BOSTON UNIVERSITY

Using the Request Tracker–Quick Reference Guide

The Request Tracking application provides expanded search capabilities and specific information about where a submitted request is in workflow. It also displays the contact information of the list of individuals/individual currently reviewing the request.

Detailed information such as the request tracking number (9 digit ID that begins with "6"), request type, employee's BUID number, Personnel Number and Position ID (including position IDs of newly created positions and personnel number of newly hired employees) is displayed on the Request Tracker.

Transactions initiated in the last 30 days from a users' current login date are displayed by default. Users can also view the anticipated path of approvals for a request as well as the history of actual approvals with time and date stamp.

The Request Tracker's expanded search capabilities include:

- Ability to search for transactions according to the status of the request: In-process, Submitted, Completed etc.
- Ability to search for transactions in a specific date period
- Ability to search for specific Organizational Management (OM) and Personnel Actions (PA) or by BUID/Position Id.

BOSTON UNIVERSITY		 Log on to BUworks Central <u>https://ppo.buw.bu.edu</u> Based on your privileges, you will see <i>either</i> the Manager Sel Service OP the Payroll Coordinator tab. Click on the tab. 				
Home Employee Self-Service Team Organization Overview	Manager Self-Service Payroll Coordinator	3. The Request Tracker is automatically displayed				
 ✓ Services Employee Information 	Request Tracking Search					
 General Information Employee Working Times Approve Timesheet Data 	Tracking#: From: Specific Search					
 Display Working Times Approve Time Off Time Off Exception Report 	Position ID: 00000000 Search (BUID: Search (



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Begunst Tracking					
Request iracking	There are two parts to the Request Tracker:				
Search 🙆 Tracking#: From: To: Request Type: All Requests V Status: All V Search	The upper half (<i>labeled A</i>) allows you to <i>search</i> for transactions.				
Specific Search					
Position ID: 00000000 Search (Search for Organization Management Actions by Position ID) BUID: Search (Search for Hiring Forms and Personnel Actions by BUID)	The lower half (<i>labeled B</i>) allows you to <i>view</i> transactions that are				
Current View: INITIATOR Change View	either submitted in-progress approved or rejected				
Tracking Number Tracking Initiator Request Type BUID Perry Position # Affected Person/Object Request Date Status Current Agent	enner submitted, m-progress, approved or rejected				
600318458 SHUMAK HOUSTON Create Position 00000000 New Position, Name TBD 02/27/2018 Submitted <u>Compensation</u>	Click on the Change View button to toggle between a Form				
600318457 SHUMAKHOUSTON Maintain Position 5004351 System Administrator 02/27/2018 Submitted Compensation	Check on the Change View button to toggie between a Form				
500319453 SHUMAK HOUSTON New Recurring rayments U39990939 U010602 PAELO UVAL 22222018 SUBmitted HUITIATI RESOURCES	Initiator's view and a Department's view				
600318451 SHUMAK HOLISTON Secondary Work Payment U03025200 00106603 Miss MEL KOKJEOK 02222018 Submitted Human Secondary					
600318450 SHUMAK HOUSTON Maintain Position 50043651 System Administrator 02/22/2018 Completed					
Display Approvals Display Form Refresh					
Request Tracking					
Search	4. You can enter a tracking number (6xxxxxx) and click on				
	Search to locate a specific transaction				
Tracking#: 600318450 From: To: Request Type: All Requests 💌 Status: All 💌 Search	Search to locate a specific transaction				
	5 You can specify a date range (e.g. From: 02/20/2018 To:				
Request Tracking	5. Tou can specify a date range (e.g. 110iii. 02/20/2010 10.				
Saarch	03/05/2018) and click on Search to locate transactions submitted in				
	that make a				
Tracking#: From: 02/20/2018 To: 03/05/2018 Request Type: All Requests V Status: All V Search	that period				
Pequest Tracking	6 Vou can calcul from Dequest Type drop down the specific name				
	6. You can select from Request Type drop-down, the specific name				
Search	of transaction (e.g. Create Position or Maintain Position or				
Tracking#. From: To: Request Type: Create Position V Status: All V Search	Additional Payment) and click on Search to locate by the				
	transaction name				
Request Tracking					
Search	7 You can search by Form approval Status (Submitted In Programs				
	7. Tou can search by Form approval status (Submitted, III-Progress				
Tracking#: From: To: Request Type: All Requests Y Status: In Process Y Search	or Completed) and click on Search to locate by the form status				
Request Tracking					
redress lieveling	8. You can search all transactions in the system for a specific				
Search	amplance of a sitisfic has an activity and DUD OD Desitisfic L1				
Tracking#: From: To: To: Request Type: All Reguests V Status: In Process V Search	employee or position by specifying a BUID OK Position Id				
Specific Search					
Position III. 2004-3002 Search Search For Urganization Management Actions by Position ID) Billion Search Search For Hinro Forms and Personnel Actions by Billion					

