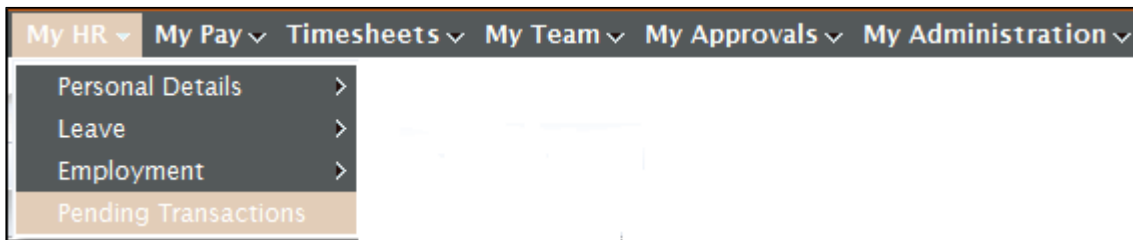


Pending Transactions



- 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

Pending Transactions

Part Day Leave Request

Delete	Record ID	Name	Leave Code	Leave Date	No. of Hrs	App. Level	Created Date	To Be Actioned By
<input type="checkbox"/>	232383	Mr SD Individual	Annual Rec Leave	13-JAN-2015	2.5	1	08-JAN-2015	15-JAN-2015

Whole Day Leave Request

Delete	Record ID	Name	Leave Code	Leave Start Date	End Date	App. Level	Created Date	To Be Actioned By
<input type="checkbox"/>	232380	Mr SD Individual	Annual Rec Leave	19-JAN-2015	20-JAN-2015	1	08-JAN-2015	15-JAN-2015

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

Pending Transaction

Person Id INDIVID1 **Name** Mr SD Individual
Job Id 01
Position 0000008098 Individual - StaffOnline Demonstration

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

Medical Cert. **Other Doc.**
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 0000008097
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 0000008097 - Manager - StaffOnline Demonstration are:

Employee#	Name
MANAGER1	Manager, SD

Deleting a Pending Transaction

When a leave record has been rejected you will get:

- an email notification and
- a notification to your Home screen.

104: Web Kiosk Notification:

Your Whole Day Leave Request id = 22777393 has been rejected.

Transaction Details:

Record ID: 232380

Name: Mr SD Individual

Leave Code: Annual Rec Leave

Leave Start Date: 19-JAN-2015

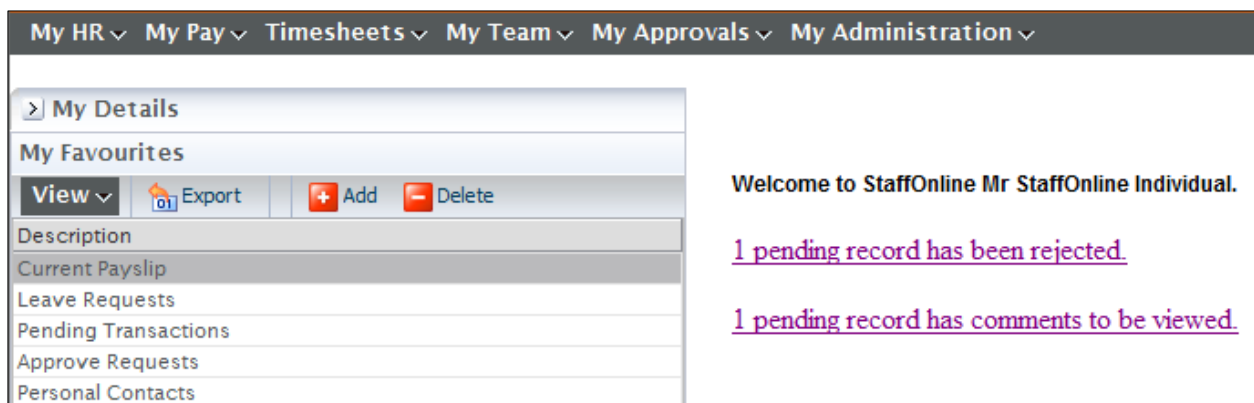
End Date: 20-JAN-2015

App. Level: 1

Escalated to you By:

Created Date: 08-JAN-2015

To Be Actioned By: 15-JAN-2015



My HR ▾ My Pay ▾ Timesheets ▾ My Team ▾ My Approvals ▾ My Administration ▾

My Details

My Favourites

View ▾ Export Add Delete

Description

Current Payslip

Leave Requests

Pending Transactions

Approve Requests

Personal Contacts

Welcome to StaffOnline Mr StaffOnline Individual.

[1 pending record has been rejected.](#)

[1 pending record has comments to be viewed.](#)

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:
 - either click on the notification '1 pending record has been rejected' link
 - or click on Pending Transactions from the My HR menu.

Pending Transaction

Person Id INDIVID1 **Name** Mr SD Individual
Job Id 01
Position 0000008098 Individual - StaffOnline Demonstration

Leave Code ARL - Annual Rec Leave **Reason**
Start Date 19-Jan-2015 **End Date** 20-Jan-2015
Unit 2 Days

Medical Cert. **Other Doc.**

Comments

Supervisor Comments

Table Name WEB_LV_BOOKINGS
Description Whole Day Leave Request
Record Id 22777393
Created Date 08-JAN-2015
Approval Id 0000008097
Appr. Title [Manager - StaffOnline Demonstration](#)
Appr. Status Rejected
Appr. Level 1

Viewed Comments

Comments 003: This WEB_LV_BOOKINGS record was rejected on 13-JAN-2015.

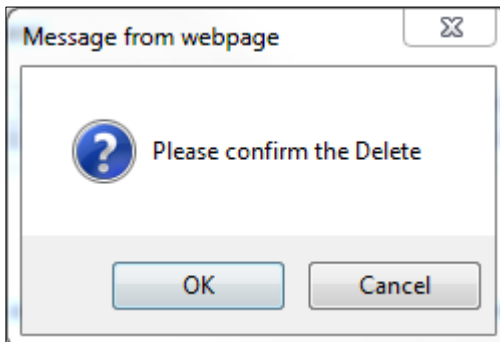
- Click on Delete button or

Pending Transactions

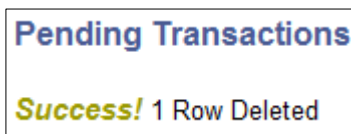
Whole Day Leave Request

Delete	Record ID	Name	Leave Code	Leave Start Date	End Date	App. Level	Created Date	To Be Actioned By
<input checked="" type="checkbox"/>	232380	Mr SD Individual	Annual Rec Leave	19-JAN-2015	20-JAN-2015	1	08-JAN-2015	15-JAN-2015

- Check the Delete box and click on Delete button.



- When you confirm delete a **Success!** message will be displayed.



- **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.