

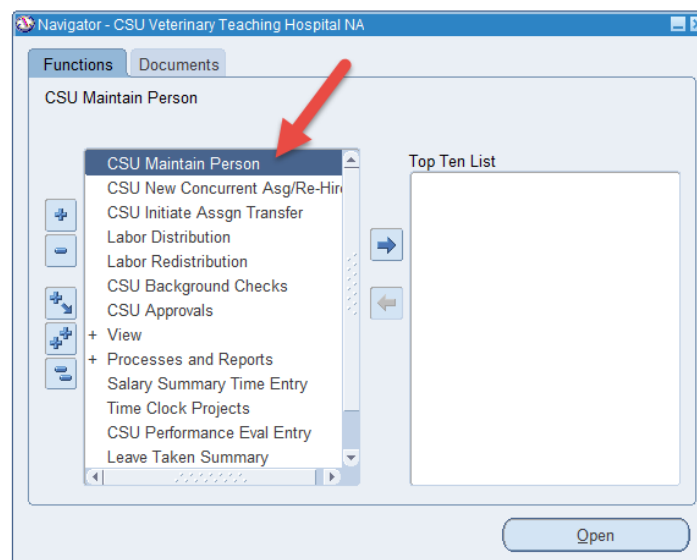
Manual Override Request

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.

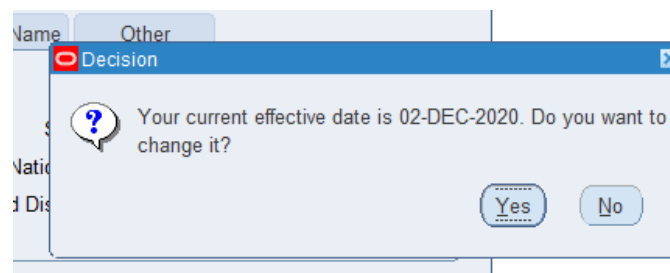
Submitting this request summarizes employee assignment data and can be sent through the workflow at any time. This request should also be used for making assignment changes when a change exists already on the same date.

Submitting a Manual Override Request (with screenshots)

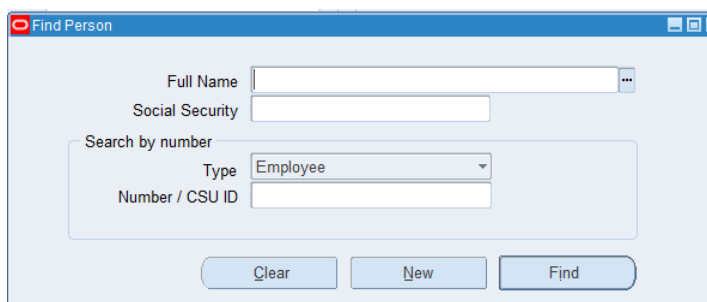
1. From the Navigator menu, open CSU Maintain Person.



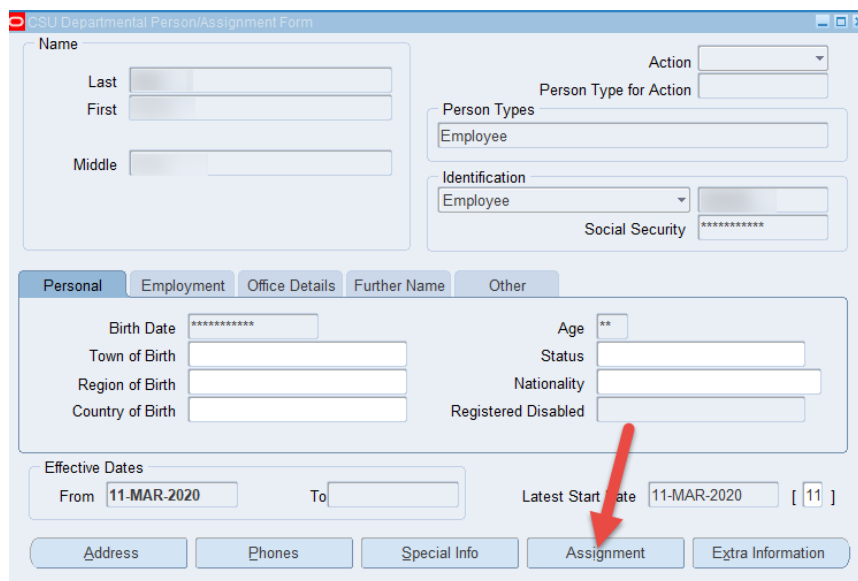
2. Make sure you enter the effective date of the requested change. Click 'yes' to update this.



