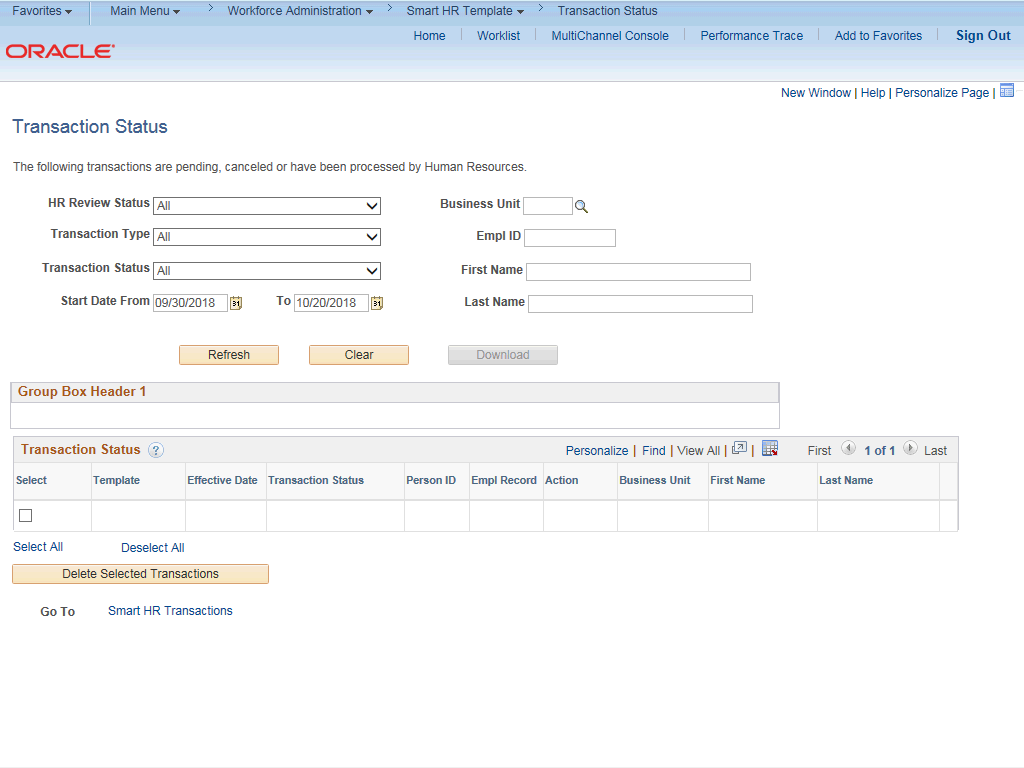
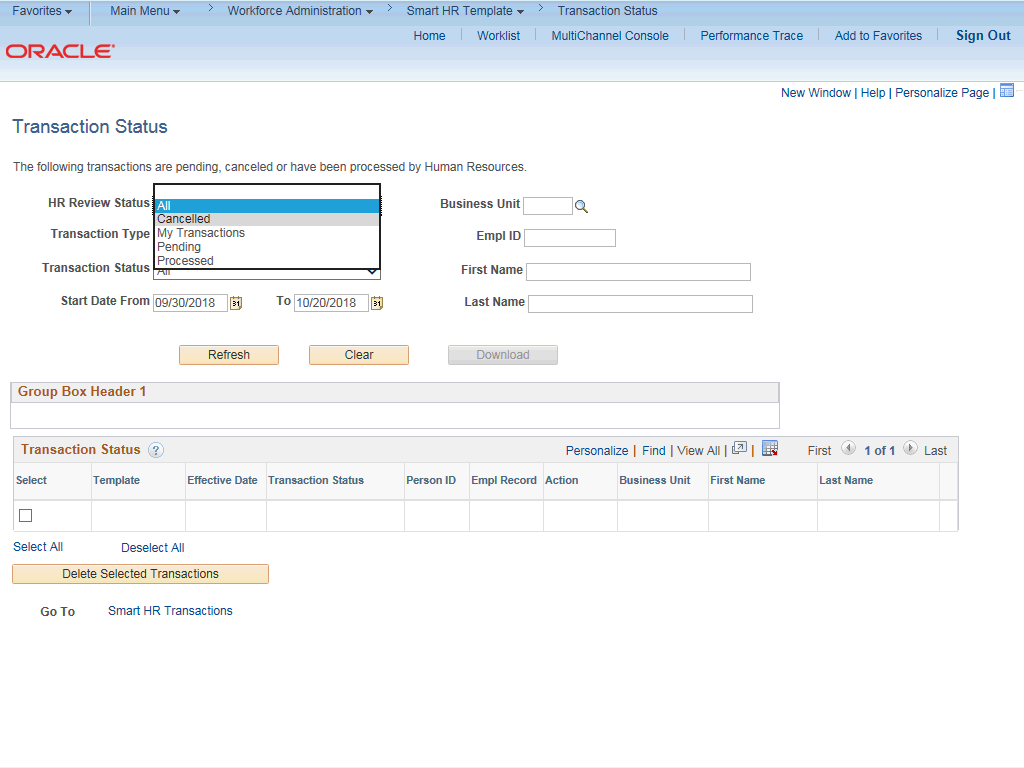
Use this task to clone a template transaction. The cloning function is available when:

* A template transaction was denied by a Location Approver.
* A template transaction was cancelled by UCPC WFA Production.

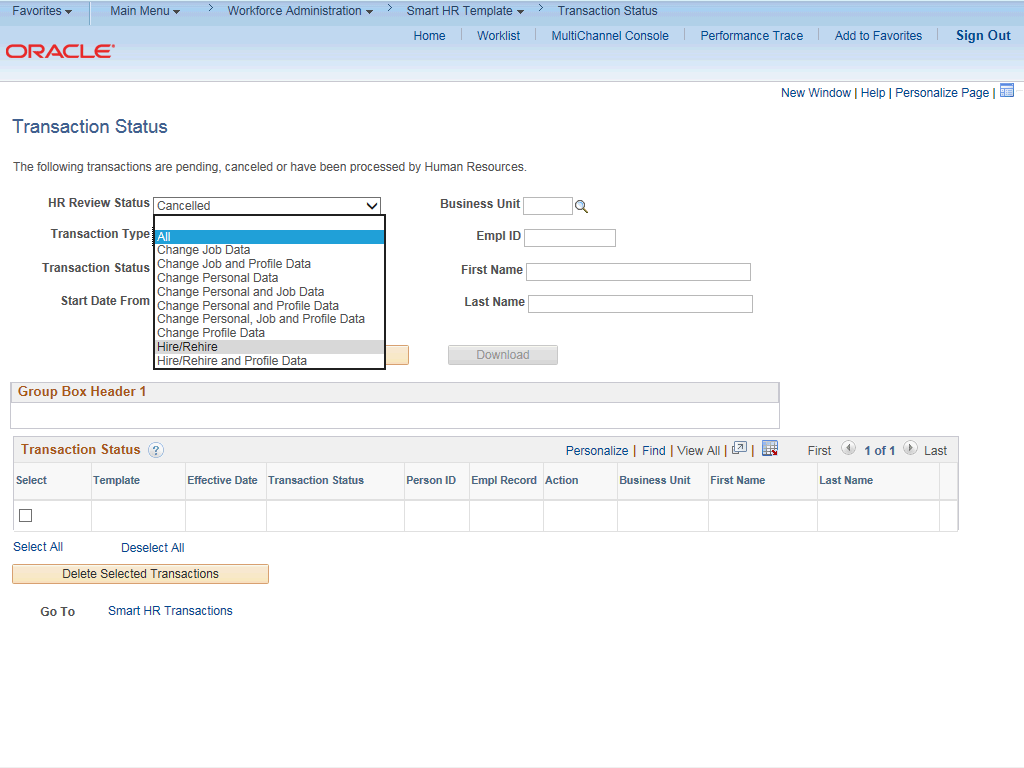
**Navigation:** PeopleSoft Menu > Workforce Administration > Smart HR Template > **Transaction Status**



