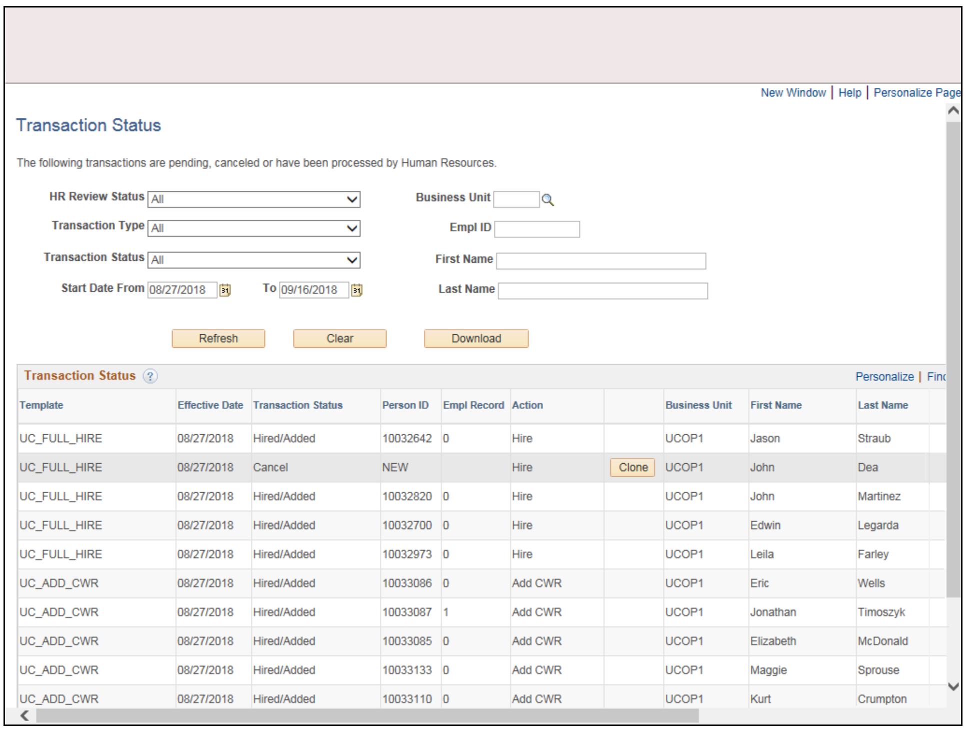
Use this task to view the status of **Smart HR Template** transactions and **TAM Prepare for Hire** transactions that have completed Location AWE and have moved into UCPC WFA Production's queue. You can view all transactions submitted within the department(s) to which you have access.

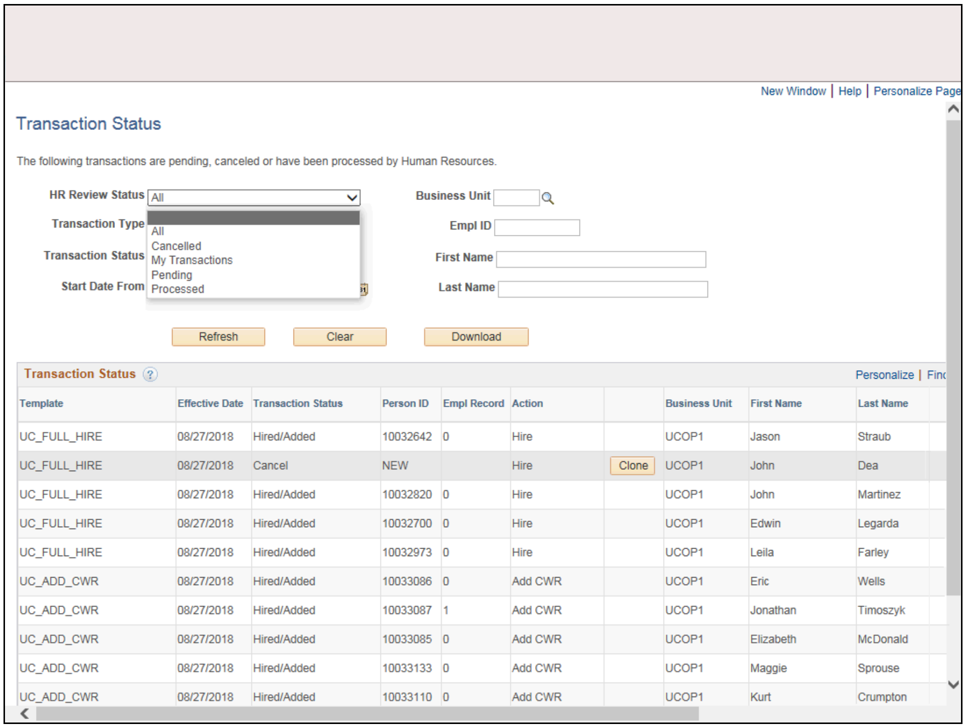
This page displays transactions that are pending, processed, or cancelled by WFA Production. This page also displays template transactions that have been denied by a Location Approver.