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Here are descript	ions of the co	lumns disp	layed ir	n the tr	ansaction	n disp	ay area:						
Current View: I	NITIATOR	Change View						Number of rows to display: 10					
Tracking Number = Initiato	r	Request Type		BUID	Pernr Position #	Affecte 6	ed Person/Object	Request	Status	Current Agent	Last Action Date 10	Date Completed	t
600332790		Salary Cost Distr	ribution	_	-	_		02/14/2018	Submitted	Level 2 Approver	02/14/2018		
600332789		Salary Cost Distr	ribution					02/14/2018	Submitted	Level 1 Approver	02/14/2018		
Column Name	Descript	on											
1 Tracking Numb 2 Initiator 3 Request Type 4 BUID 5 Pernr Position 6 Affected Person 7 Request Date 8 Status 9 Current Agent 10 Last Action Dat 11 Date Completed	er Nine Dig Name of Employe (Object Name of Date the Status (S Departm e The date	it Number genera the person who st the action/form e's BUID e's PERNR (Pers person/position b form was submitt ubmitted/In-Proc ent currently rev on which the last of completion if t	nted by SAI ubmitted th connel ident being affecto ted cess/Rejecto iewing the l t action hap the status is	P to track he form tification r ed ed/Comple form ppened s "complet	a submitted f	form NP)	9. Click	on the lin	k in the C	urrent Agent co	lumn. The	contact	
Date Status 02/05/2018 Completed 02/02/2018 Submitted 02/02/2018 Submitted	Level 2 Approver						informat reviewin the appro	ion of an o g a submi overs disp	employee ssion is di layed on t	or list of employ isplayed. You ma he list	ees current ly contact a	ly ny one c	of
02/02/2018 Submitted	Level 2 Approver												
02/02/2018 Completed		1											
Tracking Number Initiator 600318462 SHUMAK HOUST 600318458 SHUMAK HOUST 600318457 SHUMAK HOUST 600318452 SHUMAK HOUST 600318453 SHUMAK HOUST 600318454 SHUMAK HOUST 600318452 SHUMAK HOUST 600318451 SHUMAK HOUST 600318451 SHUMAK HOUST 600318450 SHUMAK HOUST	Request Type Create Position DN Create Position DN Create Position DN Maintain Position DN New Recurring Payme DN Salary Change DN Secondary Work Paym DN Secondary Work Paym	BUID Pe Po 50 50 50 50 50 50 50 103025280 00 103025280 00 50 50	rnr Affecte sition # Affecte 043654 Profes 000000 New F 043651 Syster 106602 PABLC 106603 Miss N 106603 Miss N 043651 Syster	ed Person/Obje ssor Position, Name m Administrato O DVAL MEL KURZOK MEL KURZOK m Administrato	rBD r		10. To vi on a row Display highlight To exit f screen to Refresh	ew the an to highlig Approva a specific rom the d display th	ticipated a ght a speci s. To view c transacti isplayed f he most u	approval path for fic transaction to w a transaction, c on to select it. Cl orm, click on Ex p-to-date transact	a transacti select it. C lick on a ro lick on Dis it. To refres ions, Click	on, click Click on to bw to play For sh the on	r m.