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 (without 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.
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.
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.
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!*
9. Your manual override request has been submitted to the workflow.

Creating a Personnel File Data Report for Termination Reversals (Without screenshots)

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.**
5. 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

1. From the Navigator menu, expand Processes and Reports. Select Submit processes and reports.
2. Click ‘find’
3. Click ‘refresh data’ until it shows ‘completed’ in the phase column.
4. Click ‘view output’ to view, print, or save the report.

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.