

Supplemental Information

Electronic Approvals Chart

The *Electronic Approvals Chart* below provides a summary of the valid Queue Status and Transaction Status approval codes. These status combinations are valid for electronic approvals in Internet-Native Banner and Employee Self-Service.

Valid Transaction And Queue Status Combinations

Use the chart below to determine valid queue status and transaction status are combinations. For example, you can pair any transaction status with the queue status *None (Superuser)*; however, you can only pair the queue status *More Information* with the transaction status *Pending*.

Queue Status	Transaction Status								
	Waiting	Pending	Approved	Partially Complete	Complete	Disapproved	Voided	Return For Correction	Canceled
None (Superuser)	√	√	√	√	√	√	√	√	√
None (Originator)	√	√	√	√	√	√	√	√	√
Approved	√	√	√	√	√	√	√	√	√
Acknowledged	√	√	√	√	√	√	√	√	√
FYI	√	√	√	√	√	√	√	√	√
Pending	√	√	√	√	√	√	√	√	√

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Electronic Approvals Chart

Queue Status	Transaction Status								
	Waiting	Pending	Approved	Partially Complete	Complete	Disapproved	Voided	Return For Correction	Canceled
In The Queue		√							
More Information		√							
Overridden			√	√	√		√	√	√
Applied					√				√
Disapproved						√			
Voided							√		
Removed from the Queue						√	√	√	√
Return For Correction			√				√	√	√
All		√	√	√	√	√	√	√	√

<i>Transaction Status</i>	<i>Definition</i>
Waiting	This status indicates that the transaction is in the process of being created and has not been submitted to the approval queue. Transactions with this status will not be seen on the Approval Summary Form (NOAAPSM) or the EPAF Approver Summary page in Employee Self-Service since they have not been submitted to the approval queue. When an electronic approvals transaction is in <i>Waiting</i> status the transaction can be deleted by selecting the Delete PAF from the Options menu of the Electronic Personnel Action Form (NOAEPAF) or the Delete button on the Electronic Personnel Action Form page in Employee Self-Service.
Pending	Indicates that the transaction requires positive action by the approver(s). The transaction remains at this status until action is taken by the person required to take action on the transaction.
Return for Correction	This status will allow you to return the transaction to the originator for correction when an error is detected prior to final approval or application to the database. The PAF can be updated and again, submitted to the approval queue. If the transaction is resubmitted to the approval queue, all individuals defined in the approval queue will be required to take action on the transaction again. When an electronic approvals transaction is in <i>Return for Correction</i> status, it is as if the transaction was never submitted to the approval queue.
Approved	The transaction status is approved for the person when all the person(s) defined in the approval queue has approved the transaction. The transaction remains at this status until the person defined in the queue defined with apply privileges applies the transaction to the database.
Complete	The transaction status becomes <i>Complete</i> after the transaction has been applied to the database.
Partially Completed	This transaction status indicates that a portion of a transaction has been applied to the database. The apply person has indicated that the remaining portion of the transaction will be applied at a later date.

<i>Transaction Status</i>	<i>Definition</i>
Disapproved	The transaction has been disapproved by a person defined in the approval queue. The individuals defined after them in the approval queue can no longer need to take action on the item.
Void	The originator or superuser has voided the transaction. It is no longer a valid transaction. The originator or superuser may void the transaction at any time during the approval process. The originator or superuser are the only people that can void the original transaction.
Canceled	This status will be used when you opt to cancel an entire transaction after it has been applied to the database.

Queue Status - refers to the status of the Electronic Personnel Action (EPAF) with regard to the individual defined in the approval queue. For example, you may have an EPAF with a queue status of *In the Queue*. This implies that you are *In the Queue* with regard to this particular EPAF, and you will be required to act on the EPAF after another approver has taken action on the transaction.

Below is a list of the queue statuses and a definition of each. Also, refer to the "Electronic Approvals Chart" on page 1-47 of this chapter for a list of valid combinations of queue statuses and transaction statuses.

<i>Queue Status</i>	<i>Definition</i>
Pending	Indicates the approver(s) needs to take positive action on the item.
Approved	Indicates that the approver has approved the transaction.
Disapproved	Indicates that the approver has disapproved the transaction.
Void	Indicates that the transaction has been voided. Valid queue status for the originator and superuser only.

<i>Queue Status</i>	<i>Definition</i>
FYI	Indicates that the transaction is for information only. This queue status indicates that the transaction has been sent to you for your information only. No positive action is required. The transaction will continue to flow through the approval queue even if you do not acknowledge that you have seen the information with regard to the personnel action.
More Information	Individuals defined in the approval queue with a required action of <i>Approval</i> may need more information about the transaction prior to taking positive action. If this is the case, the approver can change the status to more information. This identifies to the other individuals in the approval queue that some action is being taken.
In The Queue	The transaction is on the way to you as the approver but needs action at a lower level. Transactions must be approved in the sequence defined in the Routing Information on the PAF. Therefore, until the action has been approved by the person defined before you in the routing of the PAF the status of <i>In the Queue</i> will appear on your transactions. While the status is <i>In the Queue</i> , the individual cannot take action on the transaction. The status changes to <i>Pending</i> when the transaction reaches you in the approval queue process.
Acknowledge	Action taken by a person in the approval queue for whom the transaction was sent to with a required action indicator of FYI. Indicates that the FYI person has seen the transaction.
Overridden	This queue status is system generated. The status indicates that the approval for users who have not taken action was overridden by the superuser at the time the superuser approved the transaction. This queue status will be valid when a superuser approves a transaction prior to receiving all approvals from those defined in the normal queue. For all of the approvers remaining in the queue that the transaction never reached because it was approved by the superuser before it reached them, their queue status for that transaction will be changed to <i>Overridden</i> by the system.