Job Aid: Using the Transaction Status Page

This job aid explains how to view the status of Smart HR Template transactions that have completed the approval workflow (AWE) and are either awaiting to be processed or have already been processed by UCPath Center WFA Production. You can view transactions, which you and others have submitted within the department(s) to which you have access.

Instructions to use the page

1. Use the PeopleSoft Menu to navigate to the Transaction status page:
   PeopleSoft Menu > Workforce Administration > Smart HR Template > Transaction Status

2. Familiarize yourself with the different sections of the Transaction Status page:

3. To retrieve a transaction, use the “Start Date From” and “To” fields appropriately. To locate the applicable transaction, ensure that the Effective Date for the transactions is between the dates entered.

Due to continuing UCPath enhancements and changes, the information in this document is subject to change. For the most updated materials, please visit the UCOP Help Site. If you have questions about this document, please email concactcruc@ucla.edu.
4. Once you have entered the desired search criteria, click the **Refresh** button to display matching transactions.

**Important Considerations**

- Please note that those with access can view and delete transactions for their entire department(s). Use caution when managing transactions on this page especially when choosing to delete a transaction.

- **It is very important that you DO NOT delete any transactions that you, or someone else wishes to process.** Selecting the check boxes next to transactions and clicking “Delete Selected Transactions” will delete them from the system entirely. **If the selected transactions have not been processed, they are deleted from the UCPATH Center WFA Production’s queue and cannot be retrieved.** Deleting a transaction is only appropriate when you are absolutely certain that you do NOT want the UCPATH Center to process it.

**Uses for the Transaction Status Page**

- View the status of the template as it goes through the queue at UCPC (WFA Production).
- View the Person/Empl ID that is created for new hire transactions.
- View transactions you submitted along with all transactions for departments for which you have security access.
- Clone a transaction that was cancelled or denied (but note that once a transaction is deleted, it cannot be cloned)