

Trigger

Perform this procedure when you receive an email indicating that a Human Resource action request has been rejected by an approver or you notice the item in your *Business Workplace* inbox.

Menu Path

This transaction is accessed via a button on the *SAP Easy Access* menu. The instructions below will show you the process for accessing the *Business Workplace*.

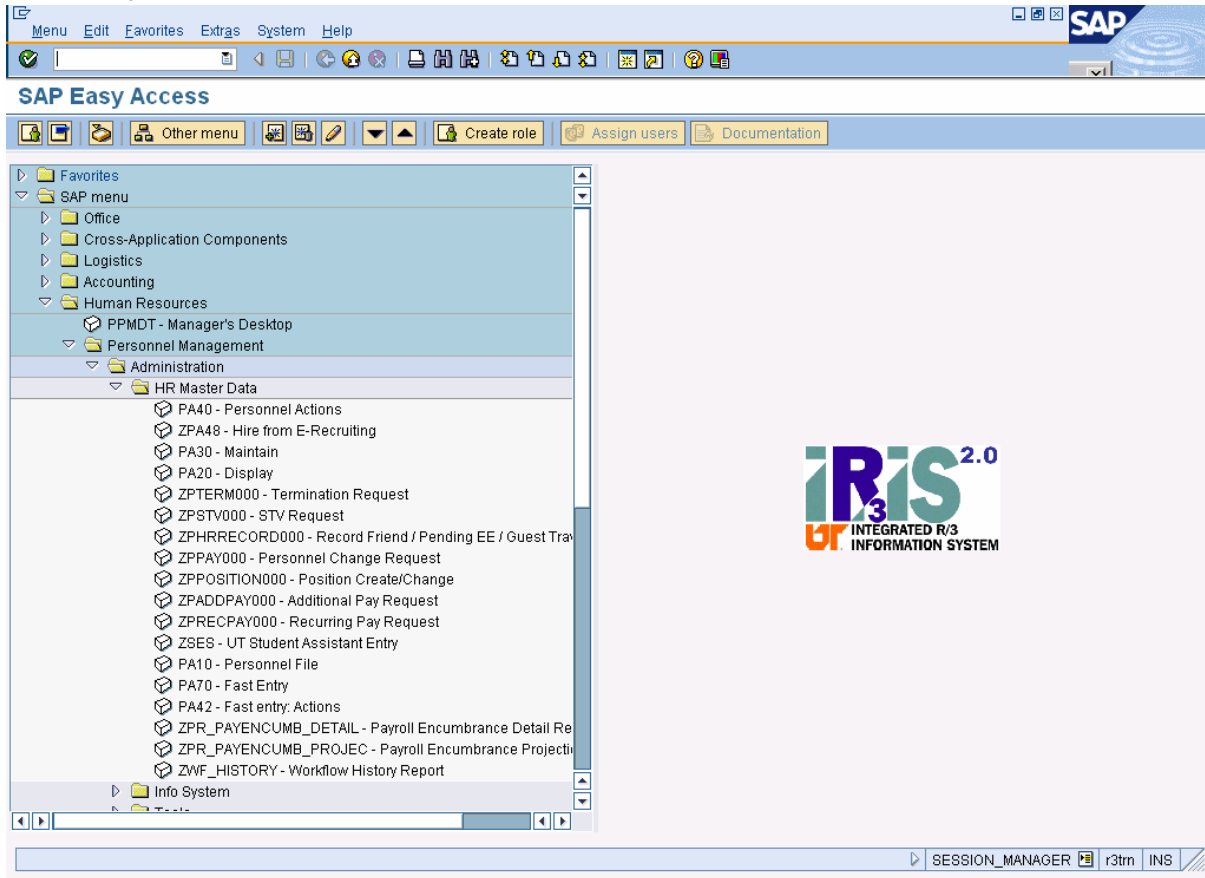
Transaction Code


**SBWP, ZPTERM000, ZPPAY000, ZPPOSITION000, ZPADDPAY000, ZPRECPAY000,
ZPHRRECORD000, ZPTERM001, ZPPAY001, ZPPOSITION001, ZPADDPAY001,
ZPRECPAY001, ZPHRRECORD001, ZPTERM002, ZPPAY002, ZPPOSITION002,
ZPADDPAY002, ZPRECPAY002, ZPHRRECORD002**

