Getting Access
Your employing department must give you access to the HR Transaction System. This is a two-step process. They will first set you up through the “Administer System Access” application is Self Service. They will use the “Secondary Security” application to grant you access to the Transaction System. You will be presented with an online Confidentiality Statement that you must review and electronically sign.

Getting Started
To access the HR Transaction System, you must login to the Self Service web application using your Hawk ID and password.

Go to the ”Administration” tab and in the “Systems” section, select “HR Transaction System”.

![Employee Self Service](image_url)
The main screen of the HR Transaction System is the portal to create, complete or review HR forms. It also contains links to helpful resource documents.

**HR Transaction System**

Create, Complete, or Review HR Forms

- **EMPLOYMENT ACTION FORMS**
  - Appointment
  - Change in Status
  - Leave Of Absence
  - Termination (read this first)
  - Transfer (read this first)
  - Adjust Support Form
  - Summer Support Form

- **SPECIAL COMPENSATION FORMS**
  - Special Compensation Payment
  - Special Compensation Prior Approval

- **ADD DOCUMENT ATTACHMENTS TO PERSONNEL FILES**
  - ePersonal Attachment

- **FACULTY REVIEW**
  - Faculty Review Form
  - Faculty Review Compliance Reports

- **FACULTY PROMOTION**
  - Faculty Promotion Cover Sheet

- **LOAD A FORM**
  - View a Finalized Form
  - Load a Draft Copy

- **ACTIONS**
  - Set Route for Finalized Form that was not routed in workflow
  - Edit Personal Transaction System Profile

**DOCUMENTATION**

- View Transaction Initiator Training Manual
- Print an I-5 Form
- Print a Bloodborne Pathogen Form
- When to use Transfers or Terminations?
- Attachment Hint
- Special Compensation Guidelines
- Compensating Graduate Assistants for Extra Effort
- Student Awards, Prizes and Other Similar Forms of Payment

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**Edit Personal Transaction System Profile:** The link is located in the “ACTIONS” section. On your personal profile, you can set specific items such as work address, status, MFK information etc. The values entered into the Personal Profile will default into the transactions that you create – please note that you may override the default values in the actual transaction once it has been created. Also, you may update your personal profile at any time. The email address allows the initiator/approver the ability to receive an email notification when they have received a form that needs to be approved or when a change has been made to a form. The user is allowed to enter any valid email address. Please be sure to save any changes made to your personal profile.

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**FO/HR Web Transaction System**

Data Access Applications  Transaction Menu  Workflow Menu  HR Home Page  Sign in/out

**Personal Profile for VILLHAUER, MARY K**

Email Address: mhdhillau@uwindsor.ca

**Default Values for Transactions**

- **Transaction Dates**
  - Effective Date: mm/dd/yyyy
  - End Date: mm/dd/yyyy

- **Org & Department Information**
  - Organization
  - Department ID
  - Select One...

- **Faculty/P&S Status Information**
  - Faculty Status
  - Faculty End Date
  - Select one...

- **P&S Status**
  - P&S End Date
  - Select one...

- **MFK INFORMATION**
  - Number of MFK Lines to display: 1
  - Total Compensation: 0

---

**Table:**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYMENT ACTION FORMS</td>
<td></td>
</tr>
<tr>
<td>SPECIAL COMPENSATION FORMS</td>
<td></td>
</tr>
<tr>
<td>ADD DOCUMENT ATTACHMENTS TO PERSONNEL FILES</td>
<td></td>
</tr>
<tr>
<td>FACULTY REVIEW</td>
<td></td>
</tr>
<tr>
<td>FACULTY PROMOTION</td>
<td></td>
</tr>
<tr>
<td>LOAD A FORM</td>
<td></td>
</tr>
<tr>
<td>ACTIONS</td>
<td></td>
</tr>
</tbody>
</table>

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**Buttons:**

- [Submit]
- [Cancel]
The system will allow/restrict the types of forms you may choose. For example, you cannot process a Faculty Review Form on an employee holding a P&S position. Some employees have multiple jobs. If you are creating a form that could apply to more than one of these jobs, the system will take you to a separate screen allowing you to choose the appropriate job record.

