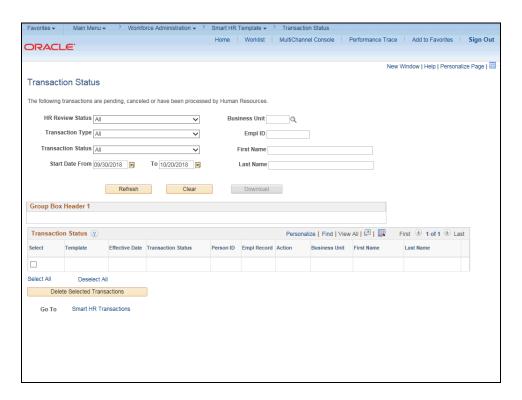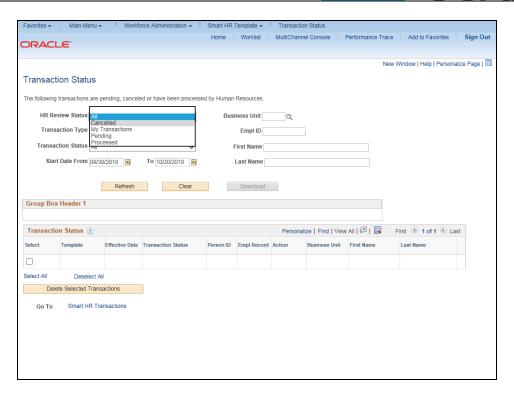Use this task to clone a template transaction. The cloning function is available when:
- A template transaction was denied by a Location Approver.
- A template transaction was cancelled by UCPC WFA Production.

Navigation: PeopleSoft Menu > Workforce Administration > Smart HR Template > **Transaction Status**
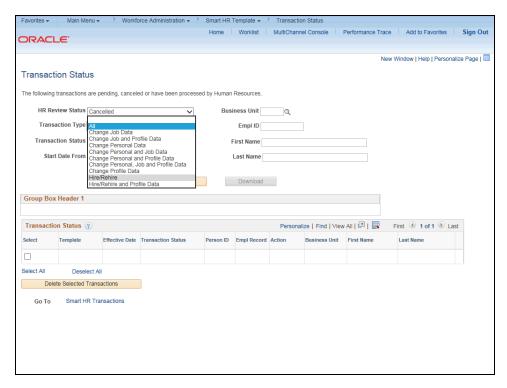

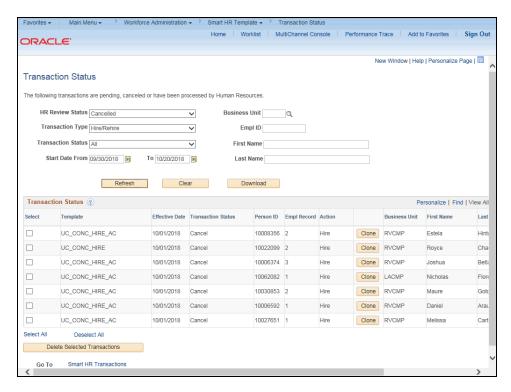| Step	Action
1.	Use the **Template Status** page to search for cancelled or denied template transactions that you can clone, update and resubmit for processing. Template transactions must have a **Transaction Status** of **Cancel** or **Denied** to be cloned.
2.	You can narrow the search by the **HR Review Status**. Click the button to the right of the **HR Review Status** field.

