

Use this task to initiate an intralocation transfer template transaction for an academic employee.

Navigation: Menu > Workforce Administration > Smart HR Template > Smart HR Transactions

OR

Workforce Administration (Homepage) HR Tasks (Tile) > Smart HR Templates > Smart HR Transactions

mart H	R Transaction	s					
Smart F	R Transactions						
Select a ten	nplate and press Create	Fransaction.					
Transact	ion Template 👔						
Thurisuci	Transaction Type All		~		Effective Date	i ii	
	Select Template		٩				Create Transaction
	Transaction Type All		×	Refresh			
Transact	ions in Progress				Personalize	Find 🗖 🔣	First 🕚 1-15 of 15 🛞 Last
Select	Transaction Type	Effective Date	Name		Person ID	Action	Country
	JOB	11/01/2018	Claire Ramirez		10005571	Transfer	United States
	HIREJPM	11/01/2018	Cassandra Perry		NEW	Hire	United States
	HIREJPM	11/01/2018	Gus Gonzalez		NEW	Hire	United States
	JOB	09/29/2018	Grisby,Elizabeth N		10000841	Terminatn	United States
	HIRE	11/01/2018	Tam Triet Ngo Duc		10008356	Hire	United States
	HIRE	11/01/2018	Cheong Yankura		10087236	Hire	United States
	HIRE	11/01/2018	Kirstin Bright	Kirstin Bright		Hire	United States
	HIREJPM	11/01/2018	Maricar Sherck	Maricar Sherck		Rehire	United States
	HIREJPM	11/01/2018	Randy Sacks		10000098	Rehire	United States
	HIREJPM	10/01/2018	Anthony Perez		10130745	Rehire	United States
	HIREJPM	09/29/2018	Taylor Baker		10130925	Rehire	United States
	JOB	11/01/2018	Nitya Perry		10000063	Terminatn	United States

Step	Action
1.	Use the Smart HR Transactions page to initiate an intralocation transfer template.
2.	Click the Look up Select Template button.
	Note: The Transaction Type field is not used by UC.
	Q

_



			Look Up Select Te	emplate	×		
Smart F	IR Transactions		Search by: Templa	ate 🗸 begins with	Help		
Select a ten	nplate and press Create	Transaction.	Look Up Can	Advanced Lookup			
Transact	tion Template 👔		Search Results				
	Transaction Type		View 100	First 🕚 1-21 of 21 🕑 Las		1th	
	Transaction Type 74		Template	Description			
	Select Template		UC_ADD_CWR	Add Contingent Worker - No Position Data			Create Transaction
			UC_ADD_CWR_POSN	Add Contingent Worker With Position			
	Transaction Type All		UC_COM_CWR	Complete Contingent Worker Instance			
			UC_CONC_HIRE	Staff Concurrent Hire/Inter Location Transfer		-	
Transact	ions in Progress		UC_CONC_HIRE_AC	Academic Concurrent Hire/Inter Location Transfer		[2] 🖽	First 🕙 1-15 of 15 🕑 Las
Select	Transaction Type	Effective Date	UC_EXI_CWR	Extend CWR Appointment			Country
Select Transaction Type	UC_EXI_CWR_POSN Extend CWR (with Position) Appointment			country			
	IOB	11/01/2019	UC_FULL_HIRE	Full Hire - Staff Only			Linited States
	000	1101/2010	UC_FULL_HIRE_AC	Full Hire - Academic Use Only		· · · · ·	United Otates
	HIREJPM	11/01/2018	UC_INVOL_TERM	Involuntary Termination			United States
		_	UC_PERSON_DATA	UC Personal Data			
	HIREJPM	11/01/2018	UC_REHIRE	De Renire - Stall Only			United States
_	100	00/00/0040	UC_REHIRE_AC	Renire - Academic Debise Deinstetement - Fee Steff Appointments			United Obstan
	JOB	09/29/2018	UC_REHIRE_REI	Renire Reinstatement - For Statt Appointments		atn	United States
	HIRE	11/01/2018	UC_REHIRE_REL_AC	Renire Reinstatement - For Academic Appointments			United States
		1110112010	UC_REINW_CWR	Renew Conungent Worker - Without Position			onited etates
	HIRE	11/01/2018		Detirement			United States
		_		Retirement			
	HIRE	11/01/2018	UC_TRANSFER	Intra-Business Unit Transfer - Stall Only			United States
	HIRE IPM	11/01/2018	UC VOL TERM	Voluntary Termination			United States
	HINCSP W	11/01/2018	00_/02_/2/4	voluntary romination			United States
	HIREJPM	11/01/2018					United States
		_					
	HIREJPM	10/01/2018					United States
	LUDE IDM	00/20/2010					Lipited Otates
	nikearM	09/29/2018			_		United States