Procedure

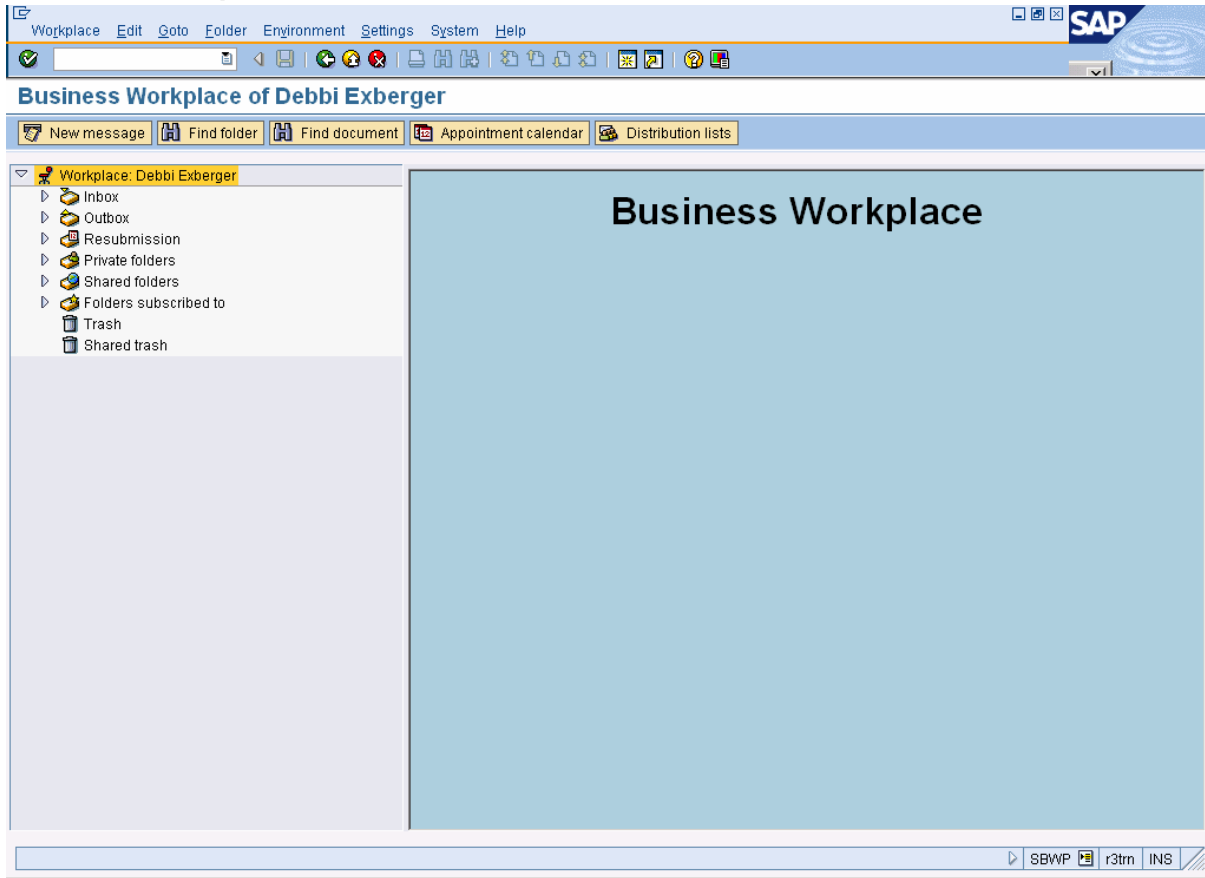
1. Start the transaction from the *SAP Easy Access* menu.