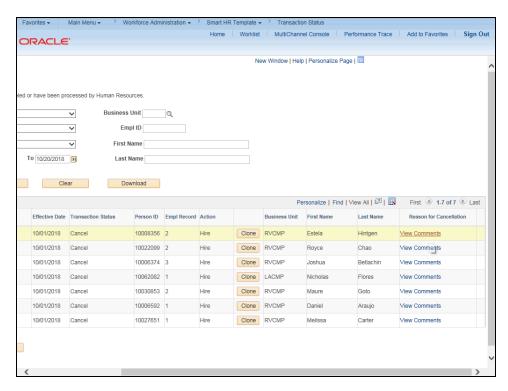| Step	Action
3.	For this example, click the **Cancelled** list item. Cancelled
4.	You can also narrow the list by the transaction type. Click the button to the right of the **Transaction Type** field. ∨

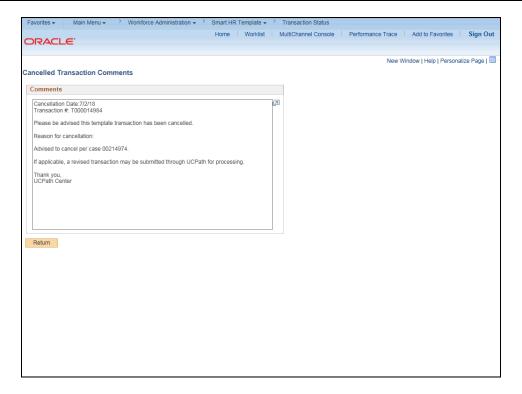| Step	Action
5.	For this example, click the **Hire/Rehire** list item. Hire/Rehire
6.	The **Start Date From** field defaults a date that is 10 days prior to the current date. The **Start Date To** field defaults a date that is 10 days after the current date. The **Effective Date** of the transaction you are searching for must fall within these dates.
7.	Click the **Refresh** button. Refresh

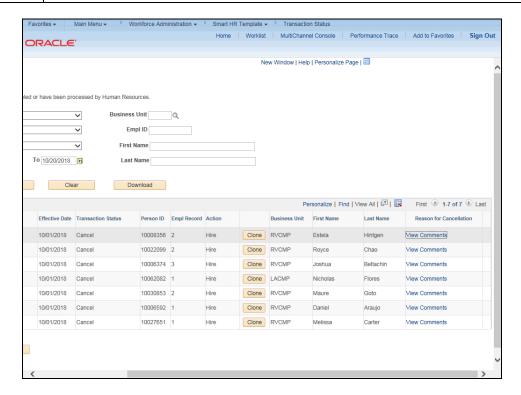| Step	Action
8.	The template transactions that meet the search criteria appear. The **Clone** button is available only for transactions with a **Transaction Status** of **Cancel** or **Denied**. The **Clone** button appears when: - A template transaction was **denied** by a Location Approver. Refer to the **SS Smart HR Transactions** page to view comments from the Approver about the denied transaction. - A template transaction was **cancelled** by UCPC WFA Production. Refer to the **Reason for Cancellation** column on this page to view comments from WFA Production about the cancelled transaction.
9.	Click the scroll bar.
10.	When a transaction is cancelled, WFA Production enters a comment to explain why the transaction was cancelled. Template Initiators can **View Comments** and, if needed, **Clone** the transaction to resubmit it with necessary corrections. **Note:** To view comments about a transaction that was **denied** by a Location Approver you must navigate to the **SS Smart HR Transactions** page and review the **Approver Comments** field.

Last changed on: 4/1/25

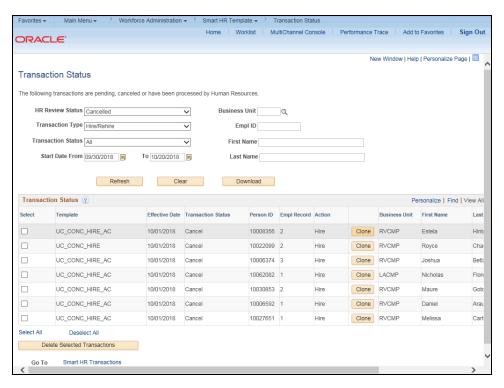| Step	Action
11.	Click the **View Comments** link.
	View Comments

