tr> </table>	Annual Leave in hours	188.25	Personal Sick Earned in hours	64.00	Comp Time Earned in hours	8.50	Family Personal Earned in hours	32.00	Comm Serv-Sch-Vol Serv Earned in hours	16.00	Recognition/Holiday Awarded in hours	0.00	Administrative (Civil) in hours	0.00	Leave Without Pay in hours	0.00
	<p>HR Campus Box 6889 0206 Tyler Place Radford Virginia 24142</p>	<p>Mailing 555 Main St RADFORD Virginia 24141</p>	<p>Permanent 666 Main St Radford Virginia 24141-3115</p>																		
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<p>Phones</p> <table border="0"> <tr> <td> <p>HR Campus 540 8315008</p> </td> <td> <p>Permanent 540 3336699</p> </td> </tr> </table>	<p>HR Campus 540 8315008</p>	<p>Permanent 540 3336699</p>																			
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<p>Emails</p> <table border="0"> <tr> <td> <p>Personal Email Address otree2@gmail.com.invalid</p> </td> <td> <p>Radford University Email otree@radfordtest.org</p> </td> </tr> </table>	<p>Personal Email Address otree2@gmail.com.invalid</p>	<p>Radford University Email otree@radfordtest.org</p>																			
<p>Personal Email Address otree2@gmail.com.invalid</p>	<p>Radford University Email otree@radfordtest.org</p>																				
<p>Emergency Contacts</p> <table border="0"> <tr> <td> <p>Father Tree, Dogwood 777 1st St. Radford Virginia 24141 540 5554411</p> </td> <td> <p>Mother Flower, Peony 741 1st St Dublin Virginia 24084 540 3256325</p> </td> </tr> </table>	<p>Father Tree, Dogwood 777 1st St. Radford Virginia 24141 540 5554411</p>	<p>Mother Flower, Peony 741 1st St Dublin Virginia 24084 540 3256325</p>																			
<p>Father Tree, Dogwood 777 1st St. Radford Virginia 24141 540 5554411</p>	<p>Mother Flower, Peony 741 1st St Dublin Virginia 24084 540 3256325</p>																				

Approving Timesheets and/or Leave Reports

Supervisors will utilize the *Employee Dashboard* to approve all timesheets and leave reports. To begin, select *Approve Timesheet* and/or *Approve Leave Report* under *My Activities*.

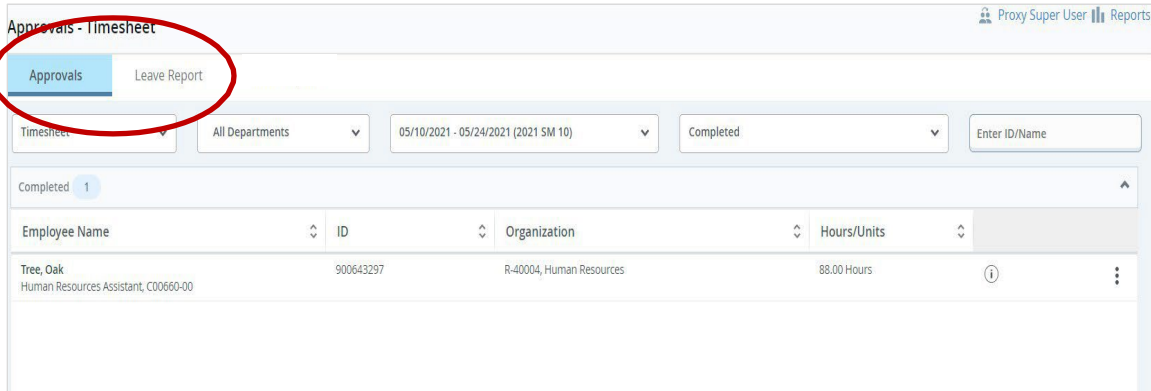


A *Distribution Status Report* will indicate the status of the timesheets or leave reports for the team. Click on the various status bars to access the details of timesheets or leave reports within each status.



Once a timesheet or leave report is in the *Pending-Approval* status, supervisors should be able to take action on the report.