SAP Easy Access



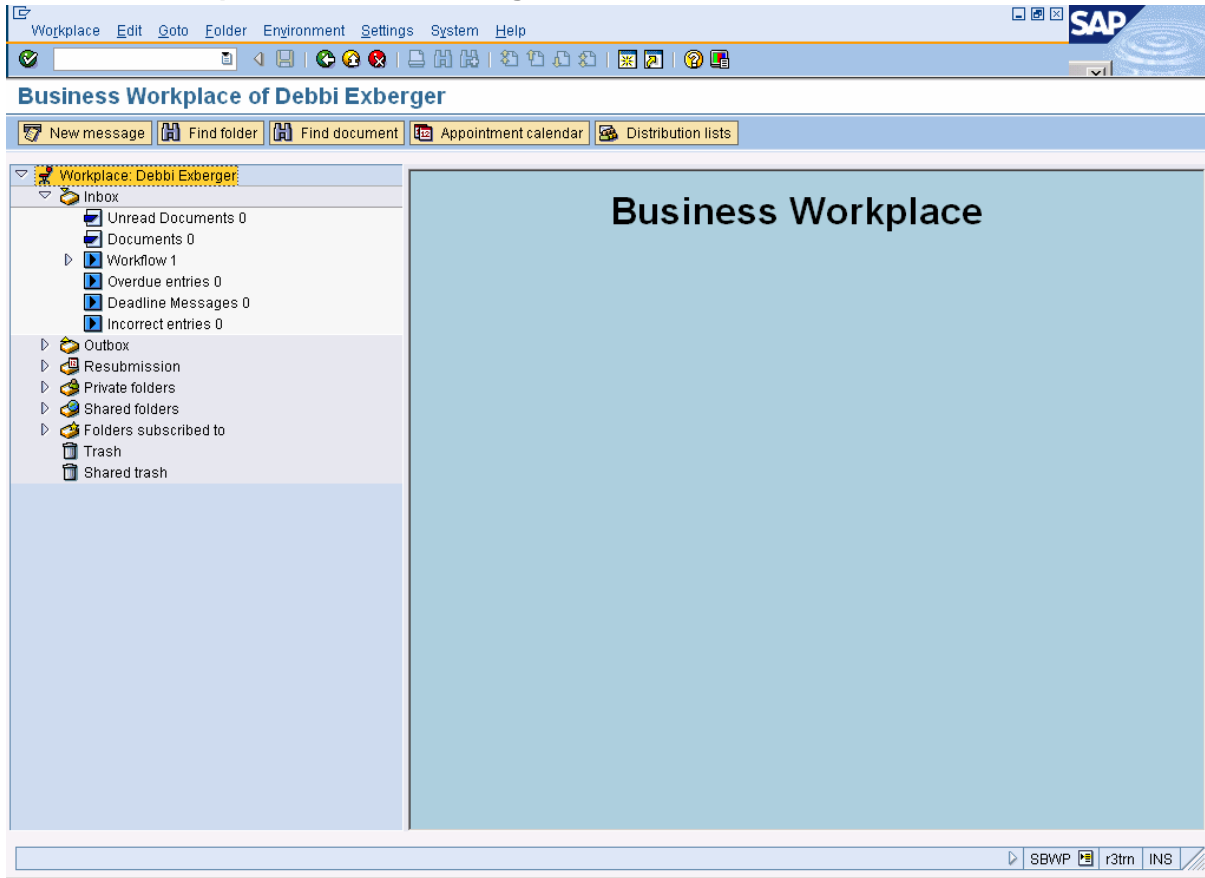
2. Click  (**SAP Business Workplace**) on the Application toolbar. The *Business Workplace* screen will display with the user's name, as shown below.


Business Workplace



3. Click  to expand the *Inbox* folder.

Business Workplace of Debbi Exberger



4. Rejected work items appear in the *Workflow* folder. Click  Workflow 1 to display the contents of *Workflow* folder, as shown below.

