

Pending Transactions

A transaction is any request you have made via StaffOnline. Only transactions that are currently 'pending', i.e. have not been actioned may be viewed via this screen. Viewing your transactions indicates to you the status of applications that you have made. They also indicate the approval person that is responsible for actioning the transaction, so that you may contact them directly if you need to. For example: in the case of a leave application, the transactions may be:

1. Request by staff member
2. Recommendation by Supervisor
3. Approval by Cost Centre Manager

When you submit a leave request, the transactions are created in StaffOnline and can be viewed until they have been actioned. As they are actioned, if the outcome is favourable, (approved), the transaction(s) will disappear from the View Transactions display.

Transactions with unfavourable outcome, (rejected), are retained for you to view and will remain until you delete them. **You must delete the rejected Transactions as StaffOnline holds onto the days in the leave request until deleted. This effectively reduces your leave balance by those days.**

The escalation process in StaffOnline is made up of 3 steps:

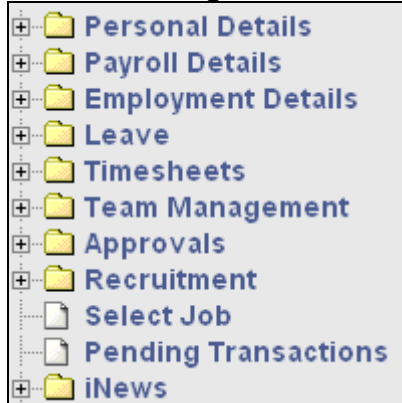
- 1 Request by staff member to supervisor (immediate)
- 2 Supervisor to Manager (8 days)
- 3 Manager to PMD (8 days)

If a transaction is unactioned, after 8 days it will automatically escalate to the next step in the process. When a request reaches PMD we will follow it up with the originator and the direct supervisor.

***NOTE*:** Please be aware that if you wish to delete/reverse a leave request that has already been approved, you need to complete a paper leave form and indicate that it is for leave to be amended.

How to View Transactions

1. Select Pending Transactions from the main menu.



2. The screen displays all pending (unactioned) transactions, when they were created and where who they were submitted to.

Pending Transaction

Record Description	Created Date	Approval Status	Approval Person	Comments	View Record
1. Whole Day Leave Request	28-MAR-2007	Submitted	1. Manager		1. View
2. Part Day Leave Request	28-MAR-2007	Submitted	2. Manager		2. View

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3. To view the details of the request, click on the link under the **View Record** column corresponding with the request you wish to view and it will open the transaction.

[Help - Whole Day Leave Bookings](#) [Help - Medical Leave Information](#)

Whole Day Leave Request

Leave Code ARL - Annual Rec Leave
Start Date 25-JUN-2007
End Date 29-JUN-2007
Amount 5
Unit Days
Medical Cert.
Other Doc.
Reason
Comment

4. To view the name of the person who the request was submitted or escalated to, click on the position title under the **Approval Person** column.

How to Delete a Transaction

1. Click on the appropriate link under the **Record Description** column from the View Transactions screen.

Pending Transaction

Record Description	Created Date	Approval Status	Approval Person	Comments	View Record
1. Whole Day Leave Request	28-MAR-2007	Submitted	1. Manager		1. View
2. Part Day Leave Request	28-MAR-2007	Submitted	2. Manager		2. View

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2. Click on the Delete button from the bottom of the screen.

Pending Transaction

Table Name WEB_LV_BOOKINGS
Description Whole Day Leave Request
Record Id 10432520
Created Date 28-MAR-2007
Approval Id OHR0002521
Appr. Title [Manager](#)
Appr. Status Submitted
Appr. Level 1
Viewed Comments
Comments

3. Click on OK on the pop up message box. This will remove the request.

