

How Do I View the Status of a Submitted Transaction Request?

Navigation

Use this job aid to view the status of any transaction request. Common transaction requests are listed at the end of this job aid.

1. Log into OneUSG Connect.
2. From **Manager Self Service**, click the **Review Transactions** tile.
3. Using the **Approval Status** drop down, select the appropriate value regarding the submitted transactions:
 - a. **All** (transactions)
 - b. **I have approved**
 - c. **I have denied**
 - d. **I have submitted**
 - e. **Pending my review**
4. Click the **Look Up** icon for **Approval Process**.
5. Click the **Process ID** for the type of transaction you wish to view.
6. If you wish to see the status for a particular approver, use the **Approver Oper ID** look up icon.
7. If you wish to narrow your results by a date range, enter or select the **From Date** and the **End Date**.
8. Click the **Refresh** button.
9. All corresponding transactions will be listed. The Transaction name, submitter, when the request was submitted and the status of the request is listed.
10. To see the details of a transaction, click the **View Details** link.



11. Review the details of the transaction. To return to the **Review Transactions** page, click the application back button (**HCM Approval Status**) in the upper left corner.

Submitted Transaction Types with Process ID	
Submit Request to Adjust Leave Balances	BORGSSAdjustLeaveBalance
Submit Request to Change Time and Absence Approver	BORGSSChgTimeAbsenceAppr
Submit Reporting Change Request	ReportingChgEmployee
Submit Transfer Request	TransferEmployee
Submit Promotion Request	PromoteEmployee
Submit Location Change Request	LocationChange
Submit Retirement Request	RetireEmployee
Submit Termination Request	TerminateEmployee
Submit Demotion Request	GSSDemoteEmployee
Submit Request to Add Position and Funding	BORGSSAddPosn
Submit Request to Change Position and Funding	BORGSSChangePosn
Submit Request to Inactivate Position	BORGSSInactivatePosn
Submit Ad Hoc Salary Change	GSSAdhocSalaryChange
Submit Supplemental Pay Request	BORGSSSupplementalPay
Submit Security Request	BORGSSSecurityRequest