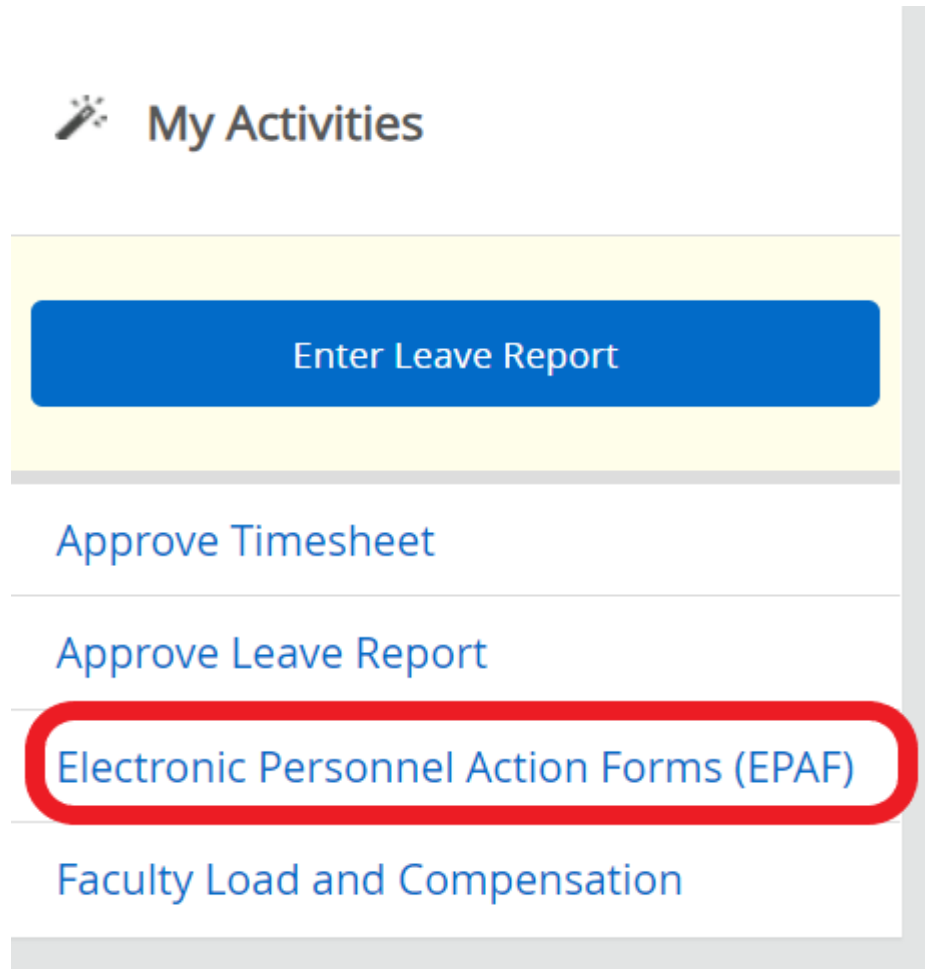
The option is also available to review a leave report by selecting the *Leave Report*.




Human Resources may be contacted at (540) 831-5008 with any questions and/or feedback regarding the Employee Dashboard.

Entering Electronic Personnel Action Forms (EPAF)

The *Electronic Personnel Action Forms (EPAF)* module may be accessed upon clicking on the Electronic Personnel Action Forms (EPAF) tab on the right-hand side under *My Activities*.



 My Activities

- Enter Leave Report
- Approve Timesheet
- Approve Leave Report
- Electronic Personnel Action Forms (EPAF)**
- Faculty Load and Compensation

To create a new EPAF, choose *New EPAF*.

Electronic Personnel Action Forms

EPAF Approver Summary

All EPAFs that you need to currently act upon are displayed in the Current tab. The queue status will be Pending, FYI, or More Information.

EPAF Originator Summary

Displays only those EPAF transactions that you have originated.

New EPAF

Allows you to create a new transaction.

Act as a Proxy

Available to all self-service EPAF users who have been given proxy privilege.

EPAF Proxy Records

Allows you to specify and authorize one or more users to approve EPAFs in your absence.

On the next screen, enter the employees ID if it is known to create the EPAF on that person. If the ID number is not known, it can be retrieved by entering the person's *first name* and *last name* and selecting *Search*. The search works for legal name so do not enter the preferred name in the first name field. Click the button for *Is an employee*, this will let the system to only look at names in the system who have been assigned as an employee.

Check the box to limit to search an Employee. Enter the Last Name and or First Name, or enter an ID, or enter the SSN/SIN/TIN. Select Go. A percent sign may be used as a wildcard.