**Example:** Creating a Professional & Scientific permanent appointment for an individual that is new to the University of Iowa.

Under “Employment Action Forms” select “Appointment” to start the form.

Step 1: Type of Appointment
Start by choosing the appropriate Appointment Type. Based on the type selected, the available Sub Type options will be displayed. Select the appropriate Sub Type. Next, select the term of the appointment. The Start Date will default to the day you are creating the form; you can change the date as needed. Continue to the next step.

**Appointment Form**

<table>
<thead>
<tr>
<th>SELECT APPOINTMENT TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appointment Type:</strong></td>
</tr>
<tr>
<td>Faculty</td>
</tr>
<tr>
<td>Professional and Scientific</td>
</tr>
<tr>
<td>MRI</td>
</tr>
<tr>
<td>Grad/Undergrad</td>
</tr>
<tr>
<td>Postdoc</td>
</tr>
<tr>
<td>Fellowship</td>
</tr>
<tr>
<td>House Staff</td>
</tr>
<tr>
<td>Bi-weekly Student</td>
</tr>
</tbody>
</table>

**Appointment Term:** Fiscal Year
**Appointment Start:** 02/06/2014

Step 2: Select Position Number
Many appointments require a valid position number. If you have a specific one to use, select “Use Existing” and enter the number. You can also search by different criteria to locate a valid number. Select the number from the search results. The search results will provide basic details to make sure you have the correct number. If you don’t have or need an existing position number, select “Create New” and a new number will be created for you. Helpful resources are several reports in Self Service/Administration/Data Access/HR Reports/Position Management Reports and the Position Management System in Self Service/Administration/Systems/Position Management.
Step 3: Select Employee

There are four different ways to search for an individual. Current or past employees will have a seven digit Employee ID number. Individuals that have current or past association with the UI will have an eight digit University ID number. The nine digit social security number or name can also be entered.

Appointment Form

Step 3 of 4: Select Employee

Search by:

1) Employee ID:  
2) University ID:  
3) SSN:  
4) Last Name:  
First Name:  

Search...

The search results will display basic details of individuals meeting the criteria you entered. Select the record that matches the details of your new employee and click on “Create Form”. If you don’t see your person or no records were returned, click on “Add New Employee”. The window below will open up. Carefully read the instructions, enter the required details and click “Add”.

New Employee Information

You have indicated that this individual is completely new to the University:

- Please fill in the following information to add this employee to the UI Name and Address Directory. This is necessary to create a valid University ID.
- Please be certain that all data entered below is correct; this is imperative when assigning a University ID.
- Name information must be entered EXACTLY as displayed on Social Security Card. Please enter full name information (no partial names or eicnames).
- Please use a combination of upper- and lower-case letters for the first, middle, and last names (for example, John J. Doe).

First Name:  
Middle Name:  
Last Name:  

Please verify accuracy of SSN and Birthday.  

SSN:  
Birthday:  

If the employee does not have a valid U.S. social security number yet, follow these guidelines:

- **Student appointments**: The employee’s temporary student number must be used. This number was issued by the Registrar's Office and is in the format of 999-XX-XXXX. Payment must be entered as soon as the valid social security number is received.
- **Non-Student appointments and Committed Position appointments**: Check the “No SSN” box. Once you continue from this screen, a temporary number will be assigned with a 000-XX-XXXX format. You will see it in the Social Security # field on the next screen. This temporary social security number must be used for any future transaction, until a valid number is obtained.

Once you leave this screen, a University ID and CCE temporary social security number (if applicable) will be assigned to this individual. If you cannot finalize the transaction at this time, please save the form in Draft status for later retrieval. This will stop the creation of multiple numbers to one employee.

Add  |  Cancel
The next screen will be the actual body of the appointment form. Based on the details you entered in the previous screens and your Personal Profile settings, some fields will be populated. A red “*” – denotes required fields. Complete the form.