Business Workplace of Debbi Exberger

The screenshot shows the SAP Business Workplace interface for user Debbi Exberger. The top navigation bar includes 'Workplace', 'Edit', 'Goto', 'Folder', 'Environment', 'Settings', 'System', and 'Help'. Below this is a toolbar with various icons. The main content area is titled 'Business Workplace of Debbi Exberger' and contains a sidebar with a folder tree (Inbox, Unread Documents 0, Documents 0, Workflow 1, Overdue entries 0, Deadline Messages 0, Incorrect entries 0, Outbox, Resubmission, Private folders, Shared folders, Folders subscribed to, Trash, Shared trash) and a central pane. The central pane displays a workflow item 'Termination for Smith, Ashlyn T. rejected by USER K1APP-102' with a description and objects and attachments section.

Ex...	Title	Status	Creation D...	Creation ...	Att...	Co...	W...
	Termination for Smith, Ashlyn T. rejected by USER K1APP-102		06/18/2007	11:43:32	5		

Termination for Smith, Ashlyn T. rejected by USER K1APP-102

Description
The **Termination Form** for Smith, Ashlyn T. was rejected for the following reason:
Please provide more information
Double-click (Execute) this work item and two buttons will appear in the preview area of the Workplace. Choose **Discard** if you do NOT want to resubmit this form for approval. Choose **Revise** if you want to make changes and resubmit the form for approval.

Objects and attachments

- Employee: 10273475

The top right portion of the screen displays a list of workflow items. In this example, there is only one item, the *Termination for Smith Ashlyn T. rejected by USER KIAPP-102*.

Ex...	Title	Status	Creation D...	Creation ...	Att...	Co...	W...
	Termination for Smith, Ashlyn T. rejected by USER K1APP-102		06/18/2007	11:43:32	5		

The lower right portion displays the specific information for the currently selected workflow item. The reason that the request was rejected is displayed in the *Description* section of the screen.

Description

The **Termination Form** for Smith, Ashlyn T. was rejected for the following reason:

Please provide more information



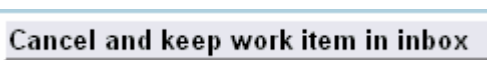
For this example, a termination request for Ashlyn Smith has been submitted. Ms. Smith, an administrative services assistant, has notified her department that she has accepted a position at Maryville College. Her last day of work is June 29, 2007. The request was rejected by the approver because not enough information was provided in the *Workflow Notes* portion of the request.


5. Double-click on the rejected work item. Three action buttons will appear, as shown below.

Business Workplace of Debbi Exberger

The screenshot shows the SAP Business Workplace interface for user Debbi Exberger. The main window displays a workflow item titled "Termination for Smith, Ashlyn T. rejected by USER K1APP-102". The item is highlighted in yellow in a table with columns for Ex., Title, Status, Creation D..., Creation ..., Att..., Co..., and W... Below the table, the detailed view of the rejected item is shown, including a "Description" section with the text "The Termination Form for Smith, Ashlyn T. was rejected for the following reason:" and an "Objects and attachments" section listing "Employee: 10273475". Three action buttons are visible: "Revise Form", "Discard Form", and "Cancel and keep work item in inbox". The interface also includes a navigation pane on the left with folders like "Inbox", "Outbox", and "Private folders".

6. Review the button options:

To use the Button	In order to	Go To
	Make corrections or additions to the <i>Employee Termination Form</i> and then re-submit it for approval.	Step 7
	Delete the current instance of the <i>Employee Termination Form</i> so that you can either start the termination action for this employee all over again or abandon it completely.	Step 8
	Delay any action on this work item. It will remain in your inbox to be revised or discarded later.	Step 10

7. Click . The human resource action request opens so that it may be edited. The *Termination Request – Revise Create* screen is displayed below.