First Name

Last Name

Is an employee

or

You will receive a listing of name matches from your search. If there are multiple employees with the same name returned, choose the correct record by selecting the ID number.

Person Search Result ✕

ID	Last Name	First Name	Middle Name	Name Type
900643297	Mouse	Michael		

Once you have chosen the employee, scroll down on the page and enter the *Query Date* and the *Approval Category*. The *Query Date* should reflect the timeframe of the action, typically the current date since it is recommended that actions NOT be backdated. The *Approval Category* is stating what kind of action you wish to do (i.e. Job Termination, Wage Continuation, Supervisor Change, etc). All job assignments for the employee is at the bottom of the screen. Once the *Query Date* and the *Approval Category* have been entered, select *Go*.

ID *

900836778

Mickey Mouse

[Generate new ID](#)

Query Date *

12/06/2023

Approval Category *

Go

On the next screen, choose the job you wish to make a change on. This is accomplished by clicking in the box under *Select*. Click *Go*.

Details

ID	Query Date	Approval Category
Michael Mouse, 900643297	11/03/2023	Job Termination - Full-Time, FTTERM

Job Termination, JOBTER

Select	Type	Position	Suffix	Title	Time Sheet Organization	Start Date	End Date	Last Paid Date	Status
<input type="checkbox"/>	New Job	<input type="text"/>	<input type="text"/>						
<input checked="" type="checkbox"/>	Primary	C00043	00	Human Resources Consultant	40004, Human Resources	07/25/2022		08/24/2023	Active

Though it is recommended that actions NOT be backdated, sometimes it is necessary to backdate an action prior to the last date paid. In this case the *Jobs Effective Date* will be the day after the last paid date, and the *Personnel Date* will need to be the date the action became effective.

Example: A termination EPAF was not performed on a person whose last day was 08/01/2023. The last time the employee was paid is 08/24/2023. The *Jobs Effective Date* should be entered as 08/25/2023, the day after the last paid date. However, the *Personnel Date* should be 08/01/2023, the date the action became effective.

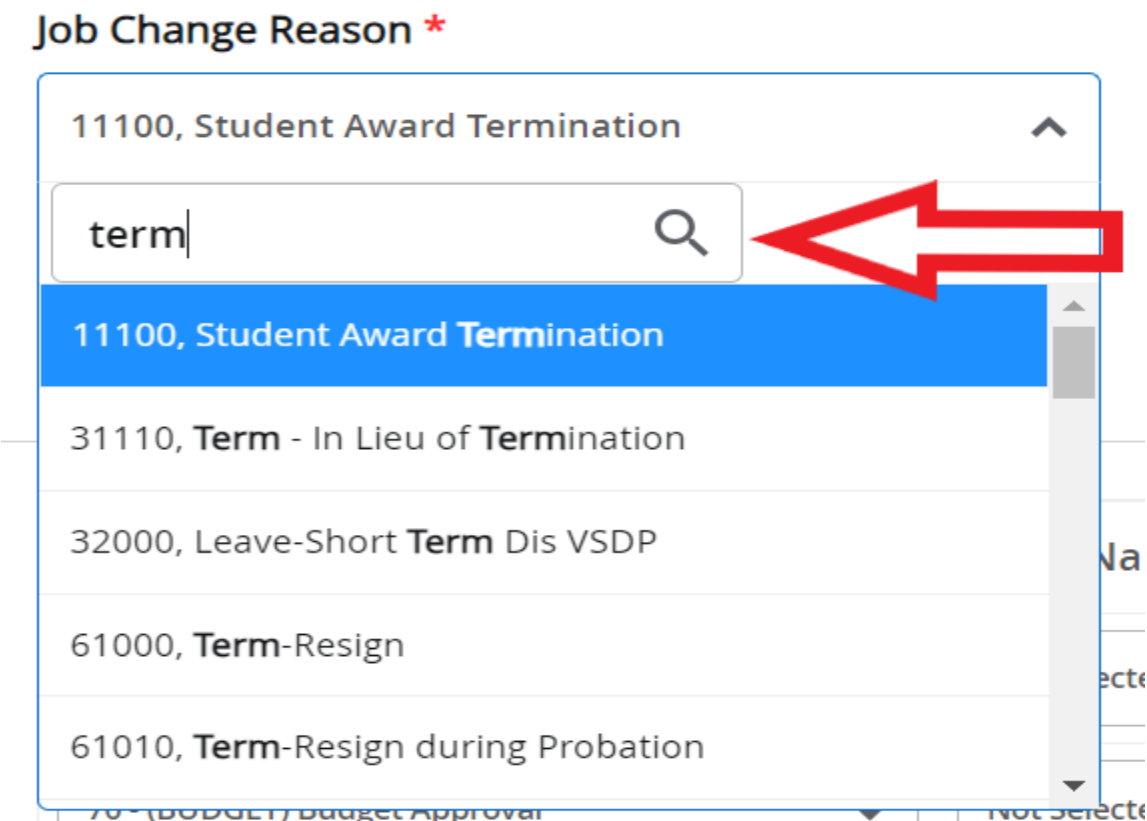
If you are not backdating an action, the dates will both be the future date of the action.



