

Department Status View Instructions

The Department Status View will allow you to check the status of your transaction request.

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

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

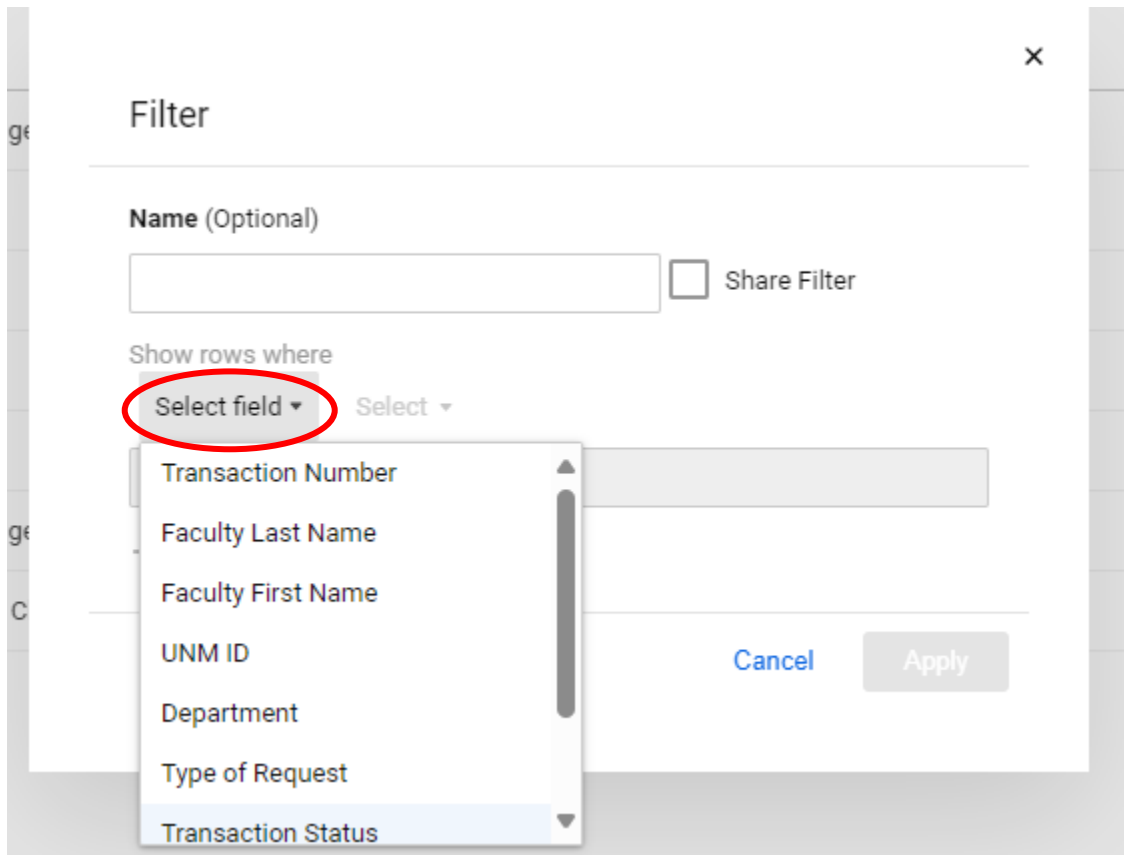
Date Banner Entry Complete – Date the banner entry was completed. Allow 48 hours for the transaction to be reflective in HR Reports

Transaction Request Search

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

A screenshot of a user interface element showing a filter button. The button consists of a small icon of a crossed-out filter (a circle with a diagonal slash) followed by the text "Filter Off" and a small downward-pointing triangle indicating a dropdown menu.

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
OAF0023a	Lucy	Lobo	100010001	Other	Summer Admin	Sent for Banner Entry		<input checked="" type="checkbox"/>

A **Details** box will appear with an **Attachments** tab

Selecting the **Attachments** tab will allow you to view and download the document