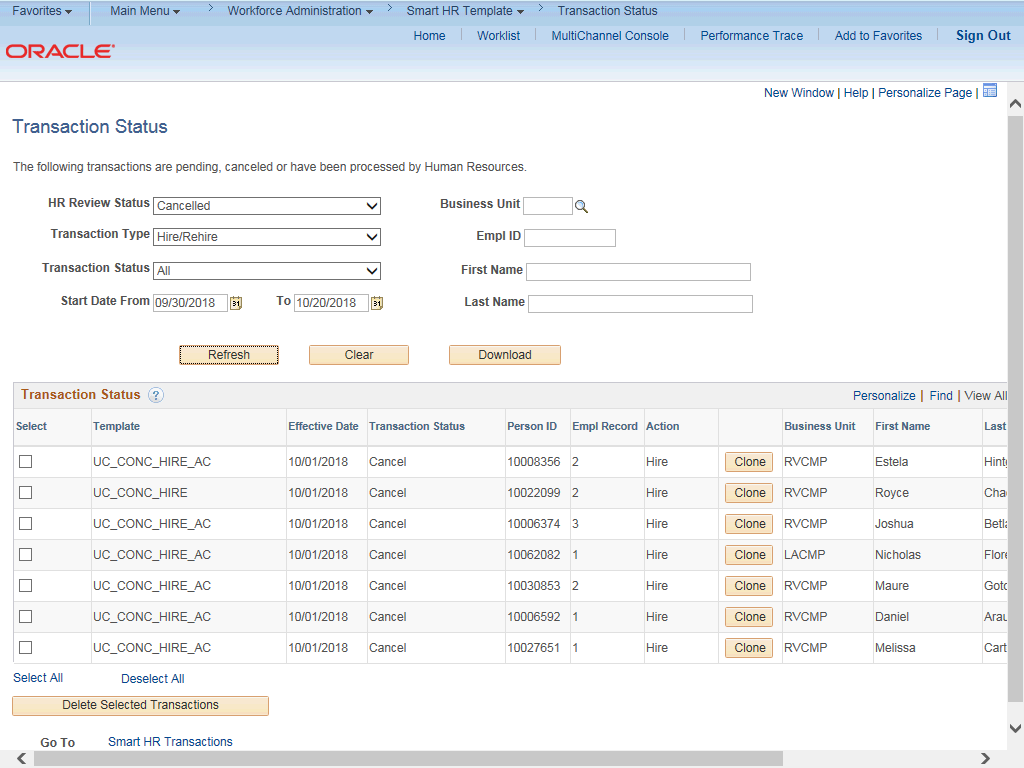
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| **Step** | **Action** |
| 1. | Use the **Template Status** page to search for cancelled or denied template transactions that you can clone, update and resubmit for processing.  Template transactions must have a **Transaction Status** of **Cancel** or **Denied** to be cloned. |
| 2. | You can narrow the search by the **HR Review Status**. Click the button to the right of the **HR Review Status** field. |



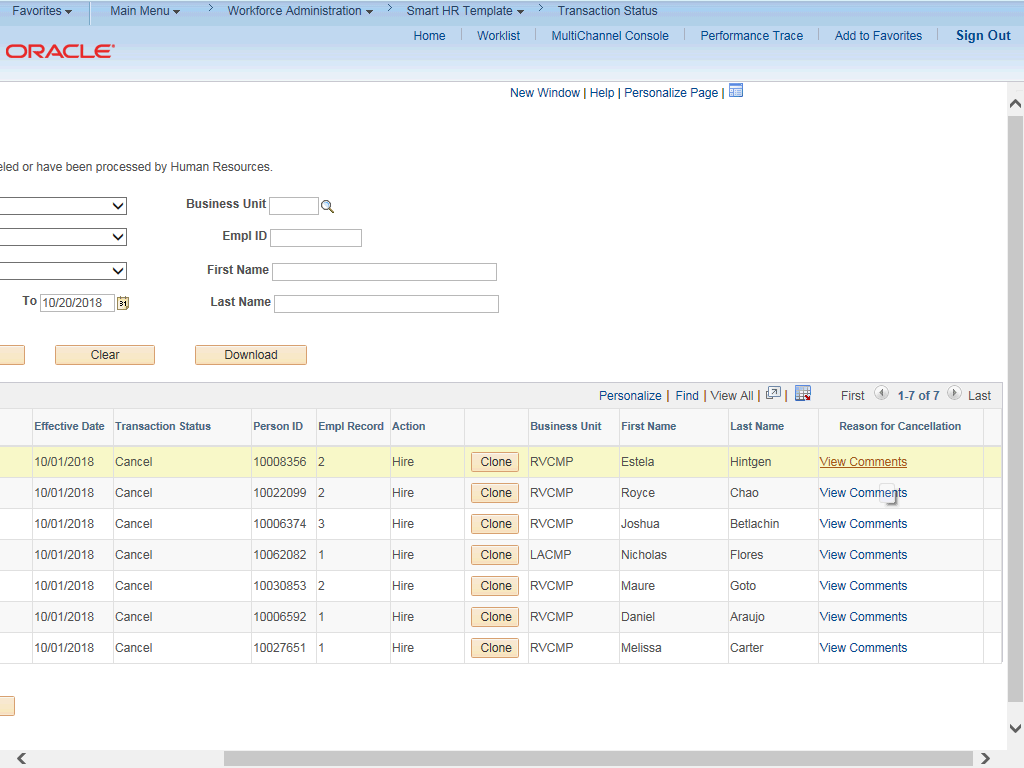
|  |  |
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| **Step** | **Action** |
| 3. | Click the **Cancelled** list item. |
| 4. | You can also narrow the list by the transaction type.  Click the button to the right of the **Transaction Type** field. |



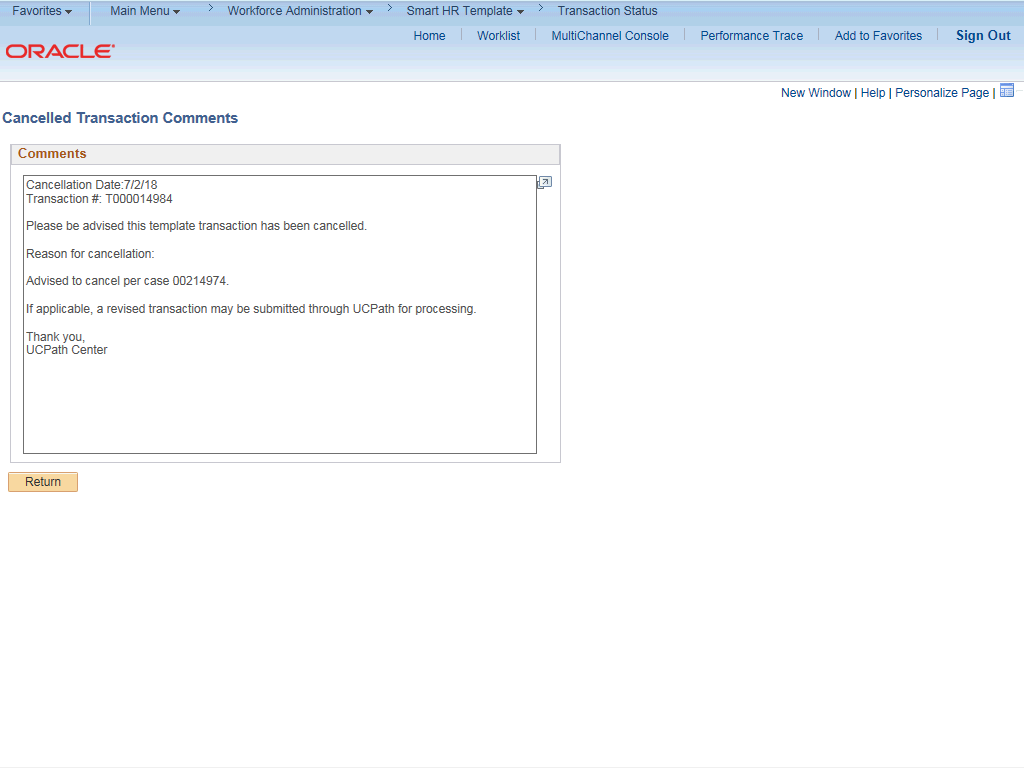
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| **Step** | **Action** |
| 5. | For this example, click the **Hire/Rehire** list item. |
| 6. | The **Start Date From** field defaults a date that is 10 days prior to the current date. The **Start Date To** field defaults a date that is 10 days after the current date.  The **Effective Date** of the transaction you are searching for must fall within these dates. |
| 7. | Click the **Refresh** button. |



