Academic Operations Officer (AOO) Status View Instructions

The AOO Status view will allow the AOO, or designated School/College/Research Center Officer to view all transactions submitted un their School/College or Research Center.

Fields

Transaction Number – A unique ID is automatically generated and assigned to every transaction request. A copy of this number will be sent to you via email upon submission. **Use this number when communicating with OAP about the status of your transaction**

Faculty Last Name, First Name, Banner ID, Department, Type of Request – are infilled by the requestor upon submission of the transaction request

Department Contact – The name of the person who submitted the request

Transaction Status - denotes status changes made by OAP

- **Cancelled** – The transaction request has been cancelled by OAP
- **OAP Complete** – OAP has completed review of the transaction request, no banner entry required
- **OAP ePAF Complete** – OAP has completed an epaf for Banner entry
- **OAP in Process** – OAP has received the transaction request and is reviewing it
- **PAF - Returned to Department** – The transaction request requires a payroll adjustment and has been returned to the department
- **Pending ePAF Approval** – OAP is pending final approval of the epaf
- **Returned to Department** – The transaction request has been returned to the department for correction
- **Routed to SVP** – The transaction request is pending review and signature approval from the Senior Vice Provost
- **Sent for Banner Entry** – The transaction request has been routed to HRTC for Banner Entry

Transaction Status Date - will automatically update when the status transaction status field changes

Banner Entry/Process Complete – The box will be checked once the process is completed – No further action required
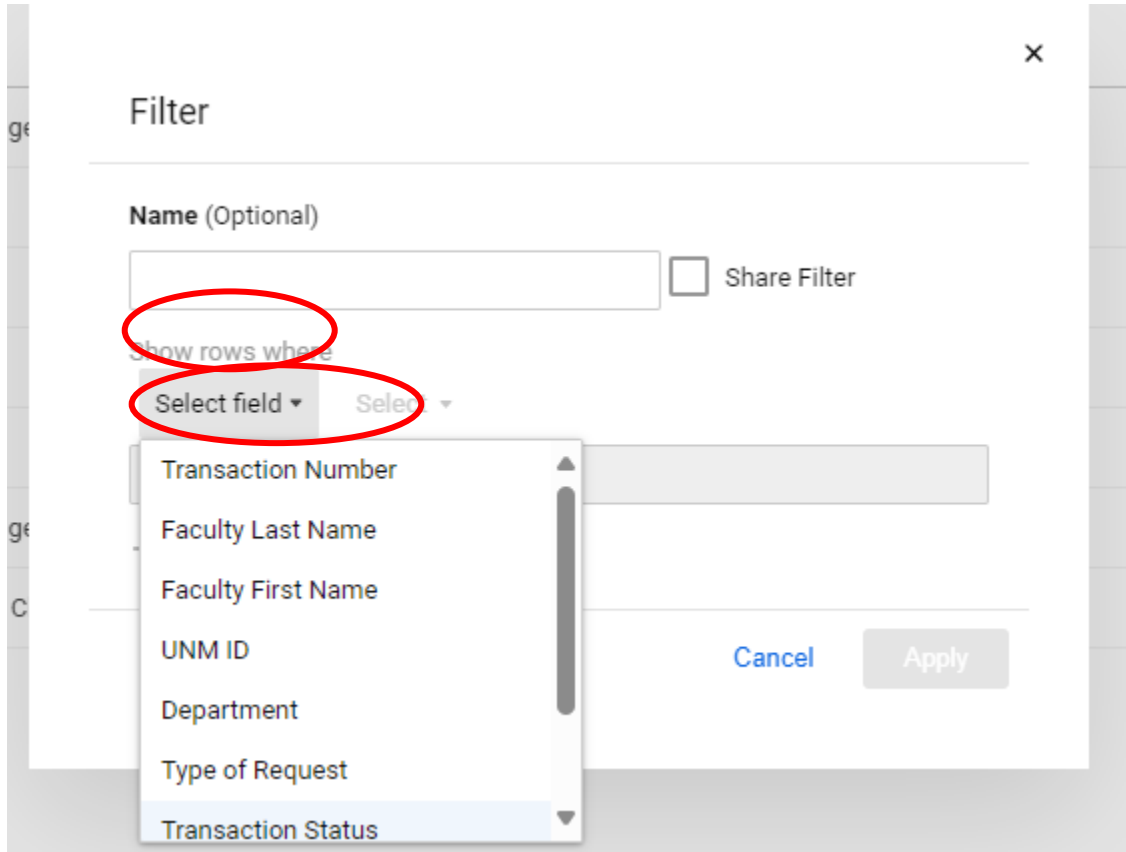
Date Banner Entry Complete – Date the banner entry was completed. Allow 48 hours for the transaction to be reflective in HR Reports

Transaction Request Search

To search for a transaction request, click the **Filter Off** button and select **New Filter**

Using the **Select Field** dropdown menus, select the **Transaction Number** field
Enter the transaction number associated with your submission

Click on the transaction line

Transaction Number		Faculty Last Name	Faculty First Name	UNM ID	Department	Type of Request	Transaction Status	Transaction Status Date	Banner Entry/Pr... Complete
OAP0023a		Lucy	Lobo	100010001	Other	Summer Admin	Sent for Banner Entry		✔

A **Details** box will appear with an **Attachments** tab
Selecting the **Attachments** tab will allow you to view and download the document

Details   ✕

Data   **Attachments (1)**

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Oct 17, 2024, 11:24 AM by Form User (573k)