3. In the find person window enter the employee's last name, SSN, or employee number and click 'find' to pull up their record.



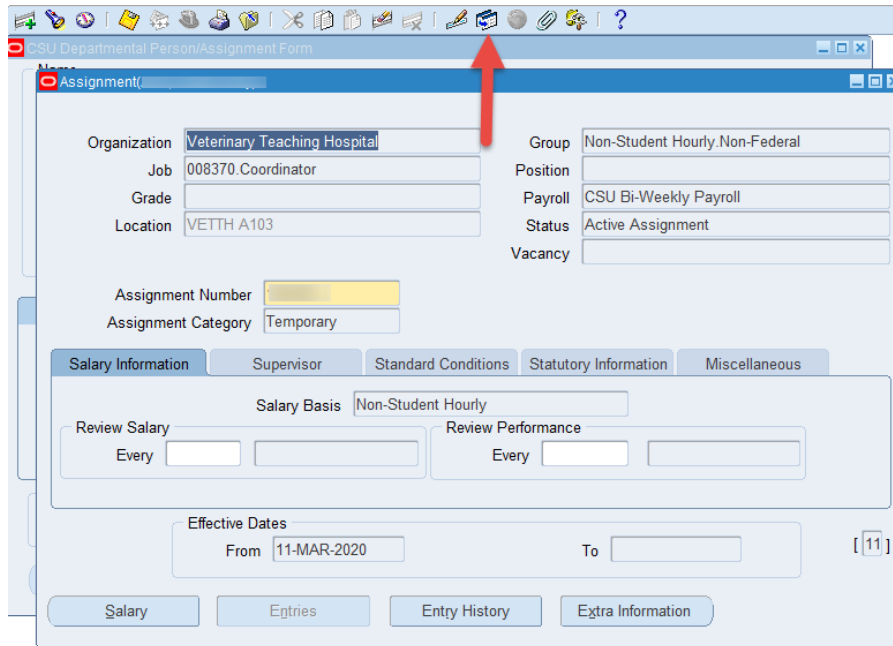
4. On the People screen, click the Assignment button.



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.



- 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.

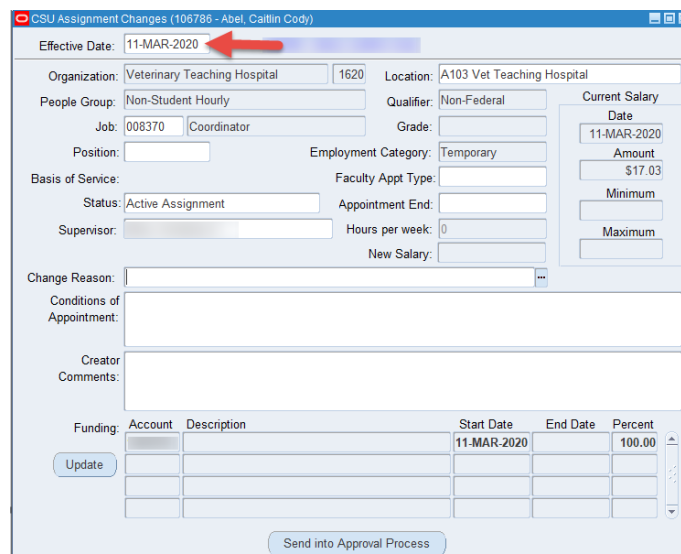


The screenshot shows the 'CSU Departmental Person/Assignment Form' window. The toolbar at the top contains various icons, with a red arrow pointing to the zoom button. The form fields are as follows:

Organization	Veterinary Teaching Hospital	Group	Non-Student Hourly Non-Federal
Job	008370.Coordinator	Position	
Grade		Payroll	CSU Bi-Weekly Payroll
Location	VETTH A103	Status	Active Assignment
		Vacancy	
Assignment Number			
Assignment Category	Temporary		

Below the form fields are tabs for 'Salary Information', 'Supervisor', 'Standard Conditions', 'Statutory Information', and 'Miscellaneous'. The 'Salary Information' tab is active, showing 'Salary Basis' as 'Non-Student Hourly', 'Review Salary' and 'Review Performance' sections with 'Every' fields, and 'Effective Dates' with 'From' set to '11-MAR-2020' and 'To' empty. At the bottom are buttons for 'Salary', 'Entries', 'Entry History', and 'Extra Information'.

- 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.



The screenshot shows the 'CSU Assignment Changes' window. A red arrow points to the 'Effective Date' field, which contains '11-MAR-2020'. The form fields are as follows:

Effective Date	11-MAR-2020					
Organization	Veterinary Teaching Hospital	1620	Location	A103 Vet Teaching Hospital		
People Group	Non-Student Hourly	Qualifier	Non-Federal	Current Salary		
Job	008370	Coordinator	Grade		Date	11-MAR-2020
Position		Employment Category	Temporary	Amount	\$17.03	
Basis of Service		Faculty Appt Type		Minimum		
Status	Active Assignment	Appointment End		Maximum		
Supervisor		Hours per week	0	New Salary		

Below the form fields are sections for 'Change Reason', 'Conditions of Appointment', and 'Creator Comments'. At the bottom is a table for 'Funding' with columns for 'Account', 'Description', 'Start Date', 'End Date', and 'Percent'. The first row shows '11-MAR-2020' and '100.00'. There is an 'Update' button and a 'Send into Approval Process' button at the bottom.

8. Enter the reason for change 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!*

The screenshot shows the 'CSU Assignment Changes' form. The 'Effective Date' is 11-MAR-2020. The 'Organization' is Veterinary Teaching Hospital (1620) and the 'Location' is A103 Vet Teaching Hospital. The 'People Group' is Non-Student Hourly, 'Job' is 008370 Coordinator, and 'Employment Category' is Temporary. The 'Current Salary' is \$17.03. The 'Change Reason' is 'All/Change Annual Salary or Pay Rate'. The 'Creator Comments' are 'MANUAL OVERRIDE REQUEST: Salary originally entered incorrectly. Please update from \$17.03 to \$18.03 effective March 11, 2020. Thank you!'. The 'Funding' table shows a single entry for 11-MAR-2020 at 100.00 percent. Red arrows point to the 'Change Reason' field, the 'Creator Comments' text area, and the 'Send into Approval Process' button.

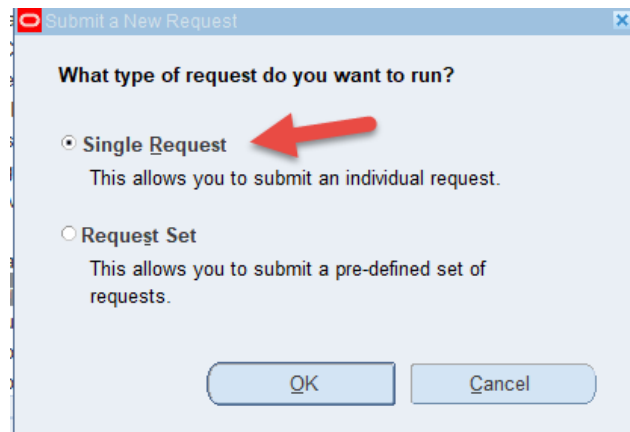
Account	Description	Start Date	End Date	Percent
		11-MAR-2020		100.00