Helpful Resources:
Top right corner – a statement will indicate if a current appointment exists.
Top left corner – link to view the appointment history for this employee

Campus and Residing Address information is required data. You will not be able to send the appointment into workflow until the information has been updated. Click the link and follow the instructions provided.

**FO/HR Web Transaction System**

**Professional & Scientific Regular Fiscal Appointment Form**

* Denotes required field

**Conflict of Interest**
*Conflict of Interest in Employment:
Is the appointee related to, or have a potentially conflicting relationship with, anyone who might make decisions or recommendations related to the appointee’s employment status including hiring, salary, working conditions, working responsibilities, evaluation, promotion, and termination? (Please refer to UI Operations Manual, 186, Conflict of Interest in Employment (7/15))
- No, there is no conflict of interest.
- Yes, there is a conflict of interest and a management plan has been filed.
- Yes, there is a conflict of interest and a management plan has NOT been filed.

**General Information**
Employee ID 1012716
First Name MARY
Middle Name K

To ensure prompt delivery of pre-employment information:
If this individual is not currently employed at UI, please use today (02/13/14) as the effective date for the Campus Address. Use of a future date could result in incorrect addressing.

- Change Campus Address in central UI Name/Address Database (Opens in new window)
- Change Residing Address in central UI Name/Address Database (Opens in new window)

**GENDER** ☐ MALE ☐ FEMALE
**MARITAL STATUS** ☐ MARRIED ☐ SINGLE

**Hispanic or Latino Ethnicity?**
☐ Yes ☐ No ☐ Unknown
- American Indian/Alaska Native
- Asian
- Black or African American
- Native Hawaiian/Other Pac Island
- Not Specified
- White

**Race**
Select one or more

**Disabled?** ☐ Yes ☐ No

**Veteran Status**
Not Indicated

[Image and interface elements related to the appointment form]

This employee has another concurrent Appointment as of 02/13/2014
Correct details must be provided in the Citizenship Information section. If you select Non US Citizen for “Citizenship Status”, you will be prompted to verify and enter immigration status details. There is a link to a document containing more details about the different status types and immigration form you should be viewing. The status determines federal, state and FICA tax withholding. Fines can be accessed by the IRS & USCIS for reporting inaccurate data and are the liability of the department.

Departments must complete the I-9 form electronically using I-9 Express. Please refer to the Faculty and Staff Immigration Services website for more information on I-9 requirements. I-9 Express is accessed through the External Links tab On Self Service.

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**Citizenship Information**

**Citizenship Status**
- US Citizen

**Citizenship Country**
- United States

**Immigration Status**
- N/A - Not Applicable

**Immigration Start Date**
- mm/dd/yyyy

**Immigration End Date**
- mm/dd/yyyy

---

More information on Immigration Status (PDF)  
If not a US Citizen, the shaded areas must be completed

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**I-9 Status**

According to employment records:

This appointment occurs as part of continuous employment, without a break in service, and **does not** require a new I-9 Form.
Org & Department Information

Organization
05 - VP - FINANCE & OPERATIONS

*Department ID
05-0315 VPFO-Human Resources

Jobcode / Title / Paygrade
PGE2 / Senior HR Specialist / 4A

*View Function Family Info

Position Number
0000797

Patient Care Flag
- Yes
- No
- N/A

Patient Care:
Will this employee’s duties be directly involved in or support the care of patients, the staff who perform patient care, the teaching of students as they care for patients, or research performed on patients? (field required for Orgs 17, 20, 65, 70, 80, 85, 87, 89, 92, and 93)

Blood Borne Pathogen Risk
- Yes
- No

More information on Blood Borne Pathogens

Affirmative Action

*Affirmative Action Notice:
Faculty and professional and scientific appointments that are 50% time or more and extend for more than one year require a search that complies with the University’s affirmative action procedures (please refer to the UI Operations Manual, III-3.4, Affirmative Action Employment Guidelines).