Jobs Effective Date *
08/24/2023 [Remove] Old Value: 06/10/2023

Personnel Date *
08/01/2023 [Remove] Old Value: 06/10/2023

Choose the correct *Job Change Reason*, there is a search feature if you want to search on a key word. For example, all terminations start with “term”; therefore, term could be entered to narrow the search down.



Job Change Reason *

11100, Student Award Termination

term [Search] [Remove]

- 11100, Student Award Termination
- 31110, Term - In Lieu of Termination
- 32000, Leave-Short Term Dis VSDP
- 61000, Term-Resign
- 61010, Term-Resign during Probation

Once the job change reason has been completed, assign the routing queue for approvals. For the approval levels listed, assign the appropriate person by selecting the down arrow for each level under the User Name column and selecting that person.

Approval Level	User Name	Required Action	Remove
21 - (DDD) Level 2 (DDD) ▼	LATAYLOR3 - Taylor, Leah A. ▼	Approve ▼	
77 - (EEO) Equal Opp Action Officer ▼	HJLEWIS - Lewis, Harriet J. ▼	FYI ▼	
79 - (HRGEN) HR Consultant ▼	LLORTON - Lorton, Lisa O. ▼	Approve ▼	
82 - (LEAVE) Leave Analyst ▼	KYORK1 - York, Kathy ▼	FYI ▼	
90 - (HRAPPL) HR Applier ▼	APOSTON2 - Poston, Angela R. ▼	Apply ▼	

Comments may be added to provide the approvers additional information about the action. When complete select *Save* and if there are no errors, select *Submit*. If successfully submitted, there will be a message in the right corner of the screen indicating the submission was successful.

Comments

Oversight on department for submitting separation notice in a timely manner.



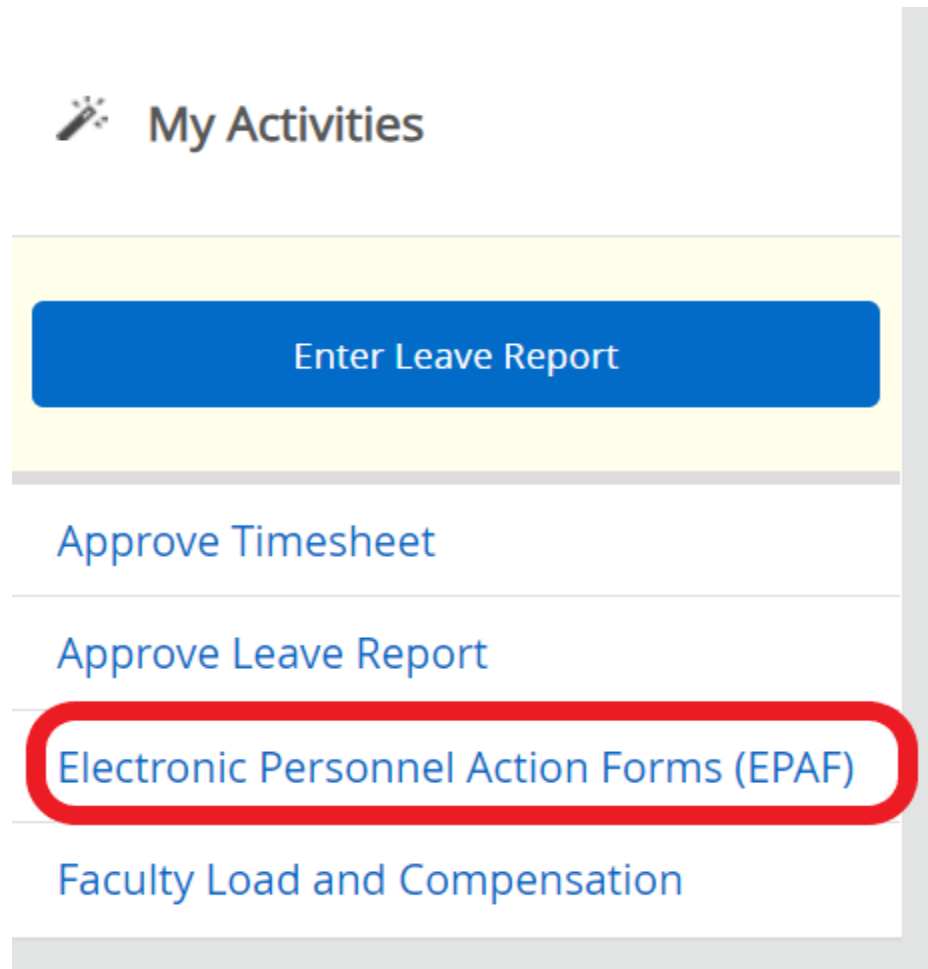
Duck, Queen M.