Navigation:
Menu > Workforce Administration > Smart HR Template > **Smart HR Transaction Status**
OR
Workforce Administration (Homepage) > HR Tasks (Tile) > Smart HR Templates >
Smart HR Transaction Status

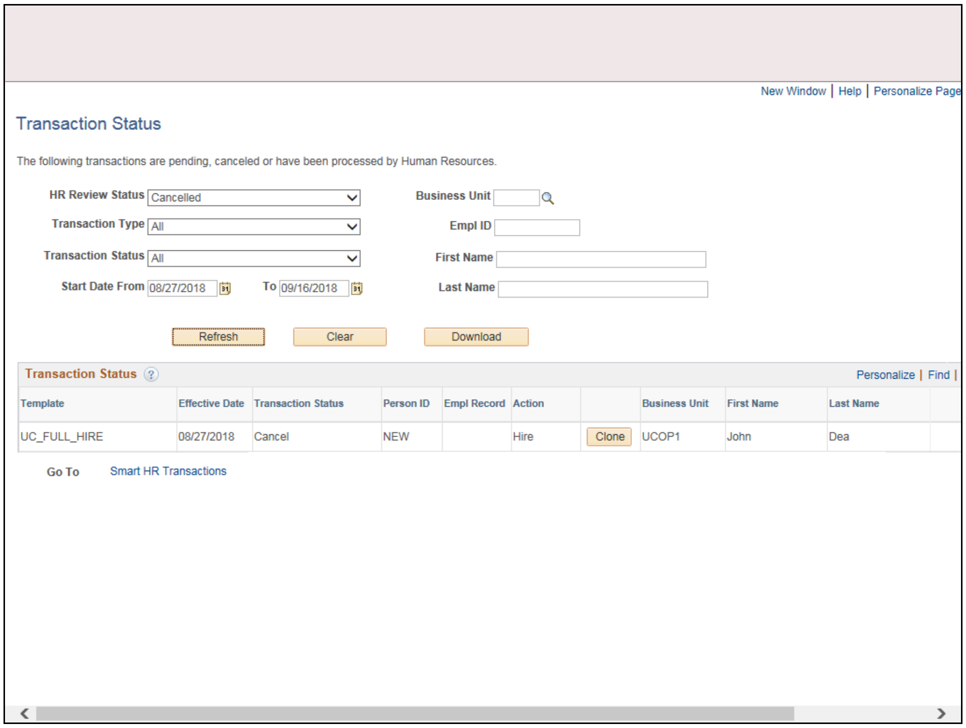


Step	Action
1.	Use the **Transaction Status** page to view the status of the template and TAM transactions as well as other summary transaction information. The default filters are set to **All** with a **Start Date From** that is 10 days prior to the current date and a **To** date that is 10 days after the current date.
2.	To view only **TAM Prepare for Hire** transactions, select **RecruitingHire/Rehire/Transfer** from the **Transaction Type** drop-down list.
3.	The **Download** button allows you to export the transaction grid information into an Excel spreadsheet, including any comments entered by WFA Production.