Please indicate whether a search has been conducted for this position:
- Search required. Formal search conducted. Search and Selection Summary, salary rate, and offer letter approved by central administration and the Office of Equal Opportunity and Diversity
- Search not required. Position is less than 50% time, or for less than one year, or a waiver of the search process was approved by the Office of Equal Opportunity and Diversity

*Requisition Number

Employee Class
- Employee
- Employee - Spouse
- Employee - Children
- Family

Select the value that best describes the employee’s current family status. Though the new employee is not required to select a benefits or insurance plan at this time, the Benefits office will use this information to provide the correct materials to the new employee at orientation.

P&S Status
Select one...

P&S End Date
mm/dd/yyyy
The MFK that you enter will be checked against the General Ledger system to make sure it is a valid MFK as of the effective date of the form.

**Percent Time**

**XXX.XX %**

**MFK Compensation Information:**

Total Compensation: 0 (divided into 12 MONTHLY payments)

Number of MFK Lines to display: 1 (Click "Refresh" to insert new MFKs) [Refresh]

The amount in MFK 1 is incomplete.

MFK 1 WAS REJECTED FOR THE FOLLOWING REASON: Invalid MFK - FUND DOES NOT EXIST

<table>
<thead>
<tr>
<th>PDC</th>
<th>ORG</th>
<th>DEPT</th>
<th>DEPT</th>
<th>SRCAMPS</th>
<th>LACT</th>
<th>CACT</th>
<th>DEACT</th>
<th>PA</th>
<th>SALH</th>
<th>TOT</th>
<th>CNT</th>
<th>PER</th>
<th>TOTAL</th>
<th>MONTHLY $</th>
<th>앞으로</th>
</tr>
</thead>
<tbody>
<tr>
<td>000</td>
<td>00</td>
<td>0000</td>
<td>00009</td>
<td>00000000</td>
<td>0009</td>
<td>000</td>
<td>00000</td>
<td>00</td>
<td>0000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>[ ]</td>
<td></td>
</tr>
</tbody>
</table>

**Education Information**

All credentials (degrees, certifications, licenses) related to this hire or the setting of salary must be verified. Contact Judy Harmsen with questions regarding degrees and licenses.

<table>
<thead>
<tr>
<th>#</th>
<th>Degree</th>
<th>Institution</th>
<th>Year</th>
<th>Verification Required</th>
<th>Verification Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Bachelor of Business Adminstr</td>
<td>University of Iowa</td>
<td>1988</td>
<td>☐</td>
<td>YES</td>
</tr>
<tr>
<td>2</td>
<td>Select One</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Select One</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#</th>
<th>License Type</th>
<th>Lic #</th>
<th>State</th>
<th>Expr. Date</th>
<th>Req'd?</th>
<th>Verified?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Select One</td>
<td></td>
<td>N/A</td>
<td>mm/dd/yyyy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Select One</td>
<td></td>
<td>N/A</td>
<td>mm/dd/yyyy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Select One</td>
<td></td>
<td>N/A</td>
<td>mm/dd/yyyy</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
After you have completed the form, you have three choices to proceed:

- **Refresh this form** – checking data for errors and validating MFKs. If there are errors, a “Note” will be displayed at the top of the form stating how many errors plus indicate if there are any MFK/amount problems. A red bar will highlight the sections requiring your attention.
- **Save this form** as a draft copy, regardless of errors, for later retrieval. To get back to the form, click “Load a Draft Copy” on the main screen of the Transaction System.
- **Finalize this form** and enter it into the workflow system. Please note that you will not be able to send the form to workflow until all of the errors have been corrected.

At this point, the transaction is finalized in the Transaction System. It now needs to be put into the workflow system to obtain approvals. To access a finalize form that hasn’t been put into workflow yet, go to the “Set Route for Finalized Form that was not routed in workflow” link on the main screen of the Transaction System.
Entering the finalized form into workflow:
Select the appropriate workflow group and click Continue. These workflow paths are set up by your department’s Workflow Administer.

Initiate Workflow Process

You are entering an Appt - P & S Regular into the UI Workflow System.