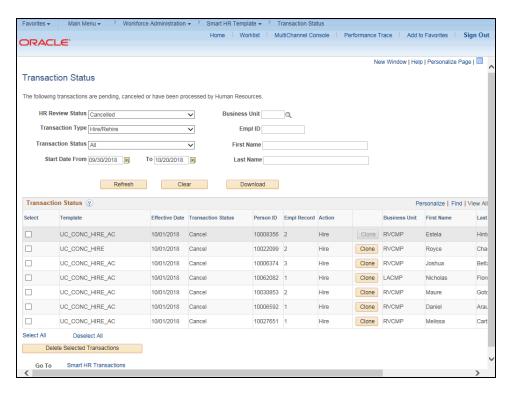| Step	Action
12.	Review the comment. This is helpful information for correcting the template transaction or identifying the supporting documentation that is needed.
13.	Click the **Return** button.

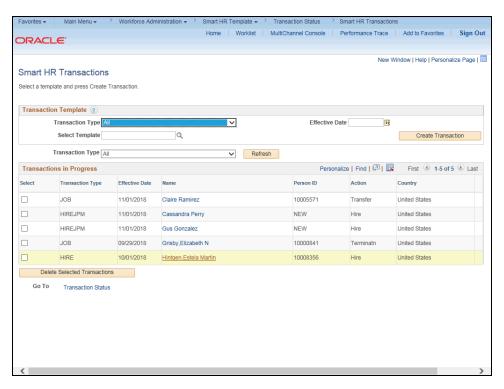| Step	Action
14.	Click the scroll bar.

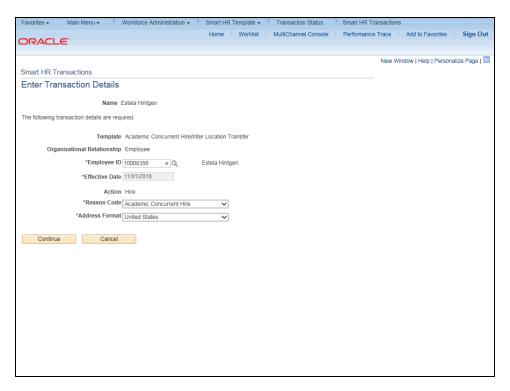| Step	Action
15.	Use the **Clone** button to copy the existing template information into a new template. For this example, clone the concurrent hire (academic) template for **Estela Hintgen**. Click the **Clone** button.
16.	After the template transaction is cloned, the **Clone** button is no longer available.

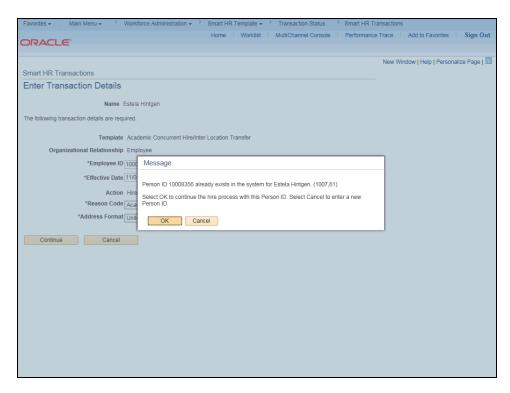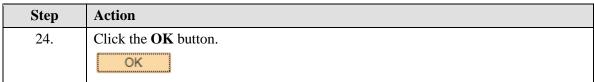| Step	Action
17.	To access the cloned template navigate to the **Smart HR Transactions** page. Click the **Smart HR Transactions** link. Smart HR Transactions