Step	Action
3.	Select the appropriate transfer template. Notice there are two transfer templates, one for staff and one for academic.
	Click the UC_TRANSFER_AC list item.
	UC TRANSFER AC
4.	The Effective Date field is the effective date of the selected template action. The date you enter in this field automatically populates the Effective Date field on the Enter Transaction Details page.
	Click in the Effective Date field.
5.	Enter the desired information into the Effective Date field.
	For this example, enter 11/1/18.
6.	Click the Create Transaction button. Create Transaction



	New Window Help Personalize Pa
Smart HR Transactions	
Enter Transaction Details	
The following transaction details are required.	
Template Intra-Business Unit Transfer - Academic Only	
Category Code UC Transfer	
*Employee ID	
*Employment Record Number	
*Effective Date 11/01/2018	
Action Transfer	
*Reason Code	
Continue	

Step	Action
7.	In the Employee ID field, enter the employee's ID number or use the lookup to search for and select it. You have access only to employee records within your business unit.
	Click in the Employee ID field.
8.	Enter the desired information into the Employee ID field.
	For this example, enter 10070270.
9.	The Employment Record Number defaults to the first record number for which you have departmental access (in this example, 0). Select the correct Employment Record Number for the transfer.
10.	The Effective Date is populated based on your entry on the previous page. Ensure this is the date on which the employment in the new position begins.
	If necessary, click the Cancel button to return to the previous page and correct the Effective Date .
11.	Click the button to the right of the Reason Code field.



Mart HR Transactions	
Inter Transaction Details	
he following transaction details are required.	
Template Intra-Business Unit Transfer - Academic Only	
Category Code UC Transfer	
*Employee ID 10070270 Q Peter Rueda	
*Employment Record Number 0 (TEACHG ASST-GSHIP)	
*Effective Date 11/01/2018	
Action Transfer	
Academic Intra-Campus Transfer	
COVID-19 Re-Deployment Continue Cancel COVID-19 Return from Re-Deployment	
Involuntary Demotion	
Lateral Transfer Move to Multi-Headcount Posn	
Move to Single-Headcount Posn	
Pay Entity Transfer	
Temp Out of Class Assignment	
Voluntary Demotion	

Step	Action
12.	Select the appropriate Reason Code .
	For this example, click the Lateral Transfer list item. Lateral Transfer
13.	Click the Continue button.
	Continue



Smart HR Transactions				
Smart HR Transactions				
Enter Transaction Informati	on			
Click here to Hide Header Detai	ls			
Template: UC_TRANSFER_AC Effective Date: 11/01/2018 Employee ID: 10070270	Name: Action/Action Reason: Employee Record:	Peter Rueda XFR/LAT (Lateral Transfer) 0 (TEACHG ASST-GSHIP)		
Job Data Job Earnings Dist				
Employee Information				
Work Location - Position Data				
		*Position Number	٩	
Work Location - Job Fields				
Business Unit		Department		
Location Code		Establishment ID	٩	
Job Information - Job Code				
Job Code				
Job Labor - Union Code				
Union Code		Union Seniority Date	31	
Job Information - Reporting Inform	nation			
Reports To Position Number				
Job Information - Employee Class	sification			
Employee Classification		Classified/Unclassified	\checkmark	

Step	Action
14.	The transfer template appears.
	The top of the page displays header data, which you can show/hide as needed.
15.	The transfer template includes two tabs: Job Data and Job Earnings Dist.
16.	Enter the appropriate position number or search for it using the look up. You have access only to position numbers within your business unit or related business unit. Click in the Position Number field.
17.	Enter the desired information into the Position Number field.
	For this example, enter 40008479.
18.	Press [Tab] to automatically populate the position-related fields.



