

Personnel Transaction Request (PTR) Dashboard

The Personnel Transaction Request (PTR) Dashboard located at <https://webapp6.asu.edu/corda/dashboards/PersonnelTransactionRequests> is a tool to assist departments in tracking and reviewing PTR transactions that have been entered. The Dashboard will update nightly. The search criteria include by Department ID or by Employee ID. The results can be further filtered by action, current PTR status, and last action date. Action and status definitions can be found in the two Information links below the search fields.

Search By: (Example: B13 or U0108)

Select Action: Select PTR Status: Last Action Date:

[Action Definitions](#)
[Status Definitions](#)

View Approvals by clicking on the Approval History link when Show Detail is selected.
[Show Detail](#)

	PTR ID	EMPLID	EMPL RCD	EMPL NAME	DEPT ID	CREATED DATE	EFFDT	END DATE	ACTION	REASON	PAYROLL TRANSACTN	STATUS	ORIGINATOR
1	00000172		0		D02	04/28/2015	05/11/2015		HIR	Hire	No	Processed	
2	00000172		0		D02	04/28/2015	04/29/2015		HIR	Hire	No	Processed	
3	00000172		0		D02	04/28/2015	05/02/2015		TER	Termination	No	Processed	
4	00000172		0		D02	04/29/2015	04/25/2015		TER	Termination	Yes	Processed	
5	00000172		0		D02	04/29/2015	05/11/2015		PAY	Pay Rate Change	No	Processed	
6	00000172		0		D02	04/29/2015	05/11/2015		HIR	Hire	No	Processed	

When the Dashboard is searched, the first page will display the action related information including the job action, reason, effective date, and, if applicable, the end date. The PTR status will be the current status. The available statuses are:

Status	Definition
Approved	Transaction has been approved and is awaiting update to Job
Processed	Transaction has been approved and updated to Job
In Process	Transaction in approval process
Draft	Transaction saved as draft, not sent for approval
Returned	Transaction has been returned to Originator
Canceled	Transaction has been canceled
Pending Batch Update	Future-dated transaction or payroll is currently open and is awaiting update to Job
Manually Update Job	Transaction contained an error requiring manual update to Job
CI Update in Process	CI process is running to update Job
CI Update Error	CI process contained an error requiring manual update to Job

Clicking on the “Show Detail” link above the results will expand the display with position information including title, position number, classification, and compensation.

POS NUMBER	TITLE	JOB CODE	EMPL CLASS	FTE	REG/TEMP	COMP FREQ	COMP RATE	ANNUAL RATE	PAYGROUP	APPROVAL HISTORY
19	Human Resources Specialist	190420	SRP	1	R	H	18.08	37,606.40	HRV	APPROVAL HISTORY
18	Student Worker III	983000	STU	0.5	H	H	9.75	10,140.00	STU	APPROVAL HISTORY
18	Student Worker III	983000	STU	0.5	H	H	10.48	10,899.20	STU	APPROVAL HISTORY
16	Accountant	190277	SRP	1	R	ASUBW	1,723.08	44,800.00	SAL	APPROVAL HISTORY

The last column in the expanded version is the Approval History. Clicking on this field will open a new window that contains the approval history of the transaction.

Approval History for Transaction 00000172878



ORIGINATOR

ASU_PTR_ID	ORIGINATOR	CREATED DATE
00000172878	ASU PTR Kenexa	04/28/2015 10:11:54 AM

APPROVER HISTORY Position Approvals

ASU_PTR_ID	POSITION_NBR	STEP	STEP DESC	ACCOUNT	APPROVED DATE	OPRID	APPROVER
00000172878	18 [REDACTED]	1	Account Signer	WV11010	08/17/2015 11:44:27 AM	[REDACTED]	[REDACTED]

Approval steps will vary depending on the type of transaction and the employee classification.
Refer to the PTR workflow documentation for more information.