The transaction has been successfully submitted.

Approving Electronic Personnel Action Forms (EPAF)

The *Electronic Personnel Action Forms (EPAF)* module may be accessed upon clicking on the Electronic Personnel Action Forms (EPAF) tab on the right under *My Activities*.



The screenshot shows a user interface for 'My Activities'. At the top, there is a pencil icon and the text 'My Activities'. Below this is a yellow background area containing a blue button labeled 'Enter Leave Report'. Underneath the yellow area is a list of menu items: 'Approve Timesheet', 'Approve Leave Report', 'Electronic Personnel Action Forms (EPAF)', and 'Faculty Load and Compensation'. The 'Electronic Personnel Action Forms (EPAF)' item is highlighted with a red rounded rectangular border.

To approve an EPAF, click on *EPAF Approver Summary*. On the next screen you will see all of the EPAF's that are in your queue for approval. Click on the employees name of the action you want to verify and approve or disapprove.

Approver Summary

Current
In My Queue
History

[i](#) Select the link under Name to access details of the transaction

Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Required Action	Action	Links
Mouse, Michael Human Resources Consultant, C00043-00	900643297	73370	Job Termination - Full-Time Employee	11/03/2023	08/24/2023	Approve	<input type="checkbox"/>	🗨

Queue Status: All

Before approving or disapproving the EPAF, it is imperative for the DDD (Dean, Director, Department Head) or the assigned proxy to review the data entered, to include the *Effective Date, Personnel Date, Job Status, and Job Change Reason Code*.

Job Termination, C00043-00, Human Resources Consultant, Last Paid Date: 08/24/2023	
Jobs Effective Date 08/24/2023	Old Value 06/10/2023
Personnel Date 08/01/2023	Old Value 06/10/2023
Job Status Terminated	Old Value Active
Job Change Reason 61000	Old Value 55100

After review, the DDD or assigned proxy will need to determine how to move the action forward. There are multiple choices available, which include *Add Comment*, *Approve*, *Disapprove*, *Return for Correction*. If all is properly documented and the action is approved, scroll to the bottom of the screen and select *Approved*.

Routing Queue

Approval Level	Name	Required Action
Level 2 (DDD), 21	Daisy M Duck, CCARTER29	Approve
Equal Opp Action Officer, 77	Harriet Jenene Lewis, HJLEWIS	FYI
HR Consultant, 79	Lisa O Lorton, LLORTON	Approve
Leave Analyst, 82	Kathy York, KYORK1	FYI
HR Applier, 90	Melissa E Watkins, MWATKINS16	Apply

Transaction History

Action	Date	User Name
Created	01/08/2024	Daisy M Duck
Submitted	01/08/2024	Daisy M Duck

Add Comment
Approve
Disapprove
Return for Correction

Once *Approve* has been selected, a notification on the upper right corner should show *Transaction Successfully Completed*

⚙️
👤 Duck, Daisy M.
1

✔️ Transaction successfully completed.