mart HR Transactions			
Smart HR Transactions			
Enter Transaction Information			
Click here to Hide Header Details			
Template: UC_TRANSEER_ACName:	Peter Rueda		
Effective Date: 11/01/2018 Action/Action R	eason: XFR/LAT (Lateral Transfer)		
Employee ID: 10070270 Employee Reco	rd: 0 (TEACHG ASST-GSHIP)		
Job Data Job Earnings Dist			
Employee Information			
Work Location - Position Data			
	*Position Number 40008479	Q	
Work Location - Job Fields			
Business Unit RVCMP	Department D01038		
Location Code P5403	Establishment ID UCR	Q	
Job Information - Job Code			
Job Code 002310			
Job Labor - Union Code			
Union Code BX	Union Seniority Date	9	
Job Information - Reporting Information			
Reports To Position 40011416 Number			
Job Information - Employee Classification			
Employee Classification 11	Classified/Unclassified Academic Ind	\checkmark	

Step	Action
19.	Click the scroll bar.

							New Window	
ob Information - Employe	e Classification							
Employee Classification 11			Classified/	Unclassified Acade Ind	emic	\checkmark		
ob Information - Standard	l Hours							
Standard Hours	20.000000			FTE	0.500000			
ob Information - United S	tates							
FLSA Status Ex	empt	\sim						
ob - Salary Plan								
Salary Administration TO	18							
Salary Grade								
Step		Q						
ob Compensation - Pay C	omponents		Personalize Fi	nd View All 🔄	First 🕚 1 of	f 1 🕑 Last		
		Compensation Free	quency	Rate Code Source				
Comp Rate Code Con	pensation Rate							
Comp Rate Code Con 1	pensation Rate 0					• -		
Comp Rate Code Con 1 Comp Code Con Vork Location - Expected	Job End Date					•		
Comp Rate Code Com Comp Rate Code Com Cont Location - Expected Expected Job End Date	Job End Date			Er	d Job Automatically	•		
Comp Rate Code Con 1 Q Vork Location - Expected Expected Job End Date C Job Data	Job End Date			Er	d Job Automatically	+ -		
Comp Rate Code Con 1 Q Converting Convertin	Job End Date		Location U	Se End Date	d Job Automatically	+ -		
Comp Rate Code Con 1 Q Vork Location - Expected Expected Job End Date C Job Data Academic Duration of Appt Location Use Type	Job End Date		Location L Post Docs	Se End Date Anniversary Date	d Job Automatically			



Step	Action
20.	For academic employees, the Employee Classification field automatically populates based on the job code and cannot be changed.
21.	Some job codes have steps associated with them. When a Step is entered, UCPath automatically updates the Job Compensation - Pay Components fields and the compensation information cannot be changed.
	Some job codes do not have steps associated with them, in which case the Job Compensation - Pay Components fields must be entered manually.
	If the job has above scale component of pay, then step does not need to be selected. Enter applicable above scale comp rate codes in the Job Compensation - Pay Components section.
	For contract-based pay hires, refer to the <i>Initiate Full Hire Contract Pay Template Transaction</i> simulation for specific steps on contract pay entries.
22.	For this example, the job has associated steps.
	Click the Look up Step button.
	Q

Number Job Information - Employee Classification Employee Classification 11 Classified/Unclassified Academic Ind Job Information - Standard Hours Look Up Step Standard Hours Job Information - United States FLSA Status Exempt Search By: Value View 100 First Value Description Comp Rate Code Comp Rate Hourly Rate Annual Rate 1 (blank) UCANNL 42545 20.376437
Job Information - Employee Classification Employee Classification 11 Classified/Unclassified Academic Ind Job Information - Standard Hours Look Up Step Standard Hours Job Information - United States FLSA Status Exempt Search By: Value View 100 First Value Value Value Salary Administration T018 Plan Salary Grade 1 (Uank) UCANNL 42546 20.376437
Job Information - Employee Classification Employee Classification 11 Classified/Unclassified Academic Ind Job Information - Standard Hours Look Up Step Standard Hours Job Information - United States FLSA Status Exempt Search by: Value View 100 First (1 of 1) Value Description Comp Rate Code Comp Rate Hourly Rate Annual Rate 1 (tlank) UCANNL 42546 20.376437
Employee Classified Academic Job Information - Standard Hours Standard Hours 20 000000 Job Information - United States FLSA Status Exempt Salary Plan Salary Grade I 1 (blank) UCANNL 42546 20.376437
Job Information - Standard Hours Look Up Step Standard Hours 20 000000 Job Information - United States Heip FLSA Status Exempt Search by: Value vegins with Job - Salary Plan Search Results View 100 First @ 1 of 1 @ Last Value Description Comp Rate Code Comp Rate Hourly Rate Annual Rate 1 (blank) UCANNL 42546 20.376437 (42546
Standard Hours 20.000000 Heip Job Information - United States Search by: Value View inthe instruction with instruction in the panel inst
Job Information - United States Look Up Cancel Advanced Lookup FLSA Status Exempt Search Results Job - Salary Plan Search Results View 100 First (a) 1 of 1 (b) Last Plan View 100 Salary Grade I 1 (blank) UCANNL 42546 20.376437 42546
Job - Salary Plan Search Results Salary Administration T018 Mew 100 First Internation Total Yalue Description Comp Rate Code Comp Rate Hourty Rate Annual Rate 1 Salary Grade I 1 UCANNL Step 1 42546
Salary Administration Uots Value Description Comp Rate Code Comp Rate Hourly Rate Annual Rate Plan 1 (blank) UCANNL 42546 20.376437 42546 Step
Step
Job Compensation - Pay Components ast Comp Rate Code Compensation Rate
1 Q
Expected Job End Date
UC Job Data
Academic Duration of Location Use End Date
Location Use Type Post Docs Anniversary B Date
Cubicle
Job Compensation - Payroll Currency and Frequency *Compensation UC_9M Q



