

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.

Guided Self Service Requests

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

[Find an Existing Value](#)

▼ **Search Criteria**

Empl ID begins with

Empl Record =

Transaction Date =

Effective Sequence =

Name begins with

Last Name begins with

Second Last Name begins with

Alternate Character Name begins with

Middle Name begins with

Transaction ID begins with

Action begins with

Status Indicator begins with

Search [Clear](#) [Basic Search](#) [Save Search Criteria](#)

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

Search Results

View All 1-2 of 2

Empl ID	Empl Record	Name	First Name	Last Name	Second Last Name	Alternate Character Name	Middle Name	Transaction Date	Effective Sequence	Transaction ID	Action	Status Indicator
0	0				(blank)	(blank)	P.	11/06/2021	2	Terminate Employee	Termination	Admin Req
0	0				(blank)	(blank)	P.	11/06/2021	4	Terminate Employee	Termination	In Process

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.

Employee Self Service Terminate Employee

Terminate Employee

Administrator action is required for this transaction. Select one of the options under Administrator Actions and then select Save.

Transaction Details

Transaction Date 11/06/2021
Reason Resignation
Workflow Status Administrator is Processing
Effective Sequence 2
Requestor

This employee is in a position controlled by Position Management. Position Data must be manually updated because automatic position updates are not allowed.

After Approval		Before Approval	
Position Title	Accountable Care Manager	Q13543	Accountable Care Manager
Job Title	Accountable Care Manager	HH0685	Accountable Care Manager
Reports To	Associate Director Lv 2	00057183	Associate Director Lv 2
Manager Name	:	000079060	000079060

Termination Approval Chain

: Approved [View/Hide Comments](#)

Termination Approval Chain

Approved

GSSByPosnSupervisor
11/15/21 - 2:51 PM

[Comments](#)

Administrator Processing

Administrator

Comment

* Required Field

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

Administrator Processing

Administrator

Comment

* Required Field

Administrator Actions

Current Transaction Status Administrator Action Required

- Select this option to approve the transaction and automatically update the database.
- Select this option to approve the transaction. You will be required to manually update the database.
- Select this option to cancel the transaction.

Save ←

[Go To Job](#)

[Monitor Approvals](#)

[Return to Search](#) [Previous in List](#) [Next in List](#)

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

< Employee Self Service
Job Data

Work Location
Job Information
Job Labor
Payroll
Salary Plan
Compensation

Empl ID

Employee Empl Record 0

Work Location Details ?

1 of 2
| < >

*Effective Date 📅

Effective Sequence

HR Status Inactive

Payroll Status Terminated

Go To Row + -

*Action Termination ▼

Reason Resignation ▼

*Job Indicator Primary Job ▼

Position Number 🔍

Override Position Data

Regulatory Region USA

Company HHC

Business Unit

Department

Department Entry Date 06/22/2017

Location

Establishment ID 🔍

Accountable Care Manager

Position Management Record

Position Entry Date 08/21/2009

United States

NYC Health & Hospitals

Health & Hospitals Corporation

Date Created 11/15/2021

Last Start Date 02/01/1999

Expected Job End Date 📅

Last Date Worked 11/05/2021

Termination Date 11/05/2021

Override Last Date Worked

Job Data
Employment Data
Earnings Distribution
Benefits Program Participation

OnBase

Save
Return to Search
Notify
Refresh

Update/Display
Include History