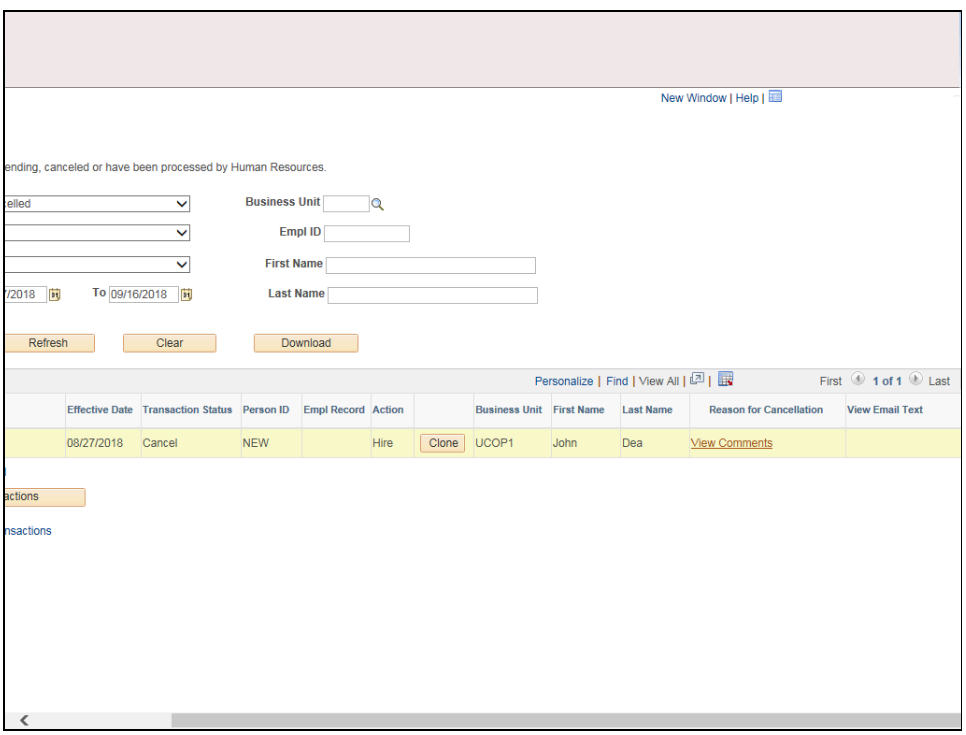
Step	Action
4.	The **Transaction Status** grid displays the transactions that match the filters.
5.	The **Template** column identifies the template that was initiated. This column displayed **RECRUITING** for TAM transactions.
6.	The **Effective Date** column identifies the effective date entered on the transaction.
7.	The values you might see in the **Transaction Status** column include: • **Requested:** Transaction was submitted but not yet processed by WFA Production. • **Completed:** Transaction was processed by WFA Production. • **Hired/Added:** Hire, Rehire or Concurrent Hire was processed by WFA Production. • **Cancel:** Transaction was cancelled by WFA Production. • **Denied: T**ransaction was denied by Location Approver. (Displays for template transactions only.)
8.	The **Person ID** column identifies the employee associated with the transaction. This column displays **NEW** for hire transactions that are pending or cancelled. After the hire transaction is processed by UCPC the new employee ID displays.
9.	The **Empl Record** column identifies the employee job record to which the transaction applies.
10.	The **Action** column displays the action code for the transaction.
11.	The **Clone** button appears when: - A template transaction was denied by a Location Approver. Locations can refer to the **SS Smart HR Transactions** page to view comments from the Approver about the denied transaction. - A template transaction was cancelled by WFA Production. Refer to the **Reason for Cancellation** column on this page to view comments from WFA Production about the cancelled transaction. **Note:** TAM transactions do not use the Clone functionality. If WFA Production cancels a TAM transaction, an email notification is sent to the Location Recruiter and includes the reason for the cancellation. Locations must withdraw the TAM transaction in the Recruiting module, update and then resubmit.
12.	The **Business Unit** column identifies the employee's business unit.
13.	The **Name** columns identify the employee associated with the transaction.
14.	For this example, update the **HR Review Status** to display all **Cancelled** transactions. Click the button to the right of the **HR Review Status** field. 