Step	Action
23.	Use caution when selecting the appropriate step value. For some jobs, there are half steps, so be sure to review the Hourly Rate to ensure that you are selecting the correct step value.
24.	Select the appropriate Step .
	For this example, click the 1 list item.
	1
25.	If the employment is a short term assignment or temporary, enter the date the position ends in the Expected Job End Date field.
	An expected end date is required for the following employee classes:
	3 - Academic: Recall 11 Academic: Academic Student
	23 - Academic: Post Docs
	An expected end date is recommended but not required for the following employee class:
	22 - Academic:Deans/Faculty Admin
26.	Click in the Expected Job End Date field.
27.	Enter the desired information into the Expected Job End Date field.
	For this example, enter $\frac{6}{30}$.
28.	For academic templates, the End Job Automatically check box displays.
	If the End Job Automatically check box is selected the UCPath Center will run a process to terminate the employee as of the Expected Job End Date .
29.	In the UC Job Data section, enter or select the appropriate values as applicable.
	For this example, accept the defaults.
30.	Click the scroll bar.



comp Rate Code compensation Rate compensation Frequency Rate Code Source 1 UCANNL 42546.000000 A Salary Step Work Location - Expected Job End Date End Job Automatically UC Job Data End Job Automatically UC Job Data Image: Compensation of the compensation of the compensation of the compensation of the compensation UC source Academic Duration of Appt Post Docs Anniversary is Location Use Type Post Docs Anniversary is Date Cubice Comments Comments Comments Save and Submit Save for Later Cancel Supporting documents ransaction ID: NEW ittlator Comments	ob Compensation - Pa	ay Components	Personalize	ind View All 🗖 🔢	First 🕙 1 of 1	Last
1 UCANNL 42546.000000 A Work Location - Expected Job End Date Expected Job End Date @30/19 Expected Job End Date @30/19 UC Job Data Academic Duration of Academic Duration of Location Use Type Post Docs Anniversary Date Solution - Payroll Currency and Frequency *Compensation - Payroll Currency and Frequency *Compensation UC_9M *Compensation UC_9M Frequency *Comments (g) Extern to Enter Transaction Details Page Save and Submit Save for Later Cancel Supporting documents titator Comments:	Comp Rate Code	Compensation Rate	Compensation Frequency	Rate Code Source		
Work Location - Expected Job End Date Expected Job End Date @30/19 IC Job Data Academic Duration of Post Docs Anniversary Date Cubicle Job Compensation - Payroll Currency and Frequency *Compensation UC_9M *Comments (g2) etum to Enter Transaction Details Page Save and Submit Save for Later Cancel Supporting documents ansaction ID: NEW titator Comments:	1 UCANNL	42546.000000	A	Salary Step	3	+ -
Expected Job End Date @30/19 UC Job Data Academic Duration of Location Use End Date Appt Location Use Type Post Docs Anniversary Date Job Compensation - Payroll Currency and Frequency *Compensation UC_9M *Compensation UC_9M Frequency Comments (a) Save and Submit Supporting documents ransaction ID: NEW itlator Comments:	Vork Location - Expec	ted Job End Date				
UC Job Data Academic Duration of Location Use End Date Academic Duration of Location Use Type Post Docs Anniversary Date Cubicle Cubi	Expected Job End Dat	e 6/30/19	31	End Job	Automatically	
Academic Duration of Appt Location Use Type Post Docs Anniversary Date Cubicle Cubicle 3db Compensation - Payroll Currency and Frequency *Compensation UC_9M Frequency Comments (a) Comments (a) Save and Submit Save for Later Cancel Supporting documents	IC Job Data					