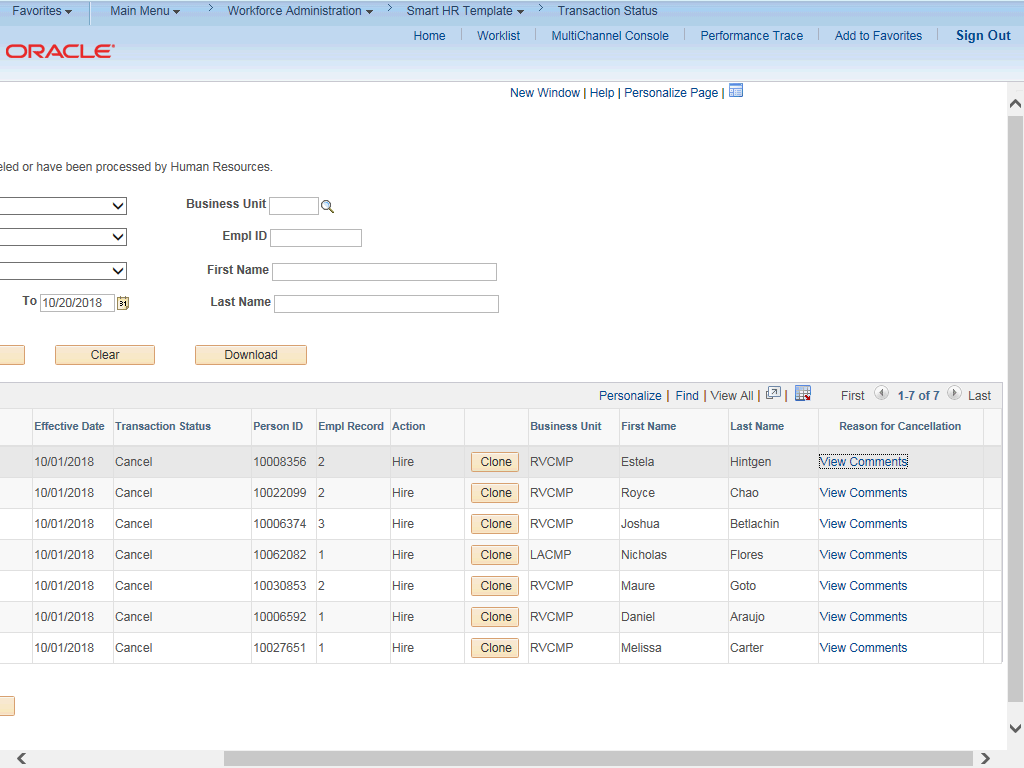
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| **Step** | **Action** |
| 8. | The template transactions that meet the search criteria appear. The **Clone** button is available only for transactions with a **Transaction Status** of **Cancel** or **Denied**.  The **Clone** button appears when:   * A template transaction was **denied** by a Location Approver. Refer to the **SS Smart HR Transactions** page to view comments from the Approver about the denied transaction. * A template transaction was **cancelled** by UCPC WFA Production. Refer to the **Reason for Cancellation** column on this page to view comments from WFA Production about the cancelled transaction. |
| 9. | Click the scroll bar. |
| 10. | When a transaction is cancelled, WFA Production enters a comment to explain why the transaction was cancelled. Template Initiators can **View Comments** and, if needed, **Clone** the transaction to resubmit it with necessary corrections.  **Note:** To view comments about a transaction that was **denied** by a Location Approver you must navigate to the **SS Smart HR Transactions** page and review the **Approver Comments** field. |



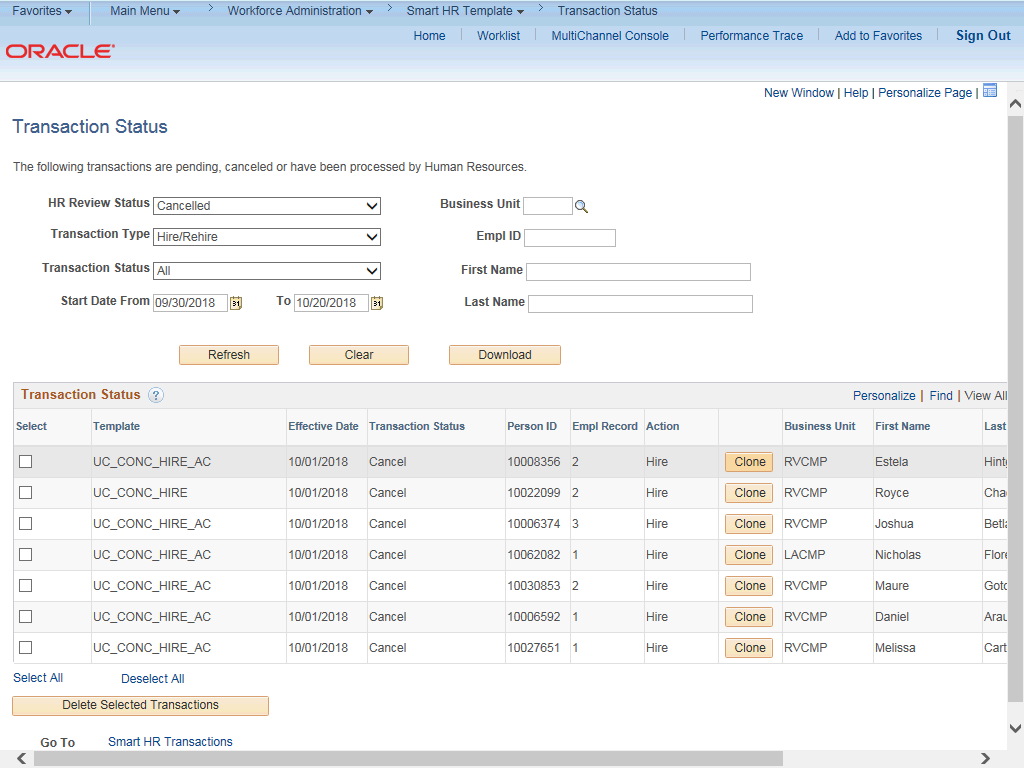
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| **Step** | **Action** |
| 11. | Click the **View Comments** link. |