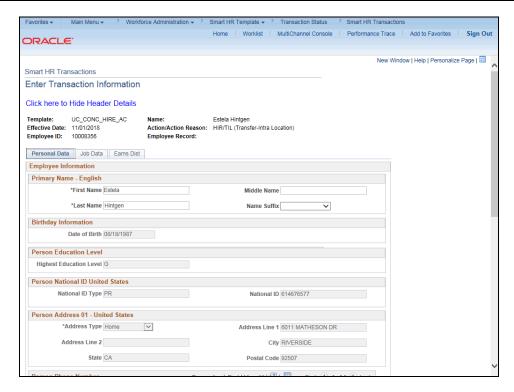| Step	Action
18.	The **Smart HR Transactions** page only displays the transaction that you submit. Therefore: • If you clone a transaction that you didn't originally submit, only the cloned transaction displays in the **Smart HR Transactions** page. • If you clone a transaction that you did originally submit, both the original and the cloned transaction displays in the **Smart HR Transactions** page.
19.	The cloned template appears in the **Transactions in Progress** section. Click the **Name** link to open the template and update as needed. For this example, click the **Hintgen,Estela Martin** link. Hintgen,Estela Martin

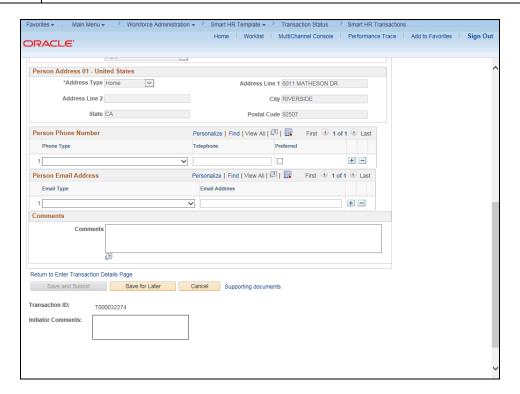| Step	Action
20.	Update the fields on the **Enter Transaction Details** page as needed. For this example, the **Reason Code** must be updated.
21.	Click the button to the right of the **Reason Code** field. ⌄
22.	For this example, click the **Transfer-Intra Location** list item.
23.	Click the **Continue** button.

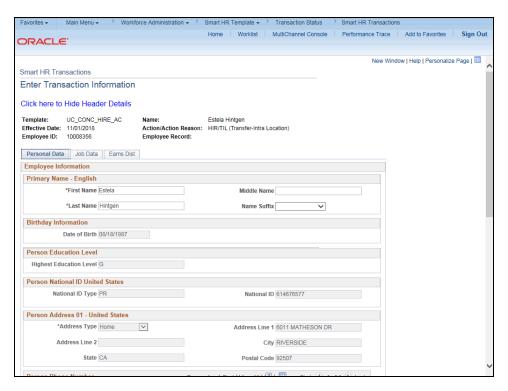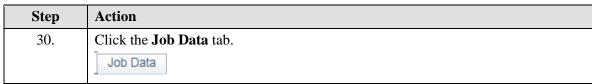| Step	Action
24.	Click the **OK** button. OK

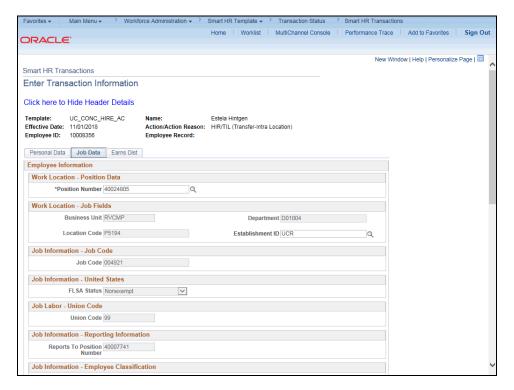| Step	Action
25.	Update the employee's **Personal Data** as needed.
26.	Click the scroll bar.