Location Use Type Post Docs Anniversary Date Cubicle Cubicle Job Compensation - Payroll Currency and Frequency *Compensation UC_9M Frequency © Comments Comments Edum to Enter Transaction Details Page Save and Submit Save for Later Cancel Supporting documents ransaction ID: NEW utilator Comments:	Academic Duration of	of	✓ Location	Use End Date	31	
Date Cubicle Job Compensation - Payroll Currency and Frequency *Compensation UC_9M *Comments Comments	Location Use Typ	e	✓ Post Doc	s Anniversary	11	
Cubicle Job Compensation - Payroll Currency and Frequency *Compensation UC_9M Frequency Comments Comments Comments Evelow to Enter Transaction Details Page Save and Submit Save for Later Cancel Supporting documents ransaction ID: NEW ititator Comments:				Date		
Job Compensation - Payroll Currency and Frequency *Compensation UC_9M Comments Comments aga keturn to Enter Transaction Details Page Save and Submit Save for Later Cancel Supporting documents ransaction ID: NEW ititator Comments:	Cubicl	e				
*Compensation UC_9M Frequency Comments Comments	ob Compensation - Pa	ayroll Currency and	Frequency			
Comments Com	*Compensatio Frequenc	n UC_9M y	Q			
Comments Image: Imag	omments					
teturn to Enter Transaction Details Page Save and Submit Save for Later Cancel Supporting documents ransaction ID: NEW ititator Comments:	Comment	ts				
Return to Enter Transaction Details Page Save and Submit Save for Later Cancel Supporting documents ransaction ID: NEW itilator Comments:						
Return to Enter Transaction Details Page Save and Submit Save for Later Cancel Supporting documents ransaction ID: NEW itilator Comments:		[7				
Save and Submit Save for Later Cancel Supporting documents ransaction ID: NEW ititator Comments:	eturn to Enter Transaction	Details Page				
ransaction ID: NEW	Save and Submit	Save for Late	r Cancel Suppor	ting documents		
ransaction ID: NEW itiator Comments:						
ifiator Comments:	ansaction ID: N	EW				
	tiator Comments:					
	quested:					

Step	Action
31.	The payroll-related Compensation Frequency field automatically populates based on the job code. This field defines how the total compensation is paid out to the employee per paycheck. This field is changed only for specific exceptions, such as contract based pay. Any time this field is changed from the default enter a Comment to explain why the field was changed.
32.	Use the Comments field to enter specific details or an explanation regarding the transaction. For example, this field can be used to enter details about a contract pay transaction, such as contract begin date and contract end date. This field is referenced by UCPC WFA Production to assist with the processing of the transaction. Click in the Comments field.
33.	Enter the desired information into the Comments field. For this example, enter Intralocation transfer to a new position within RVCMP. .
34.	Click the scroll bar.



			Ne	w Window Help Personalize Page
mart HR Transactions				
Enter Transaction Informatio	n			
lick here to Hide Header Detail	5			
Template: UC_TRANSFER_AC Effective Date: 11/01/2018 Employee ID: 10070270	Name: Action/Action Reason: Employee Record:	Peter Rueda XFR/LAT (Lateral Transfer) 0 (TEACHG ASST-GSHIP)		
Job Data Job Earnings Dist				
Employee Information				
Work Location - Position Data				
		*Position Number 40008479	Q	
Work Location - Job Fields				
Business Unit RVCMP		Department D01038		
Location Code P5403		Establishment ID UCR	Q	
Job Information - Job Code				
Job Code 002310				
Job Labor - Union Code				
Union Code BX		Union Seniority Date	31	
Job Information - Reporting Inform	ation			
Reports To Position 40011416 Number				
Job Information - Employee Classi	fication			
Employee Classification 11		Classified/Unclassified Academic Ind	\checkmark	