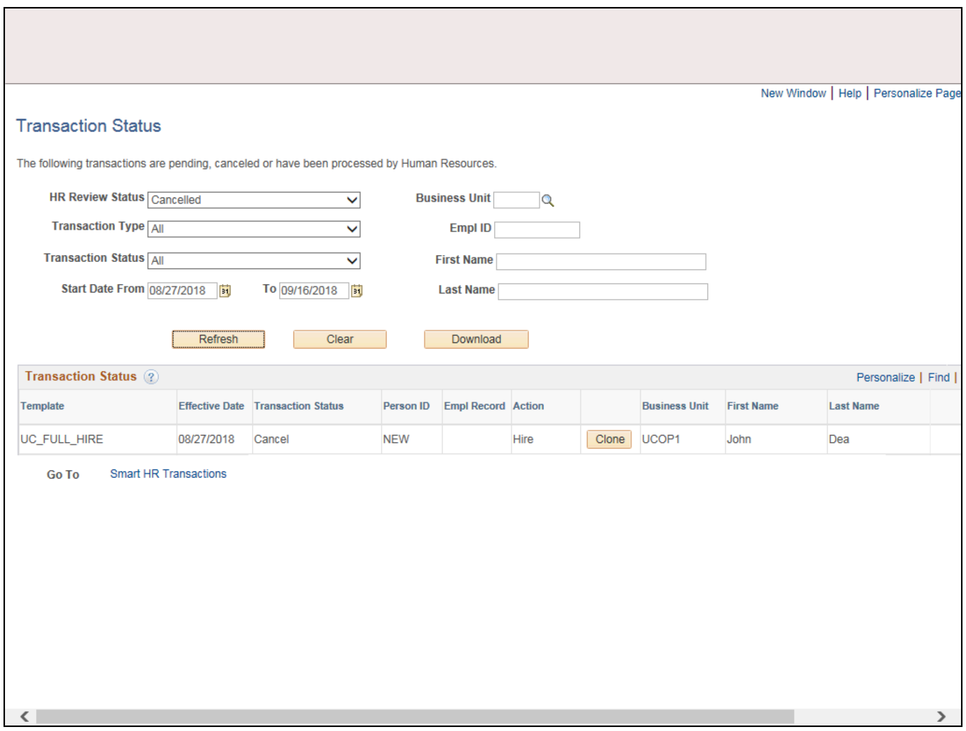
Step	Action
15.	Click the **Cancelled** list item. Cancelled
16.	Click the **Refresh** button. Refresh



Step	Action
17.	The filter displays only one template transaction that has been cancelled within the dates indicated.
18.	Click the scroll bar.