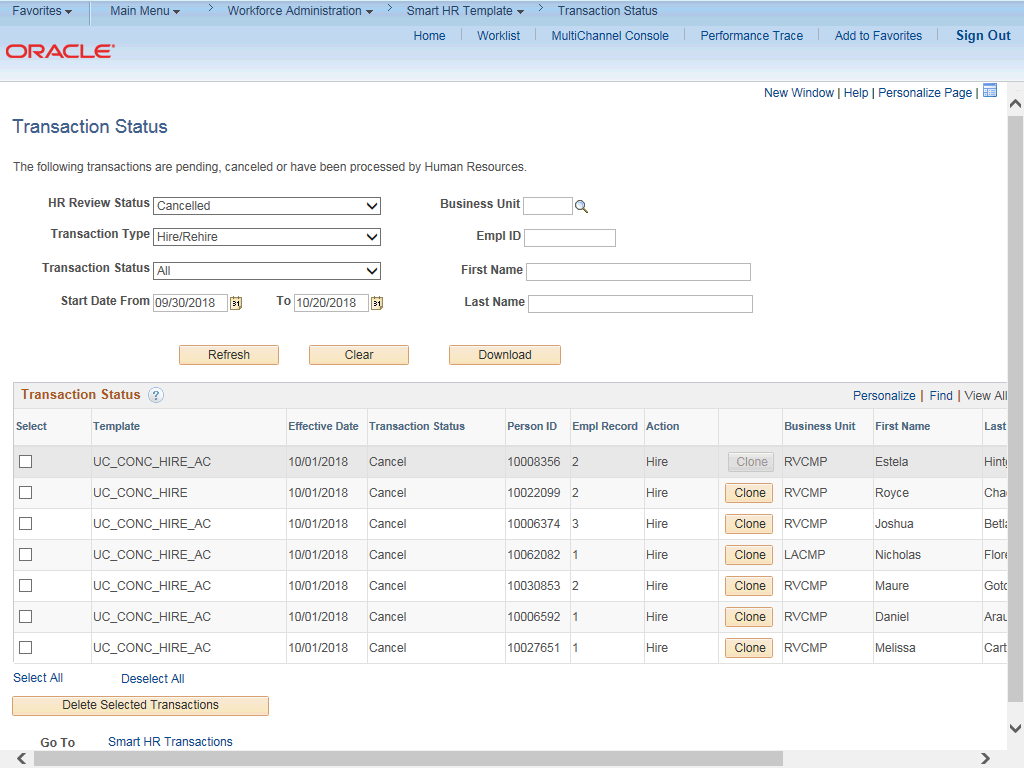
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| **Step** | **Action** |
| 12. | Review the comment. This is helpful information for correcting the template transaction or identifying the supporting documentation that is needed. |
| 13. | Click the **Return** button. |



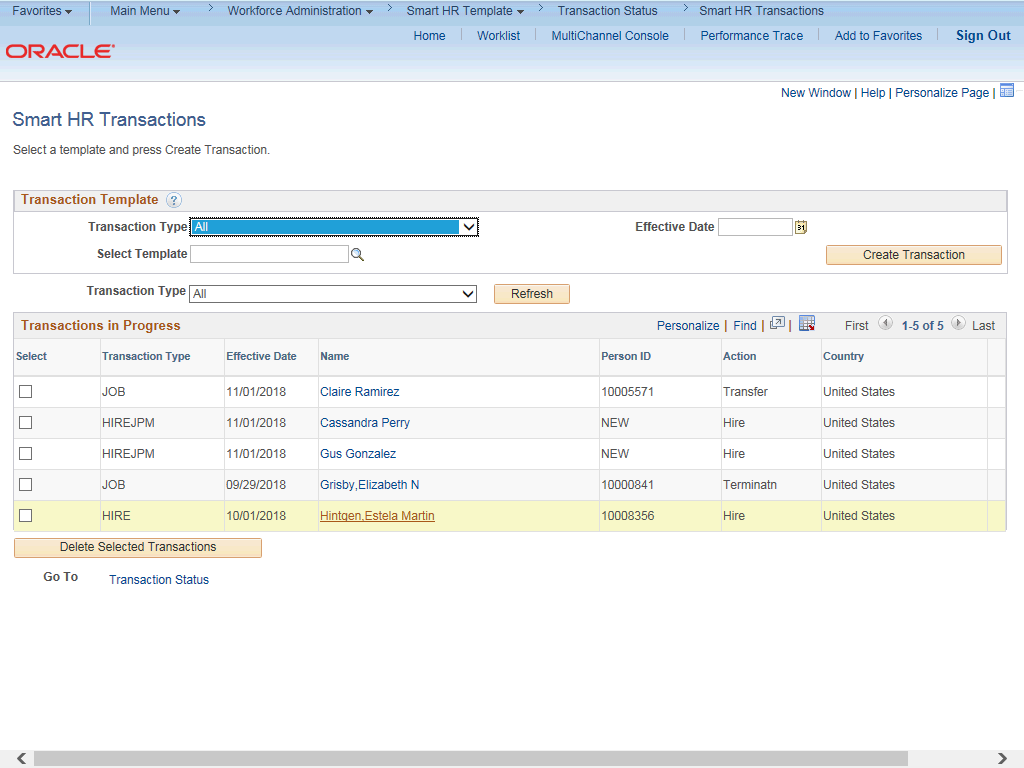
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| **Step** | **Action** |
| 14. | Click the scroll bar. |



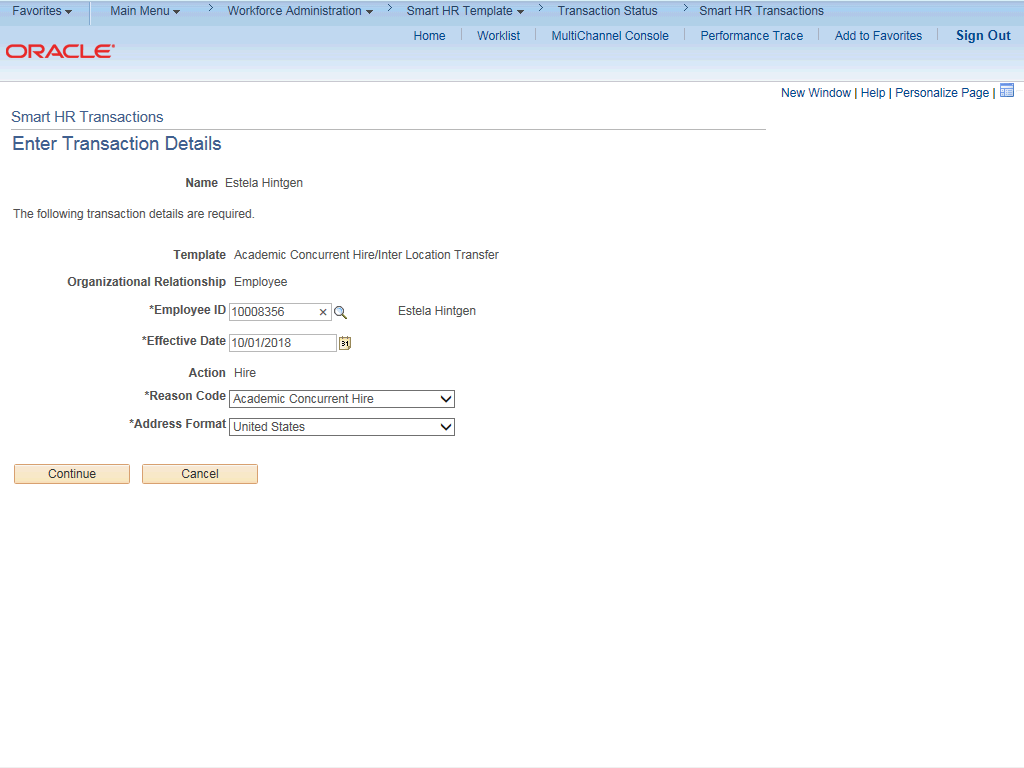
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| **Step** | **Action** |
| 15. | Use the **Clone** button to copy the existing template information into a new template.  For this example, Choose appropriate template.  Click the **Clone** button. |
| 16. | After the template transaction is cloned, the **Clone** button is no longer available. |