Step	Action
35.	Click the Job Earnings Dist tab.
	Job Earnings Dist

								New Window Help Personalize Pag
Smart HR Transaction	s							
Enter Transaction	Informatio	n						
Click here to Hide H	eader Details	;						
Template: UC_TRA Effective Date: 11/01/20 Employee ID: 1007027	NSFER_AC 18 0	Name: Action/Actio Employee R	Pete on Reason: XFF ecord: 0 (T	er Rueda I/LAT (Lateral Trar EACHG ASST-GS	sfer) HIP)			
Job Data Job Earnin	ngs Dist							
Employee Information	1							
Job Earnings Distril	oution Type							
Earnings Distribu	tion None		~	Compensation	Rate			
				1.4		6]	
Job Earnings Distri	oution	F	ersonalize Find	View All E	En First 🖤	1 OF 1 @	Last	
Earnings Code		Compensation N	ate	Percent or Dis	Indution			
1						+		
Return to Enter Transaction	on Details Page							
Save and Submit	Sav	e for Later	Cancel	Supporting docu	ments			
Transaction ID:	NEW							
nitiator Comments:								
Requester ID:	10095340	Ima	Gudadmin					



Step	Action
36.	In most cases, the Job Earnings Distribution section is automated. If the Comp Rate code entered on the Job Data tab has a mapped Earnings Code , the Job Earnings Distribution section is updated automatically.
37.	 The Job Earnings Distribution section also can be used to manually enter distribution information. Use the Earnings Distribution Type field to enter distribution By Amount or By Percent. After the Earnings Distribution Type is selected, the Aggregate Comp Rate field is populated with the monthly amount. If By Amount is selected, the total of all compensation rates entered must add up to the monthly comp rate. If By Percent is selected, the total of all percentages entered must add up to 100%.
38.	For certain academic comp rate codes, such as Health Science Comp Plan, earnings codes are defaulted based on the Comp Rate Code entered in Job Compensation - Pay Components section. Also in those cases, earnings distribution type is By Amount and amounts are automatically calculated.
39.	Use the Supporting documents link to attach supporting documents for the transfer.
40.	Enter comments for the Approver in the Initiator Comments field. Comments you enter here appear only with the request; they do not appear on the employee's record after the transaction is processed to completion. You can enter Initiator Comments on any of the tabs within this template.
41.	Click the Save and Submit button. Save and Submit



		New Window Help Personalize Pa
Smart	HR Transactions	
Subr	nit Confirmation	
	The submit was successful. The Human Resources department will review the person's data and update the HR system.	
	Go to the Transaction Status page to review the status of this person.	
OK		



Summer of L							New Window Help Persor	aalize Pa
smart F	R Transactions							
elect a ten	nplate and press Create 1	ransaction.						
Transact	tion Template 👔							
	Transaction Type All		×		Effective Date	31		
	Select Template		Q				Create Transaction	
	Transaction Type All		~	Refresh				
Transact	tions in Progress				Personalize	Find 💷 🔜	First 🕚 1-16 of 16 🕑	Last
elect	Transaction Type	Effective Date	Name		Person ID	Action	Country	
-	JOB	11/01/2018	Claire Ramirez		10005571	Transfer	United States	,
	HIREJPM	11/01/2018	Cassandra Perry		NEW	Hire	United States	
	HIREJPM	11/01/2018	Gus Gonzalez		NEW	Hire	United States	
	JOB	09/29/2018	Grisby,Elizabeth N		10000841	Terminatn	United States	
	HIRE	11/01/2018	Tam Triet Ngo Duc		10008356	Hire	United States	
	HIRE	11/01/2018	Cheong Yankura		10087236	Hire	United States	
	HIRE	11/01/2018	Kirstin Bright		1000008	Hire	United States	
	HIREJPM	11/01/2018	Maricar Sherck		10000023	Rehire	United States	
	HIREJPM	11/01/2018	Randy Sacks		10000098	Rehire	United States	
	HIREJPM	10/01/2018	Anthony Perez		10130745	Rehire	United States	
	HIREJPM	09/29/2018	Taylor Baker		10130925	Rehire	United States	
	JOB	11/01/2018	Nitya Perry		10000063	Terminatn	United States	



Step	Action
43.	The template transaction is routed for approval and appears in the Transactions in Progress section until it is processed.
44.	You have initiated an intralocation transfer template transaction for an academic employee. End of Procedure.