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

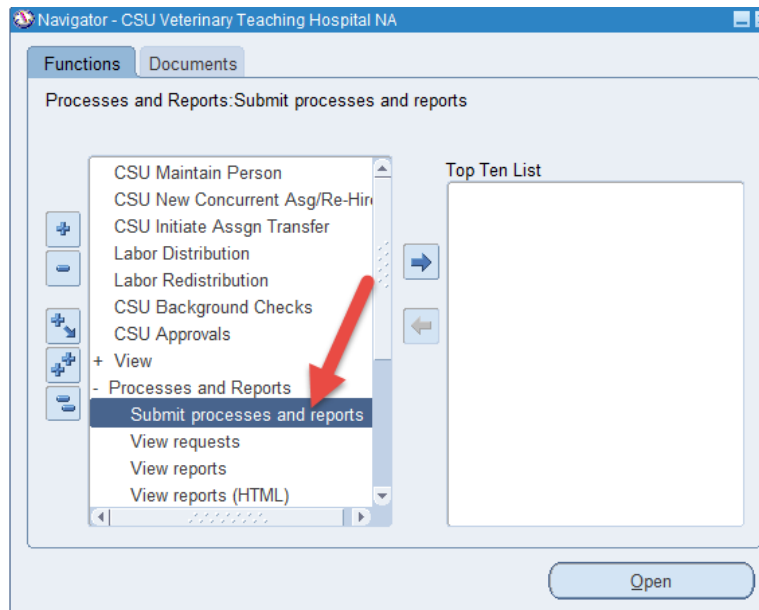
The screenshot shows the same 'CSU Assignment Changes' form as above, but with a 'Forms' dialog box overlaid on the 'Send into Approval Process' button. The dialog box contains a yellow notepad icon and the text 'Transaction sent for approval.' with an 'OK' button. The 'Change Reason' and 'Creator Comments' fields remain visible behind the dialog.

Creating a Personnel File Data Report for Termination Reversals:

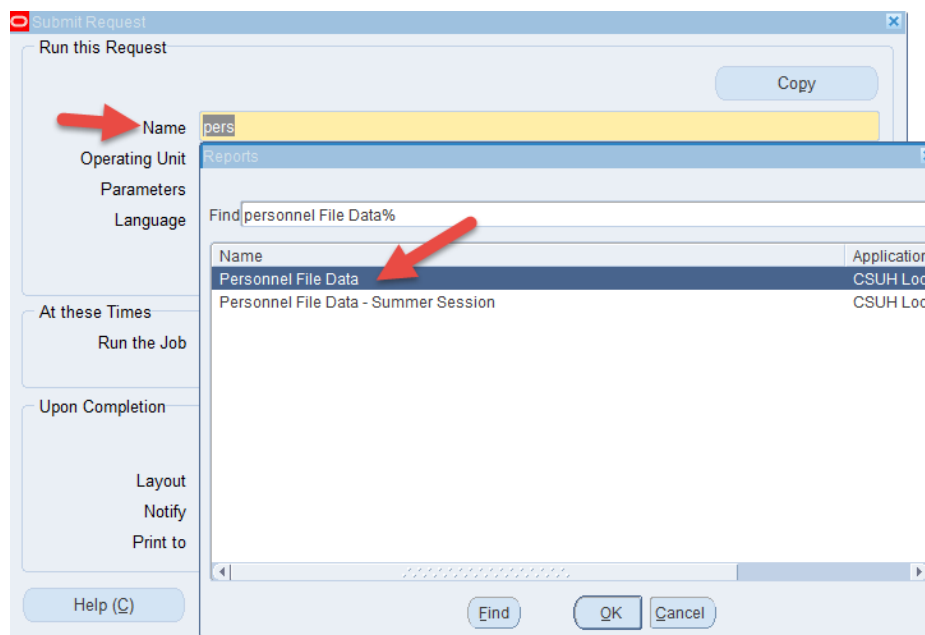
1. From the Navigator menu, expand Processes and Reports. Select Submit processes and reports.