Termination Request - Revise Create

The screenshot shows the SAP Termination Request - Revise Create form. At the top, there is a navigation bar with 'Actions', 'Goto', 'System', and 'Help' menus. Below this is a toolbar with various icons. The main form area contains several sections:

- Header Information:** Includes fields for ID (10273475), Name (Smith, Ashlyn T.), Monthly status (Active), and Not on Leave status (Not on Leave). It also shows Regular status (R), Staff type (07), Subarea (1170), Univ Admin, and Empl. % (100.00). Position is 20010188 SR ADMIN SERV ASST, Job is Administrative Specialist III, and E170110.
- Requested Change / Workflow Notes:** Two tabs are visible, with 'Workflow Notes' being the active one.
- Termination Information:** A section containing:
 - Type of Termination: 10 Termination
 - Termination Reason: 10 Emp1 other college/univ
 - Last Day To Be Paid: 06/29/2007, Effective Date: 06/30/2007, Current Hire Date: 01/01/2006
 - Hours To be Paid: Section with Annual Leave and Comp Time (6.00000) and Balance (6.00000) fields.
- Permanent Residence:** A section containing:
 - Country Key: US USA
 - c/o:
 - Address line 1: 1 My Street
 - Address line 2:
 - City/State: Knoxville TN Tennessee
 - Zip code: 37901, County code: 047 Knox County
 - Telephone number: 865 222-3333, Cell phone:
 - E-mail address:

At the bottom right of the form, there is a status bar showing 'ZPTERM002', 'r3trn', and 'INS'.

7.1 In this example, the approver rejected the request because there was not enough information given on the form that was originally submitted.

Click **Workflow Notes** to add the additional information about the request.

Termination Request - Revise Create

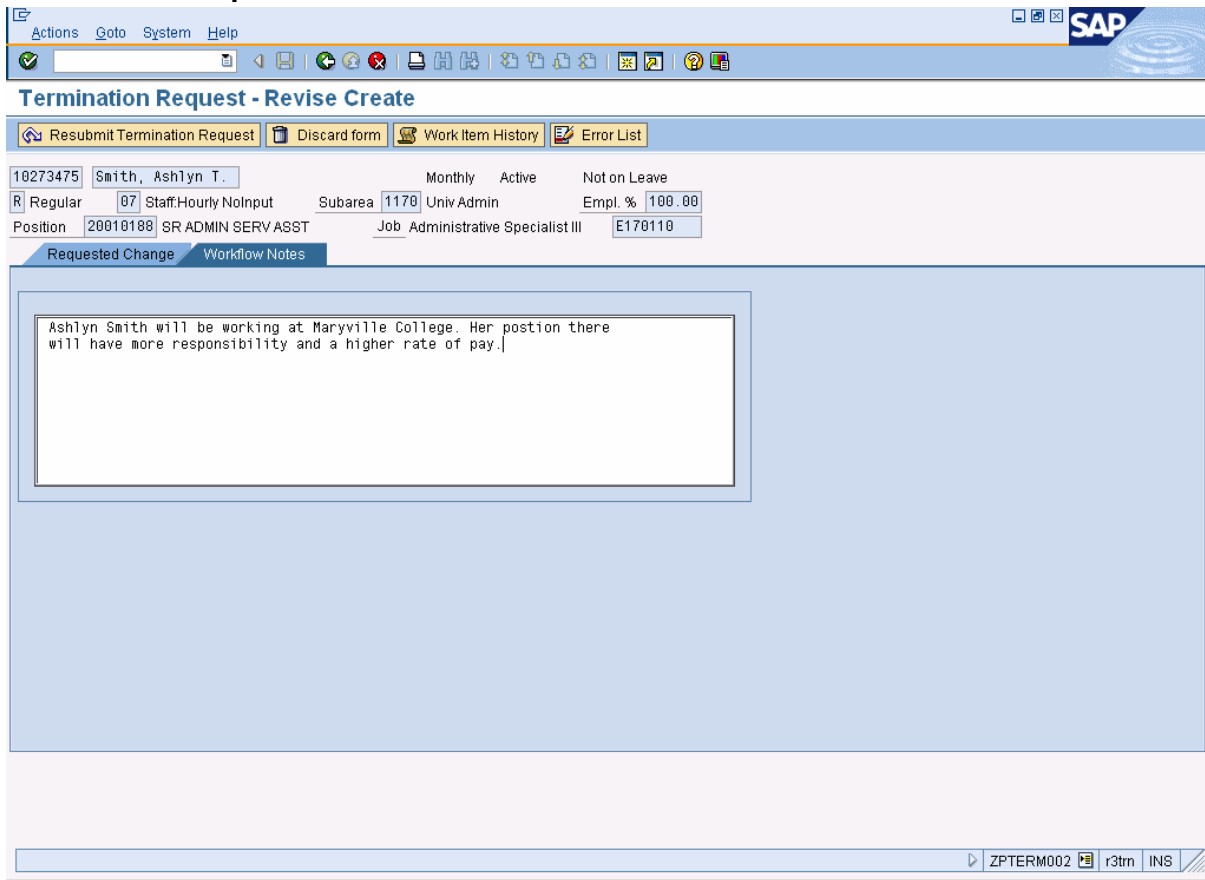
The screenshot shows the SAP Termination Request - Revise Create form. At the top, there is a menu bar with 'Actions', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main content area is titled 'Termination Request - Revise Create' and contains several tabs: 'Resubmit Termination Request', 'Discard form', 'Work Item History', and 'Error List'. The form displays the following information:

10273475	Smith, Ashlyn T.	Monthly	Active	Not on Leave
R Regular	07 Staff-Hourly NoInput	Subarea 1170	Univ Admin	Empl. % 100.00
Position 20010188	SR ADMIN SERV ASST	Job Administrative Specialist III	E170110	

Below the information, there are two tabs: 'Requested Change' and 'Workflow Notes'. The 'Workflow Notes' tab is active, and it contains a large text box for entering comments. At the bottom right of the form, there is a status bar with the text 'ZPTERM002 r3trn INS'.

- 7.2** Click into the text box and type the comments. The completed *Workflow Notes* tab is shown below.

Termination Request - Revise Create



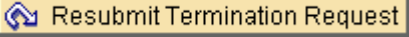
The screenshot shows the SAP 'Termination Request - Revise Create' form. At the top, there is a menu bar with 'Actions', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main form area contains several fields and buttons. The 'Resubmit Termination Request' button is highlighted. The form displays the following data:

10273475	Smith, Ashlyn T.	Monthly	Active	Not on Leave
R Regular	07 Staff-Hourly NoInput	Subarea 1170	Univ Admin	Empl. % 100.00
Position 20010188	SR ADMIN SERV ASST	Job Administrative Specialist III	E170110	

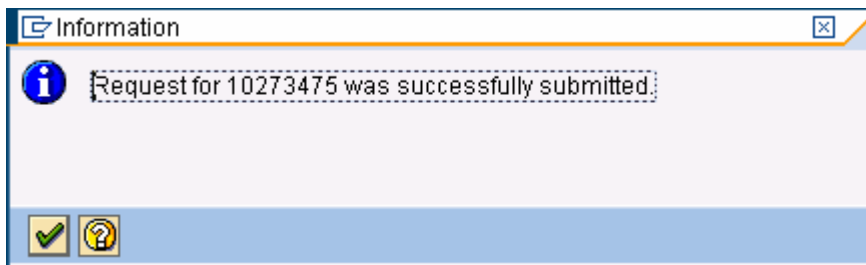
Below the data fields, there are two tabs: 'Requested Change' and 'Workflow Notes'. The 'Requested Change' tab is active, and it contains a text box with the following text:

Ashlyn Smith will be working at Maryville College. Her position there will have more responsibility and a higher rate of pay.


At the bottom right of the form, there is a status bar with the text 'ZPTERM002 r3tm INS'.

- 7.3 Click  to resubmit the revised termination request for approval.

