Manual Override Request

Manual override requests are used to report information about an employee’s assignment and to request changes to an assignment when the action cannot be altered at the initiator level.

Submitting this request summarizes employee assignment data and can be sent through the workflow at any time. This request should also be used for making assignment changes when a change exists already on the same date.

Submitting a Manual Override Request (with screenshots)

1. From the Navigator menu, open CSU Maintain Person.

2. Make sure you enter the effective date of the requested change. Click ‘yes’ to update this.
3. In the find person window enter the employee’s last name, SSN, or employee number and click ‘find’ to pull up their record.

![Find Person Window]

4. On the People screen, click the Assignment button.

![People Screen]

5. Select the assignment you wish to change. If the employee has more than one assignment, use the up and down arrows to scroll through them.
6. Once you have selected the assignment, place your cursor in any field except the working hours field. Click the zoom button on the toolbar to open the CSU Assignment Changes window.

![CSU Assignment Changes window](image)

7. When the CSU Assignment Changes window pops up enter the effective date and press the tab key. Fields relevant to this assignment will populate with current information.

![Effective Date](image)
8. Enter “All/Manual Override Request” in the ‘change reason’ field and provide comments in the ‘creator comments’ section and click ‘send into the approval process’
   a. **DO NOT UPDATE ANY OTHER FIELD.**
   b. Ex: MANUAL OVERRIDE REQUEST: Salary originally entered incorrectly. Please update from $17.03 to $18.03 effective March 11, 2020. Thank you!

9. Your manual override request has been submitted to the workflow.

**Manual Override Request Status**
To see where your request is in the workflow please run the Assignment Action Workflow Status Report. Instructions can be found [here](#).
Termination Reversals

Termination reversals cannot be entered as manual override requests. To reverse a termination that was entered and approved in error, please email the request to HR_Operations_Resources@colostate.edu. In your email include:

- The employee’s name
- The assignment number
- A brief description of why the reversal is needed (e.g. the employee has rescinded their resignation, the effective date was incorrect, etc.)

Copy all the appropriate workflow approvers on the email.