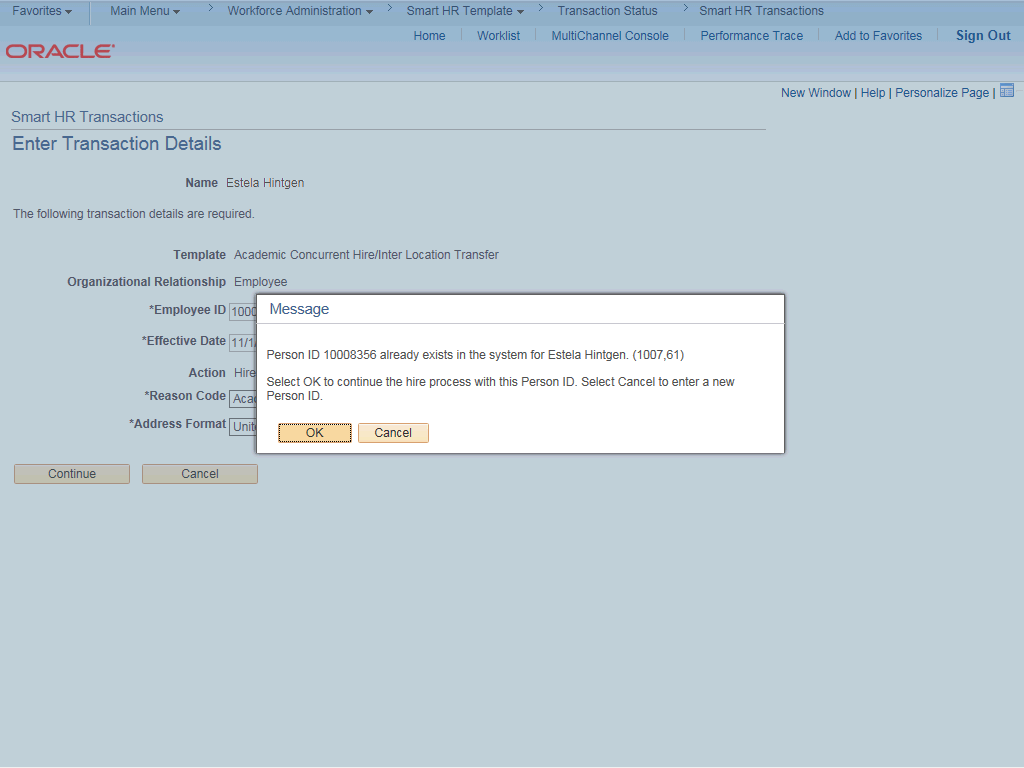
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| **Step** | **Action** |
| 17. | To access the cloned template navigate to the **Smart HR Transactions** page. Click the **Smart HR Transactions** link. |



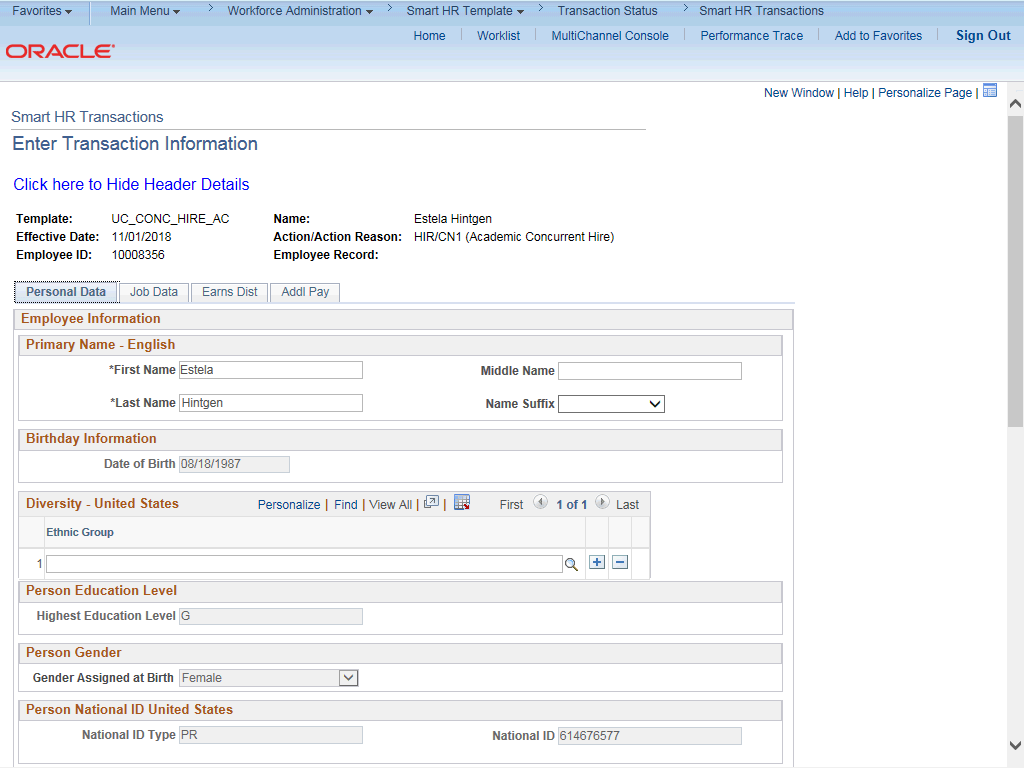
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| **Step** | **Action** |
| 18. | The cloned template appears in the **Transactions in Progress** section. Click the  **Name** link to open the template and update as needed. |



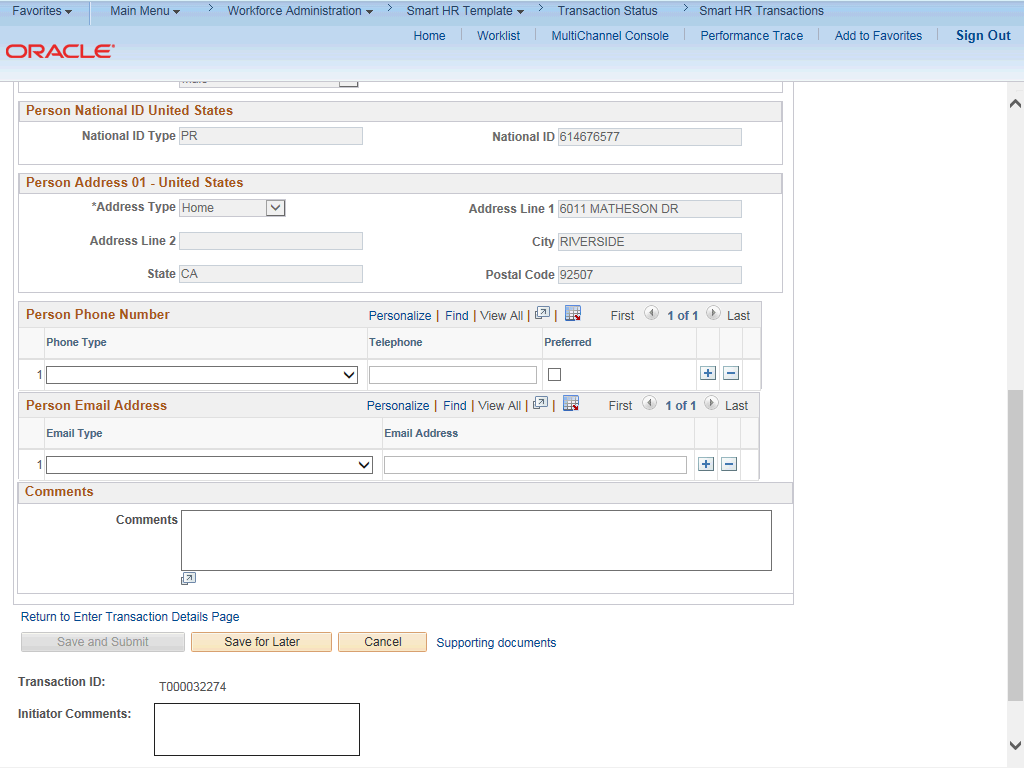
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| **Step** | **Action** |
| 19. | Update the fields on the **Enter Transaction Details** page as needed.  For this example, the **Effective Date** must be updated. |
| 20. | Click in the **Effective Date** field. |
| 21. | Enter the desired information into the **Effective Date** field. |
| 22. | Click the **Continue** button. |



