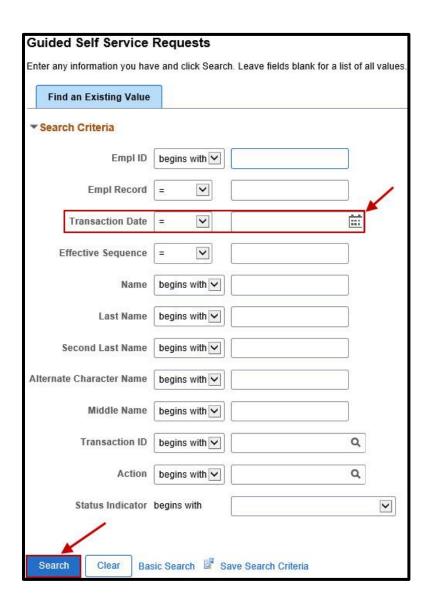


HR Approval for MSS Transactions

Human Resources can monitor and manage transactions by logging into PeopleSoft and navigating to **Guided Self Service Requests.**

Nav Bar > Menu > Workforce Administration > Self Service transactions > Guided Self Service Requests

1. HR Employment Administrator will enter **Transaction Date** and click on **Search** for transactions.



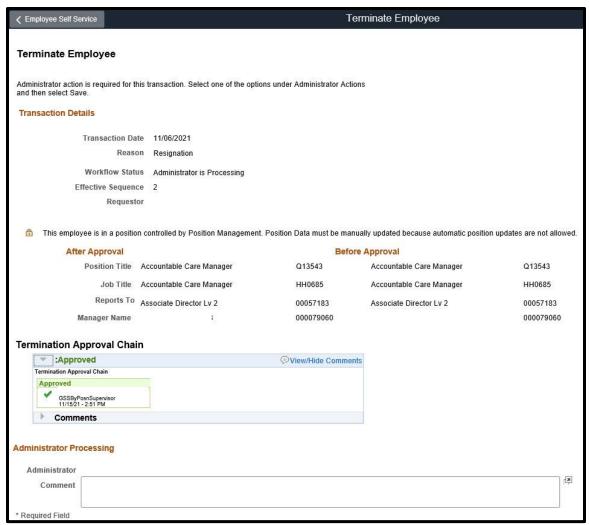


2. When search result appears, click **Empl ID** or **Name** of that transaction date.



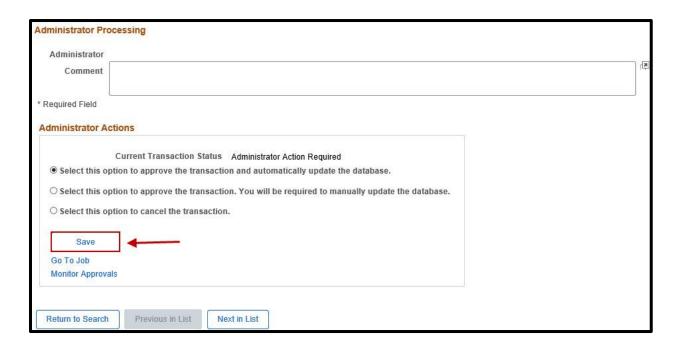
3. HR is able to view:

- a) "Before Approval" & "After Approval" statuses.
- b) "Reporting Change Approval Chain" status.
- c) Comments added by Requestor or Reviewer.





4. HR Employment Administrator takes action on the request and clicks Save.



Note: HR Employment Administrator is responsible for manually updating Job Data.



5. HR Employment Administrator can view and update employee's record in Job Data: Nav Bar > Menu > Workforce Administration > Job Information > Job Data

