
Manager Self Service – Tip Sheet – Review Transactions


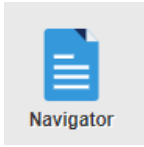
What is Review Transactions?

This page allows you to view the status and relevant information for any transaction you have submitted, approved or denied.

Who has access to Review Transactions?

Any user of Manager Self Service

How do I access Review Transactions?

- Log in GEMS
- Click on the **NavBar button**  located in the top right-hand corner of GEMS, then click the **Navigator square**  in the menu
- Select **Manager Self Service** from the list
- Select **Review Transactions** and the page will open
- Choose the desired **Approval Status** from the drop down
- Choose the desired **Approval Process** from the search menu by typing “GSS”, and the available actions will show

Process ID	Description	Process ID	Description
GSSAdhocSalaryChange	Ad Hoc Salary Change	GSSPromoteEmployee	Promotion Transaction
GSSDemoteEmployee	Demotion Transaction	GSSReportingChgEmployee	Reporting Change
GSSFTPTChangeEmployee	Change Full/PT Hours	GSSRetireEmployee	Retirement
GSSGroupUpdate	Group Update	GSSTerminateEmployee	Termination
GSSLocationChange	Location Change	GSSTransferEmployee	Transfer Transaction

- After selecting the approval process, click **Refresh**
- The displayed results should populate on the page. Click View Details for additional information on the action, including attachments, comments, and approvals.