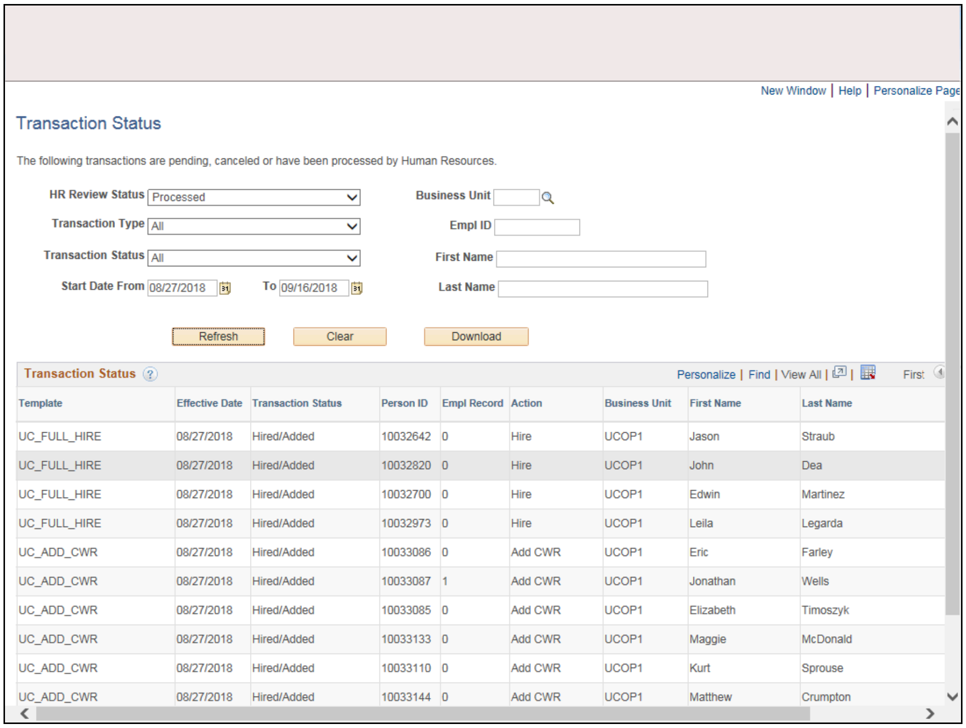


Step	Action
19.	In some cases, WFA Production may need to cancel a template transaction. When a transaction in cancelled, WFA Production enters a comment to explain why the transaction was cancelled. Template Initiators can **View Comments** and, if needed, **Clone** the template transaction to resubmit it with necessary corrections. **Note:** To view comments about a template transaction that was denied by a Location Approver you must navigate to the **SS Smart HR Transactions** page. **Note:** To view comments about a TAM transaction that was cancelled by WFA Production you must refer to the email notification.
20.	The **View Email Text** column displays a **View** link if WFA Production sent an email to the Location Template Initiator about a template transaction. **Note:** This functionality is not used for TAM transactions.
21.	Click the scroll bar.