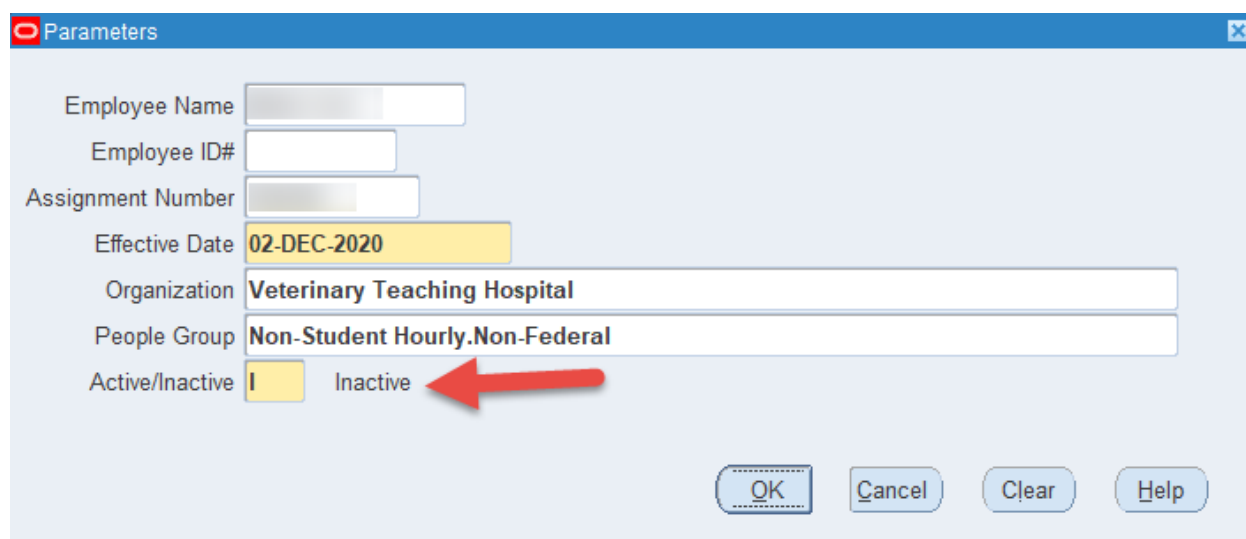
2. Select Single Request and click OK.



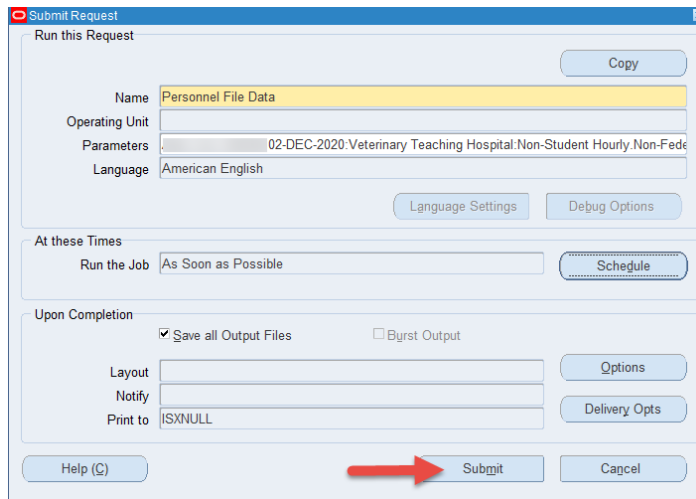
3. Type 'pers' in the Name field and select Personnel File Data from the list of values.