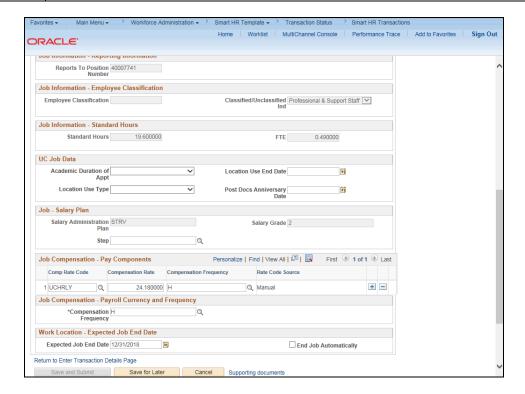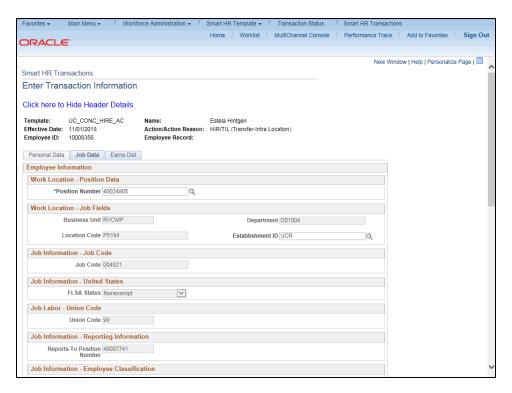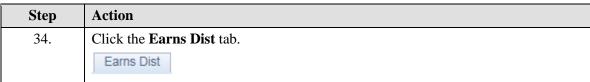| Step	Action
27.	Click in the **Comments** field.
28.	Enter the desired information into the **Comments** field. For this example, enter **Resubmit cancelled transaction with Action Reason of Transfer-Intra Location.**.
29.	Click the scroll bar.

Step	Action
30.	Click the **Job Data** tab. Job Data

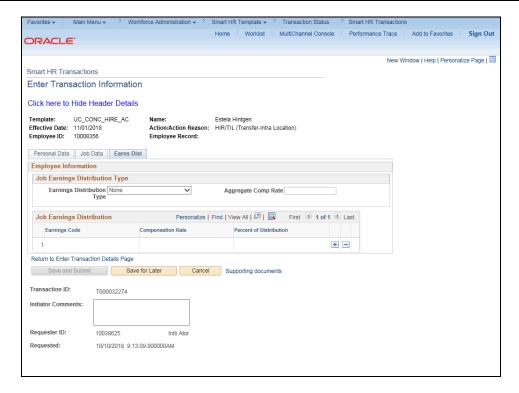| Step	Action
31.	Update the employee's **Job Data** as needed.
32.	Click the scroll bar.

Step	Action
33.	Click the scroll bar.

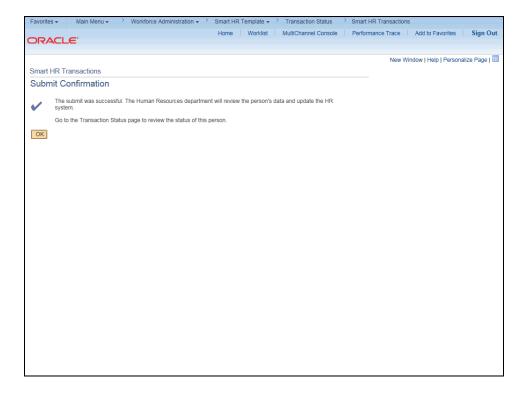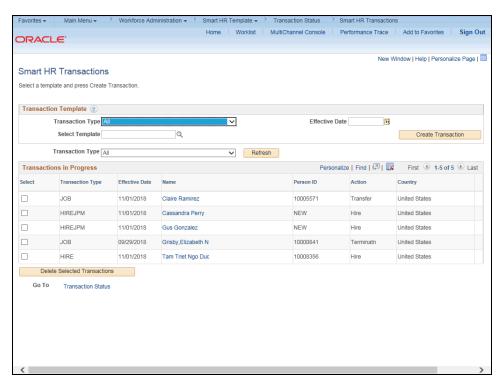| Step	Action
34.	Click the **Earns Dist** tab. Earns Dist

Step	Action
35.	Update the employee's **Job Earnings Distribution** information as needed.
36.	Use the **Supporting Documents** link to add attachments as needed.
37.	Click the **Save and Submit** button.

Step	Action
38.	Click the **OK** button.

Step	Action
39.	You have cloned a template transaction that has been cancelled or denied. **End of Procedure.**