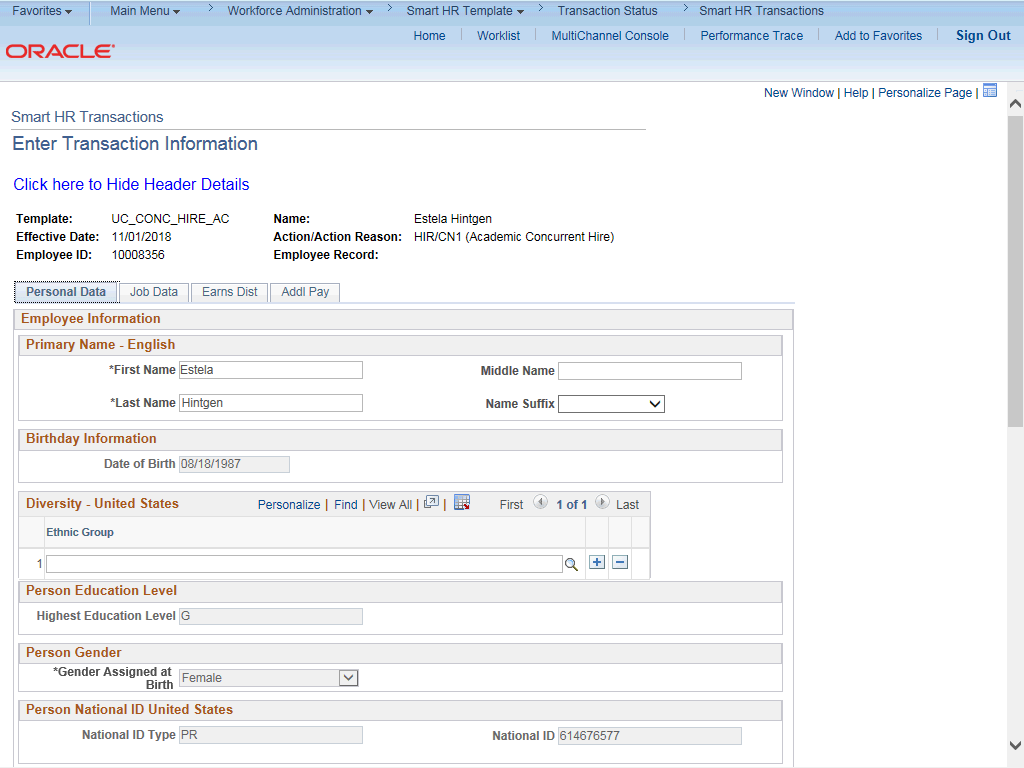
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| **Step** | **Action** |
| 23. | Click the **OK** button. |



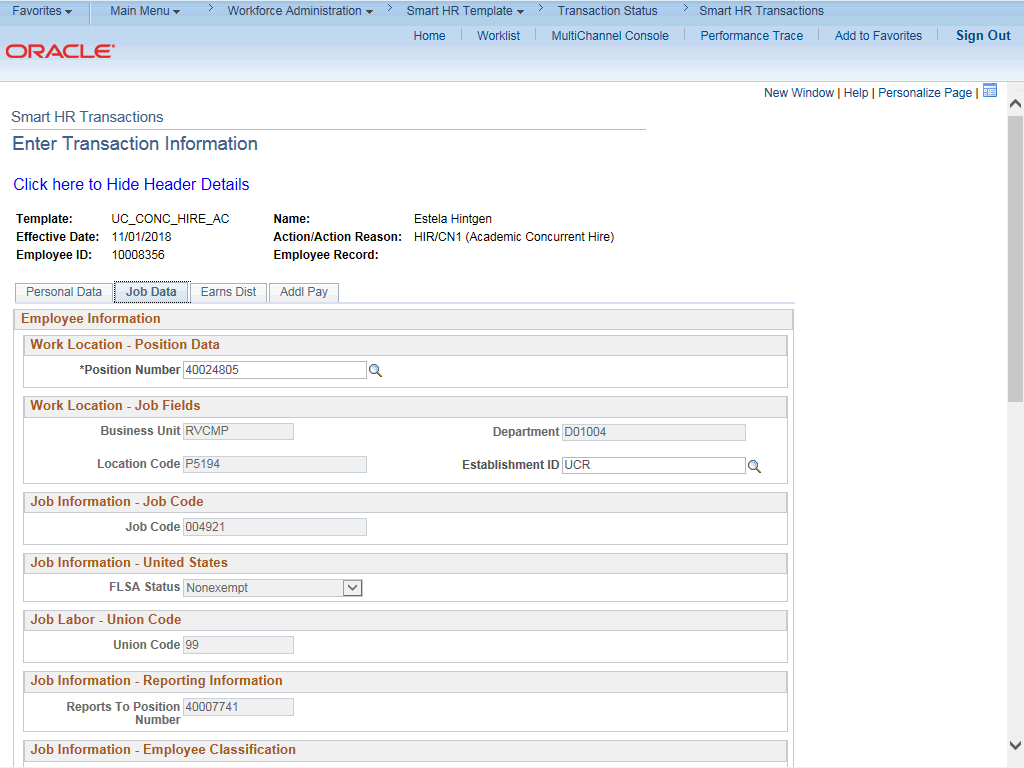
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| **Step** | **Action** |
| 24. | Update the employee's **Personal Data** as needed. |
| 25. | Click the scroll bar. |