4. In the Parameters box, enter employee data in one of the first three fields (employee name, employee ID#, or assignment number), ensure the effective date is the same or after the date of the most recent change, and click OK.
 - a. **Because this is a terminated employee select 'I' for Inactive**
 - b. **If you need to run this report for multiple employees, you may use the organization and/or people group fields. When doing this make sure you leave the first three fields blank.**

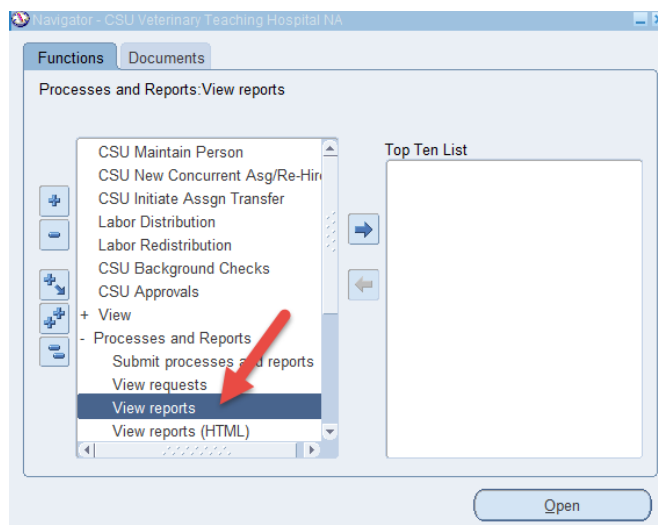


- Click submit. After clicking submit a decision box will appear asking if you want to submit another request. Click 'yes to submit another request or 'no' if you do not need to request another report.



Viewing Reports

- From the Navigator menu, expand Processes and Reports. Select Submit processes and reports.



2. Click 'find'

Find Requests

My Completed Requests
 My Requests In Progress
 All My Requests
 Specific Requests

Request ID
Name
Date Submitted
Date Completed
Status
Phase
Requestor

Include Request Set Stages in Query

Order By **Request ID**

Select the Number of Days to View:

Submit a New Request Submit New Request Set Clear Find

3. Click 'refresh data' until it shows 'completed' in the phase column.

Requests

Refresh Data Find Requests Submit a New Request Submit New Request Set

Refresh Data Find Requests Submit a New Request Submit New Request Set

Auto Refresh (X) Copy Single Request Copy Request Set

Request ID	Name	Parent	Phase	Status	Parameters
13180714	Personnel File Data		Completed	Normal	106786, 2020/12/0

Hold Request View Details Rerun Request View Output

Cancel Request Diagnostics Reprint/Republish (J) View Log (L)

4. Click 'view output' to view, print, or save the report.

Example:

To Craver, Jessie
Sent 03-Dec-2020 13:04:48
ID 8838430
The request to change Doe, Jon L. assignment has been forwarded to VETERINARY TEACHING HOSPITAL.
Approval required for assignment change for Doe, Jon L.
Employee Name: Doe, Jon L.
Employee Number: 109302
Assignment Number: 109302
Effective Date: 03-DEC-2020 to
Forward from: Craver, Jessica Leigh
Approver: VETERINARY TEACHING HOSPITAL
Created by: Craver, Jessica Leigh

Hrs/Week: 40(100%)
Salary: \$55,000.00

Org: 1620/Veterinary Teaching Hospital
People Group: Admin Professional.Non-Federal
Job: C9C3XX.Veterinary Technology III
Position: 005066.0005
FLSA Code: Non-Exempt
Salary Basis: Regular 12 Month Salaried
Emp category: Regular
Asg Status: Active Assignment

Funding: 0000200 = 100.00%

Change Reason: All/Change Annual Salary or Pay Rate

9/12: N

FAP SL Advance Eligibility: No. Total current hours across all assignments prior to this change is 40 hours.

Conditions of Appt and/or Teaching/Research Exp at other Institutions (if any):

Appt. End Date:
Faculty Appt Type:
I-9 Status: Pending
Location: A103 Vet Teaching Hospital

----- Creator Comments -----
MANUAL OVERRIDE REQUEST: Salary originally entered incorrectly. Please update from \$55,000 to \$55,500. Thank you! jc
----- Approver Notes -----

----- KEY -----
Item key: 316480-03-DEC-20:47083

Reversing a Termination

Requests to reverse a termination must be submitted by running the Personnel File Data report and submitting the form to HR Records.

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](#).