Please choose a workflow group from the following list. If you don’t see the group you wish to use, please click here to choose a different department for routing.

- VPFO-Human Resources
- VPFO-Human Resources Admin_Svcs

Continue

You will now proceed to the Approval/Routing screen where you will have three choices for routing. In addition, you will also have the option to void the form if necessary. Attachments can be added to this form at this point. Suggested attachments are listed and there is an Attachment Help link.

Workflow Routing

Workflow for: Appt - P & S Regular (Transaction 4025616)

This transaction was entered into Workflow on 02/17/2014.
The Workflow inbox displays this basic information: 1016716 | VILHauer, Mary | 00000797 | 05-0315
View the entire projected Workflow path for this form.

You are viewing all options for this form.
View Approval options only, View “Do Not Approve” options only.

You are responsible for routing this form to its next step, using this application.
Please choose from the following options:

- Send to the next approval level as listed here:
  - SCHROPP, DANIEL L: SUBLEVEL May Approve
  - HEIN, TERI MARIE: SUBLEVEL May Approve
  - SAUNDERS, RICHARD G: SUBLEVEL May Approve

- Send to the next approval level plus someone from my alternates list.
  - (specify on next page)

- Send to an alternates for intermediate approval.
  - (specify on next page)

- Void this form, removing it completely from workflow.

You will be asked for further confirmation.

Attach Documents

The following are suggested attachments:
- Resume
- Offer Letter
- Letters of Recommendation
- Offer Letter/Draft
- Correspondence

Continue
Clicking on “View the entire projected Workflow path for this form” will display the names of all approvers for the selected workflow group.

Following is the projected Workflow routing for this form. This information is subject to change if the established Workflow Path changes for this form or a listed approver uses ad-hoc routing (alternates/supervisor-list selection).

Future actions are listed as “Future”. Pending actions are listed in green as “Pending”.

<table>
<thead>
<tr>
<th>Name</th>
<th>Group</th>
<th>Approval Type</th>
<th>Action</th>
<th>Date</th>
<th>[Email]</th>
</tr>
</thead>
<tbody>
<tr>
<td>VILLHAUER, MARY K</td>
<td>INITIATOR</td>
<td>Required</td>
<td>Yes (Y)</td>
<td>02/17/2014</td>
<td></td>
</tr>
<tr>
<td>SCHROPP, DANIEL L</td>
<td>SUBLEVEL</td>
<td>Permitted</td>
<td>Future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SAUNDERS, RICHARD G</td>
<td>SUBLEVEL</td>
<td>Permitted</td>
<td>Future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEIN, TERI MARIE</td>
<td>SUBLEVEL</td>
<td>Permitted</td>
<td>Future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HEIN, TERI MARIE</td>
<td>DEPT</td>
<td>Edit</td>
<td>Future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUCKLEY, SUSAN C</td>
<td>DEPT</td>
<td>Required</td>
<td>Future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEE, SUSAN K</td>
<td>DEPT</td>
<td>Edit</td>
<td>Future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HILLEMANN, SUZANNE</td>
<td>ORG</td>
<td>Required</td>
<td>Future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STEVENSON, E ANNE</td>
<td>Equal Op &amp; Div</td>
<td>Permitted</td>
<td>Future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PETTIGREW, TALINDA</td>
<td>Equal Op &amp; Div</td>
<td>Permitted</td>
<td>Future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MALDEN, WANDA K</td>
<td>Equal Op &amp; Div</td>
<td>Permitted</td>
<td>Future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>KELLEY, TOBEY ANN</td>
<td>Equal Op &amp; Div</td>
<td>Permitted</td>
<td>Future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MODESTO, JENNIFER A</td>
<td>Equal Op &amp; Div</td>
<td>Permitted</td>
<td>Future</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GARCIA, CONSUELO</td>
<td>Comp and Class</td>
<td>Permitted</td>
<td>Future</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you need to void this form, select “Void this form – removing it completely from workflow”. Follow the prompts as directed.

**Void a Workflow Form**

You have chosen to void this form.