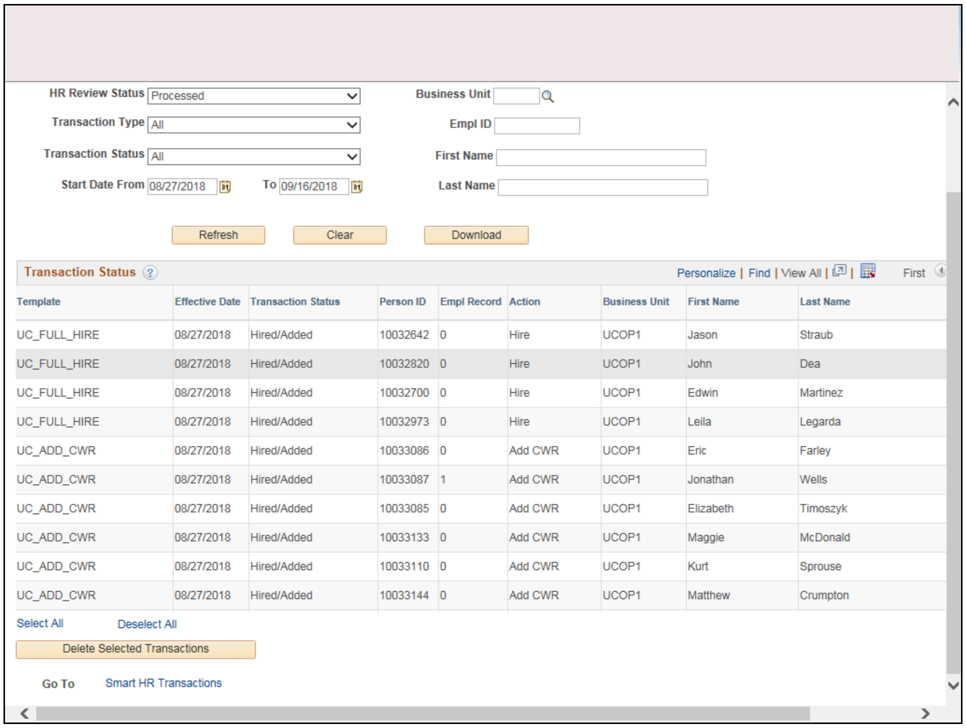


Step	Action
22.	For the next example, update the **HR Review Status** to display **Processed** transactions. Click the button to the right of the **HR Review Status** field. 

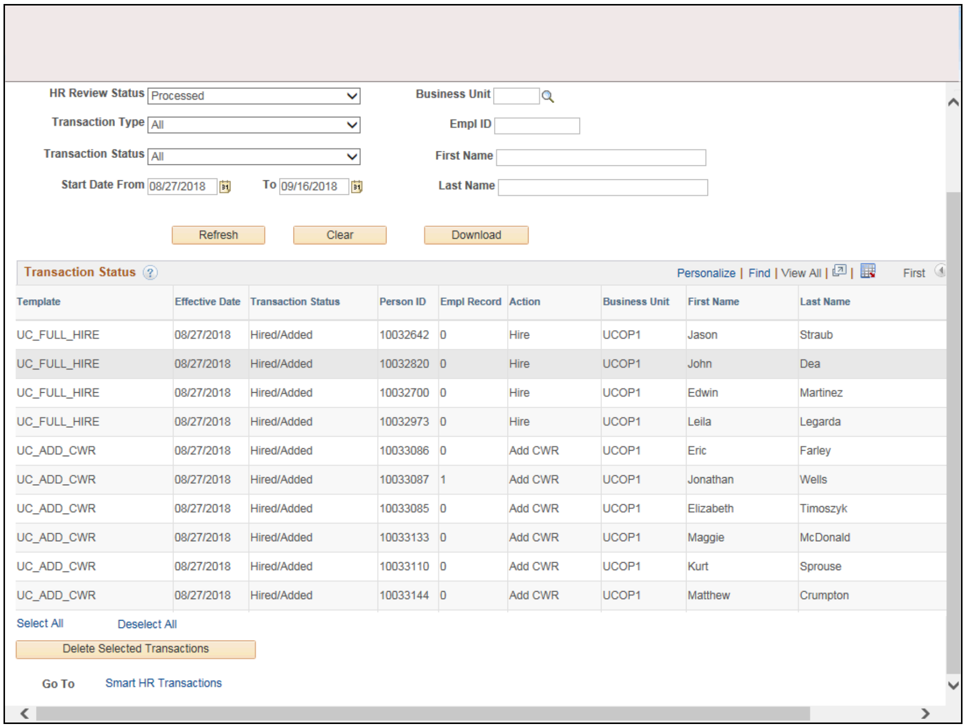
Step	Action
23.	Click the **Processed** list item. Processed
24.	Click the **Refresh** button. Refresh



Step	Action
25.	The filter displays all the transactions that have been processed by WFA Production. This filter allows you to quickly view the new UCPath Employee ID (**Person ID**) for a new hire.
26.	Click the scroll bar.



Step	Action
27.	Be cautious using the **Delete Selected Transactions** button. If you select the check box for a transaction and then click this button, the transaction will be deleted from the system. If the transaction has not been processed, it is deleted from WFA Production's queue and cannot be retrieved.



Step	Action
28.	You have viewed the status of **Smart HR Template** and **TAM Prepare for Hire** transactions. **End of Procedure.**