Information

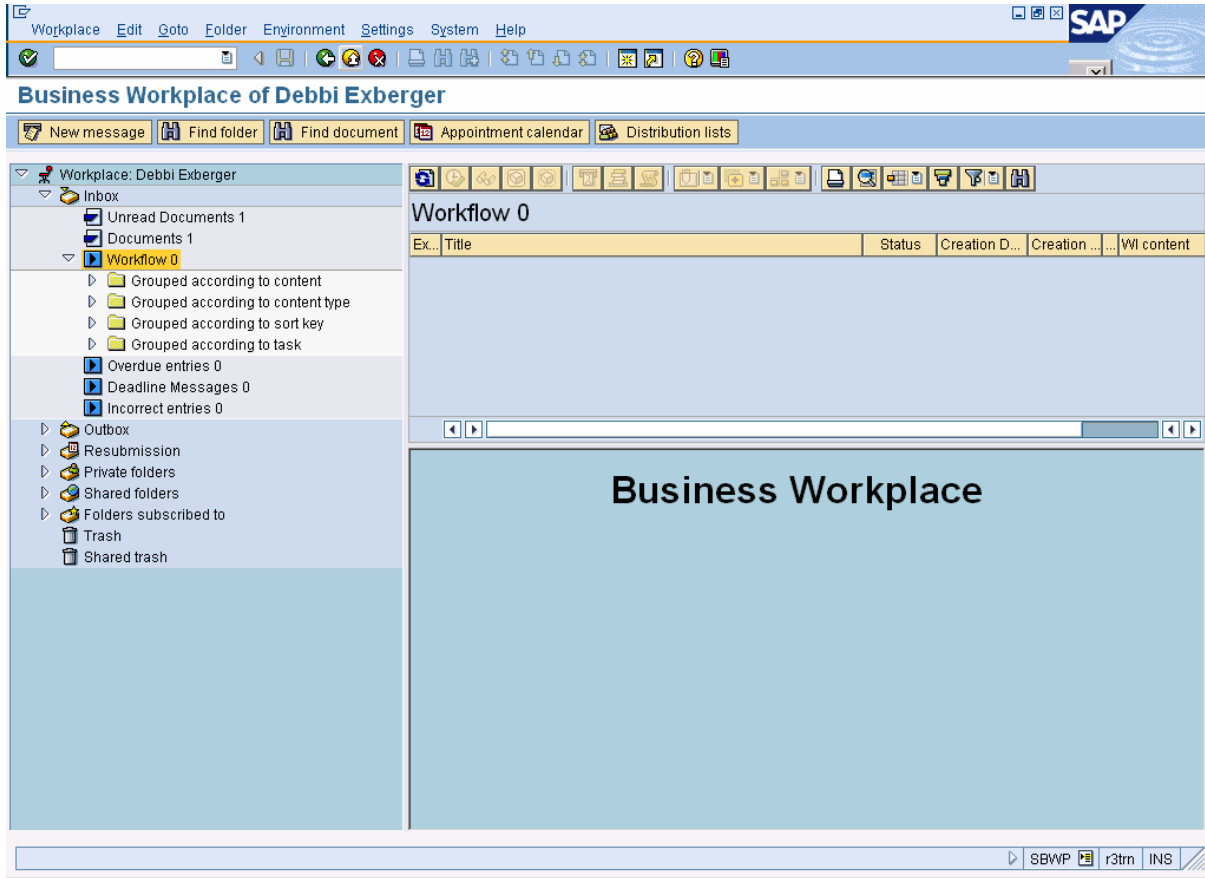


The screenshot shows an SAP 'Information' message box. The message text is: 'Request for 10273475 was successfully submitted'. The message box has a blue header with the word 'Information' and a close button. At the bottom left, there are two icons: a green checkmark and a yellow question mark.

- 7.4 Click  (Enter) to acknowledge the message.

- 7.5 You will be returned to your *Business Workplace* and the processed work item will no longer appear in your *Workflow* folder, as shown below.

Business Workplace of Debbi Exberger




8. In this example, the termination request for Ashlyn T. Smith was entered in error and needs to be deleted. Click **Discard Form** to cancel this request and remove it from your inbox.



Make sure you truly want to discard the work item before you click **Discard Form**. There is no popup window for confirmation of the action.

Discard Form

9. If you need to leave your inbox before taking action on this item, then click **Cancel and keep work item in inbox**. The item will remain in your inbox so that you make take action on it in the future.
10. Click  (**Exit**) to return to the *SAP Easy Access* menu.

11. You have completed this transaction.

Result

You have now processed a rejected human resource action request work item.

Comments



For assistance, contact the IRIS Helpdesk at irishelpdesk@tennessee.edu.