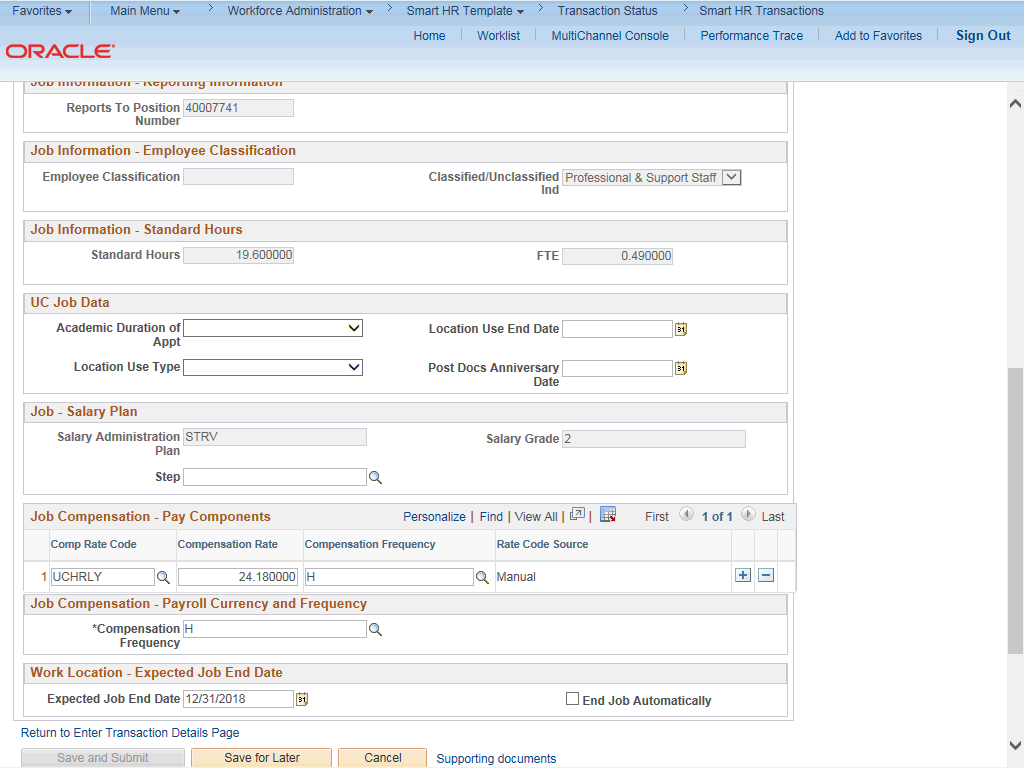
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| **Step** | **Action** |
| 26. | Click in the **Comments** field. |
| 27. | Enter the desired information into the **Comments** field. |
| 28. | Click the scroll bar. |



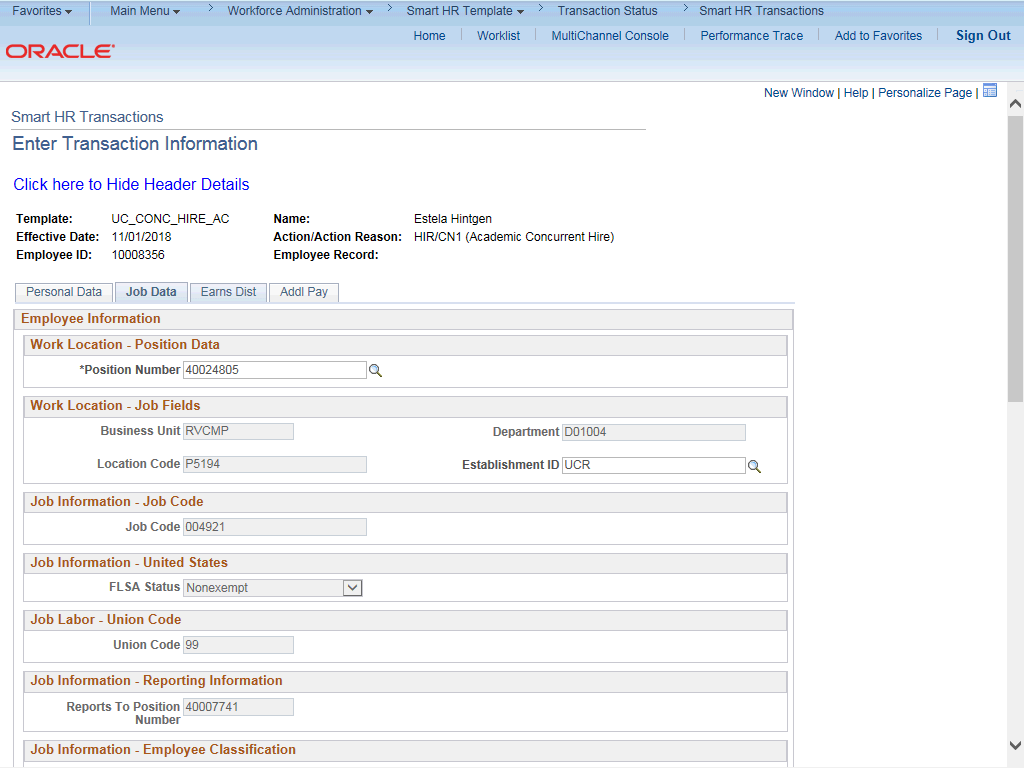
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| **Step** | **Action** |
| 29. | Click the **Job Data** tab. |



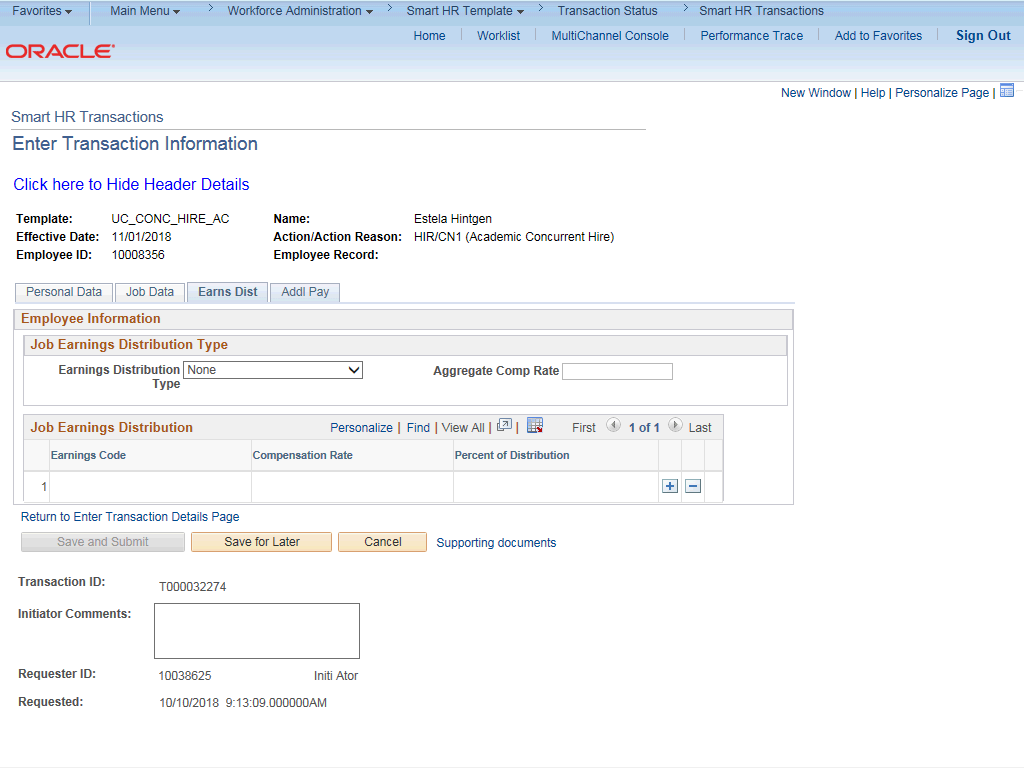
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| **Step** | **Action** |
| 30. | Update the employee's **Job Data** as needed. |
| 31. | Click the scroll bar. |