This action is permanent and irreversible and will render this form invalid. This form will be marked as “VOID” and will be removed from workflow. No further action of any sort will be available for this form.

Please select a reason for this void: None Selected

Once you have selected a reason, please click “Confirm” below to confirm or click here to cancel.

[Confirm]
If you are approving the form, the three options are:

- Send to the next approval level as listed here: you will send the completed form into workflow on the predetermined approval path as indicated on the screen.
- Send to the next approval level plus someone from my alternates list: you can send the completed form on the predetermined approval path plus to someone from your alternates list.
- Send to an alternate for immediate approval: you can send the completed form to someone on your alternates list before sending the form through the predetermined approval path.

Alternates –
An alternate is someone not in the established workflow path that you would like to send the form to on an ad hoc basis. If you select either of the “Send to alternate” choices and you already have an alternate list established, you’ll receive a listing of those names. Put a checkmark next to the individual you want to send the form to as an alternate and select the type of approval (View, Permitted or Required). The default approval type is “Required”. Click on the Continue button to proceed. If you select either of the “send to alternate” choices and you have not previously established any alternates or need to add a new alternate to your list, click “Add New Workflow Alternate” to proceed.

A new window will display. Search for the individual you would like to add to your alternates list by Employee ID or name.
Once you have completed your search for your alternate, the name will be displayed. Click on “Process Request” to finalize the request.

"Alternates" for Ad Hoc Approval

Add Alternate

You are selecting 1016566 / QUINLAN, RACHEL A to your Ad Hoc Authorization List:

Click to store this employee on your ad hoc list:

[Process Request]

The next screen will confirm the new alternate and list all available alternates. It will default to the individual just added. Select the appropriate alternate and type (View, Permitted or Required) and click Continue.

Select Alternates for Workflow Routing

QUINLAN, RACHEL A was added to your alternates list and has automatically been selected as a required alternate on this page.

☐ SELECT ALTERNATE APPROVERS FOR: APPT - P & S REGULAR (TRANSACTION)
This transaction was entered into Workflow on 02/17/2014
The Workflow inbox displays this basic information: 1016566 | VILLHAUER, MARY | 00000797 | 05-0315
View the entire projected Workflow path for this form.
You have selected to route this form to individuals outside the workflow path. Please select the specific individuals to whom you wish to route this form by clicking their boxes to the left of their names.

[Add New Workflow Alternate]

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMAIL</th>
<th>TYPE OF APPROVAL REQUESTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUINLAN, RACHEL A</td>
<td></td>
<td>View, Permitted, Required</td>
</tr>
</tbody>
</table>

Review the details and if everything is correct, click “Continue”.

Confirm Workflow Routing

□ CONFIRM ROUTING FOR: APPT - P & S REGULAR (TRANSACTION 4029616)
This transaction was entered into Workflow on 02/17/2014
The Workflow inbox displays this basic information: 1016566 | VILLHAUER, MARY | 00000797 | 05-0315
View the entire projected Workflow path for this form.
You have chosen to override the default workflow routing and send this transaction to individuals from your alternates list.

Name  Approval Type
QUINLAN, RACHEL A (SELECTED AS AD-HOC APPROVER)  Required

Press Continue to approve this routing:

[Continue]

You will now be presented with a screen that verifies your approval is complete.

Finish Workflow Routing

You have approved this form; it will proceed through the workflow system.
Instruct the new employee to complete W-4 and Direct Deposit information on the Personal tab in Self Service.

There are many other types of forms. Each will look slightly different based on the information that is required. Remember the available resources on the main screen of the HR Transaction System. There are also many useful reports found in Self Service/Administration/Data Access/HR Reports.

Any questions about the system can be sent to hr-transaction@uiowa.edu

**WORKFLOW TEST TRANSACTIONS:**

There is a test environment available for your use. It is located on Self Service on the My Self Service/Self Service Window/Maintenance. The link is titled “Workflow Test Transactions”. Once in the test environment, navigate to: Administration/Systems/HR Transaction System. You can use this application to become more familiar with the system without the fear of touching actual live data.