Pending Transactions

- All Transactions that are not approved yet or rejected will appear in your pending transaction queue.
- You can delete any transaction that is in the queue.
  - Leave transactions that have been rejected need to be deleted before resubmitting the leave. Failure to do this will cause an overlapping booking error.

To access Pending Transactions
- Login to StaffOnline
- Under the My HR menu
- Select Pending Transactions

- Select and click on 'Record Id' link to display the detailed entry.
Pending Transaction

Person Id  INDIVID1
Job Id  01
Position  000008098 Individual - StaffOnline Demonstration

Leave Code  ARL - Annual Rec Leave
Start Date  13-Jan-2015
Hours  2.5
Reason  
End Date  13-Jan-2015

Medical Cert.  
Extended Leave  
Comments  
Supervisor Comments  

Table Name  WEB_LV_BOOKINGS
Description  Part Day Leave Request
Record Id  22777408
Created Date  08-JAN-2015
Approval Id  000008097
Appr. Title  Manager - StaffOnline Demonstration
Appr. Status  Submitted
Appr. Level  1
Viewed Comments  
Comments  

- Clicking on ‘Appr.Title’ link will show the current occupant for the position of the approver.

Position Occupant List

Current occupants for position 000008097 - Manager - StaffOnline Demonstration are:

<table>
<thead>
<tr>
<th>Employee#</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>MANAGER1</td>
<td>Manager, SD</td>
</tr>
</tbody>
</table>
Deleting a Pending Transaction

When a leave record has been rejected you will get:
  o an email notification and
  o a notification to your Home screen.

You can view/delete this record from your Home menu or from the My HR menu.

- To bring up the rejected record in the Pending Transaction queue:
  o either click on the notification '1 pending record has been rejected' link
  o or click on Pending Transactions from the My HR menu.
Pending Transactions

- Click on Delete button or

- Check the Delete box and click on Delete button.
• When you confirm delete a *Success!* message will be displayed.

```
Pending Transactions
Success! 1 Row Deleted
```

• **Position Hierarchy**
  - All StaffOnline transactions are based on position hierarchy, your position reports to your supervisors’ position and so on.
  - On submitting a transaction it is escalated to your supervisor immediately, if your supervisor doesn’t action it, it will escalate again.
    - Leave Transactions will escalate every 5 working days.
    - Timesheet Transactions will escalate every 2 working days.