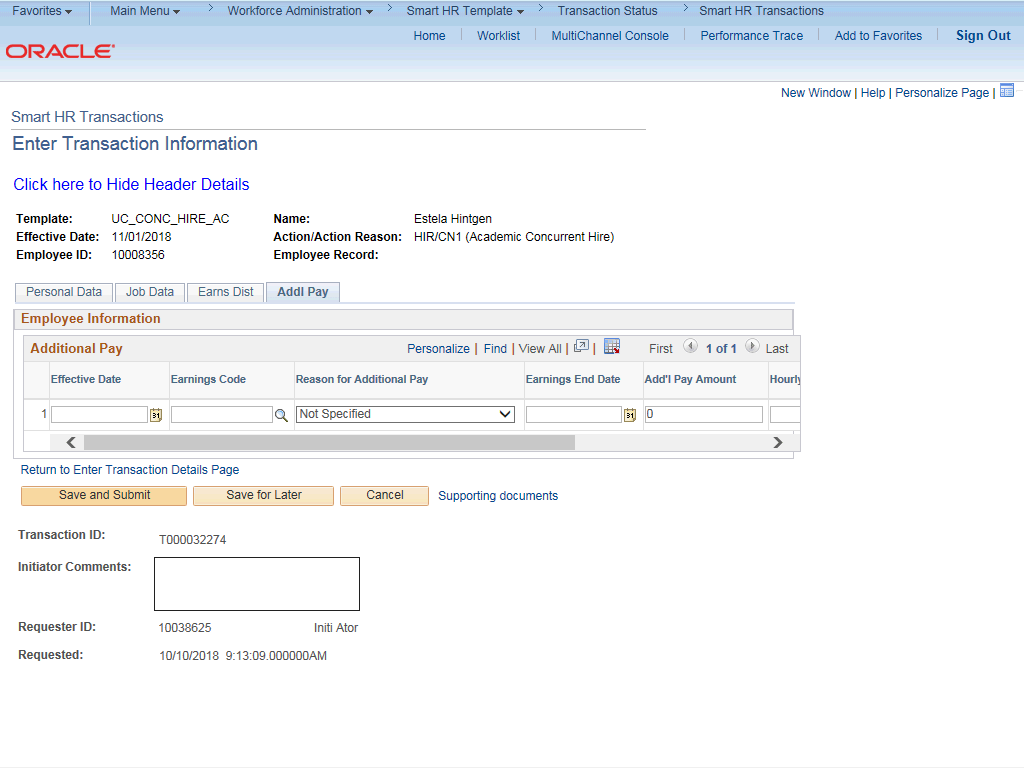
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| **Step** | **Action** |
| 32. | Click the scroll bar. |



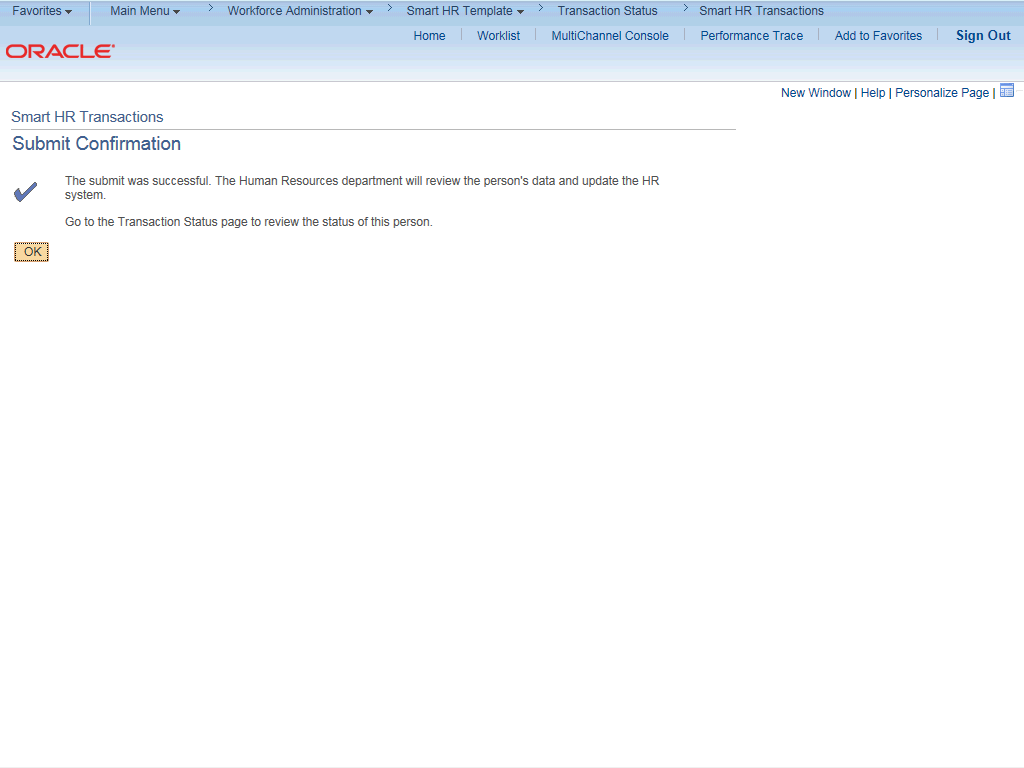
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| **Step** | **Action** |
| 33. | Click the **Earns Dist** tab. |



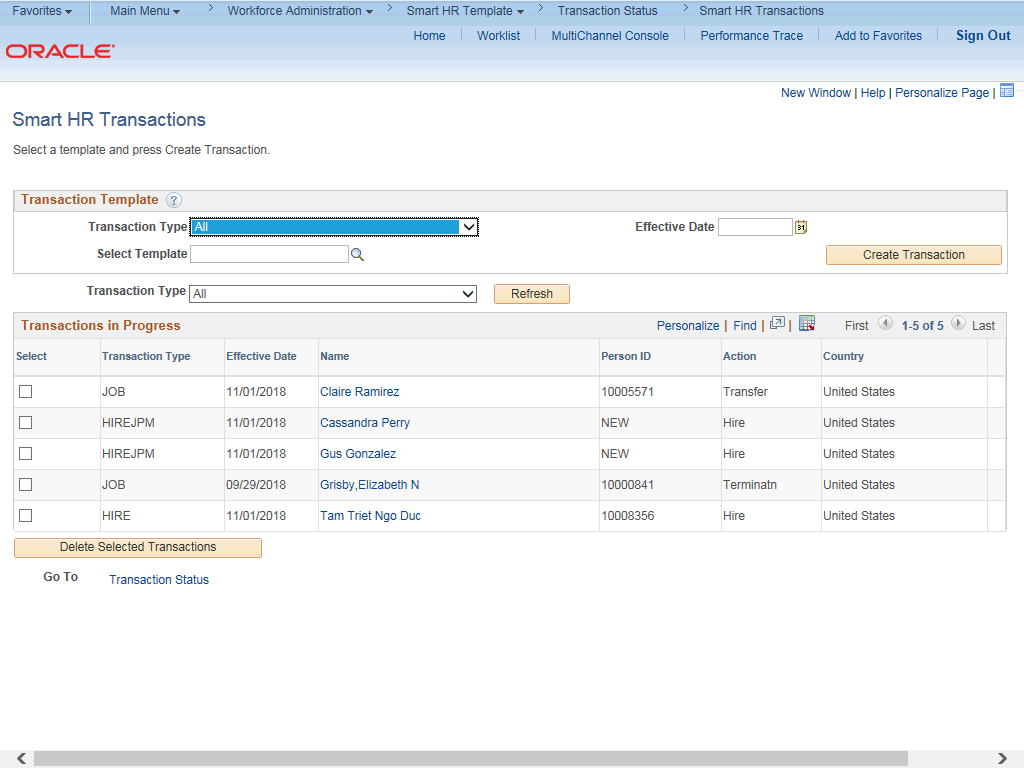
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| **Step** | **Action** |
| 34. | Update the employee's **Job Earnings Distribution** information as needed. |
| 35. | Click the **Addl Pay** tab. |



|  |  |
| --- | --- |
| **Step** | **Action** |
| 36. | Update the employee's **Additional Pay** information as needed. |
| 37. | Use the **Supporting Documents** link to add attachments as needed. |
| 38. | Click the **Save and Submit** button. |



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| **Step** | **Action** |
| 39. | Click the **OK** button. |



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| **Step** | **Action** |
| 40. | You have cloned a template transaction that has been cancelled or denied.  **End of Procedure.** |