

# Using the Approvals Management Engine (AME)

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# Speaker's Qualifications

Mary Hammes  
Financial Systems Lead  
Information Technology Services  
Marquette University

- 6 years supporting Oracle Applications
- HRMS and Financials
- Technical and Functional Support

## **We Are Marquette**

- 5000 Faculty, Staff, and Student Employees
- ★ • Version 11.5.10
  - Financials since 1997
  - HR/Payroll since 2003
- ★ • AME Version B
  - PeopleSoft SA

# Presentation Objectives

Discuss:

- Role of AME Within Oracle E-Business Suite
- Components of AME
- Transaction Tables (HRSS)
- Workflow Requirements and Changes Needed

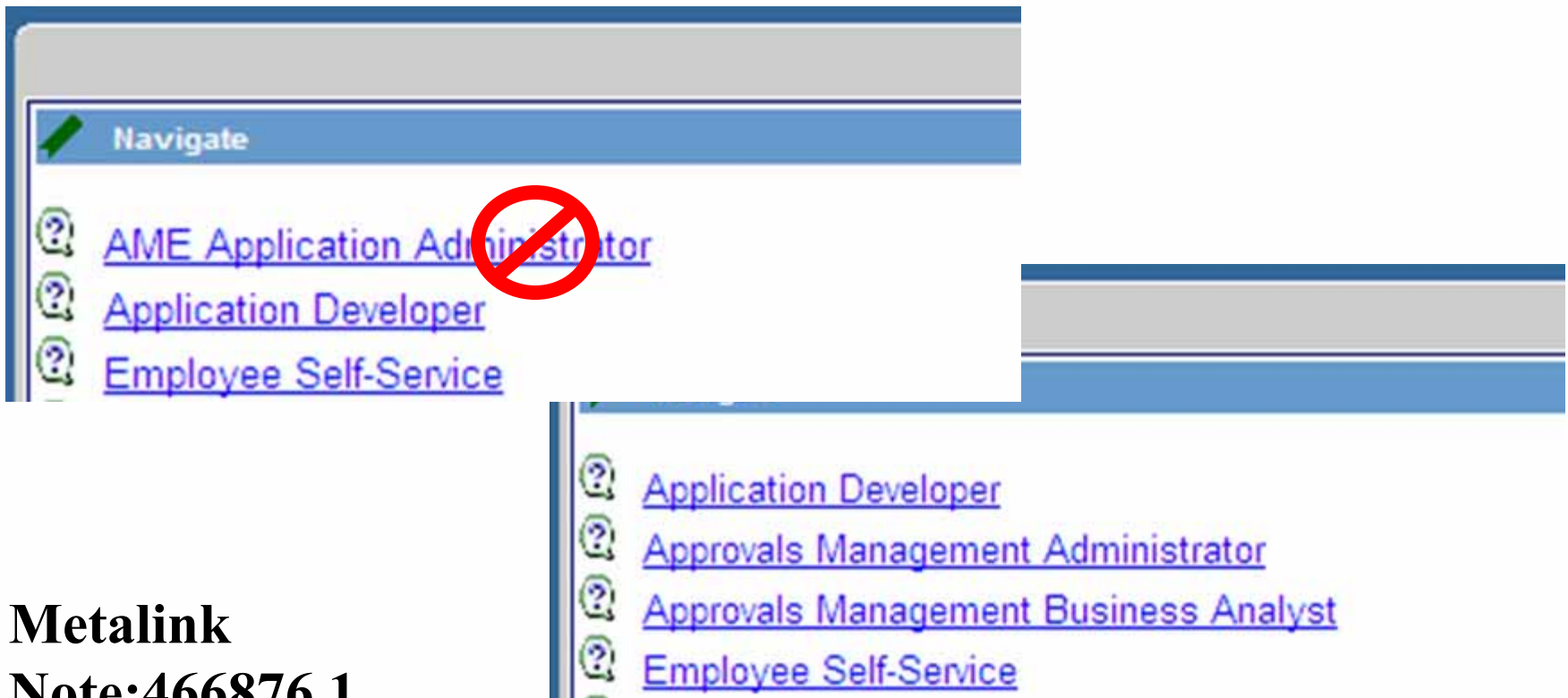
Demonstrate:

- Component generation for sample Business Rule with results

# Approvals Management Engine

- A Module within Oracle E-Business Suite
- Interprets Business Rules for Approvals
- Use can vary by module (HRSS vs. AP)
- Extremely Flexible
- Workflow understanding is important

## Upgrading from AME.A to AME.B: System Administrator > Requests > Run > Approvals Management Post Upgrade Process



The image shows two screenshots of an Oracle navigation menu. The top screenshot shows a 'Navigate' menu with three items: 'AME Application Administrator', 'Application Developer', and 'Employee Self-Service'. A red circle with a diagonal slash is drawn over the 'AME Application Administrator' link, indicating it is deprecated or to be avoided. The bottom screenshot shows a similar menu with four items: 'Application Developer', 'Approvals Management Administrator', 'Approvals Management Business Analyst', and 'Employee Self-Service'.

**Metalink**  
**Note:466876.1**

# ORACLE® Approvals Management

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## Configuration Variables

To use any of the default configuration variables value in your transaction type, leave the specific Transaction Type variable field blank and click Apply.

Transaction Type

### General Configuration Variables

Variable Name	Description	Default	Transaction Type
adminApprover	the person or user that AME identifies as the next approver when it raises an exception	<input type="text" value="SYSADMIN"/>	<input type="text"/>
allowAllApproverTypes	whether AME allows all approver types	<input type="button" value="No"/>	<input type="button" value="Yes"/>
allowAllItemClassRules	whether AME allows to create subordinate item class rules	<input type="button" value="No"/>	<input type="text"/>
allowFyiNotifications	whether AME allows fyi notifications	<input type="button" value="Yes"/>	<input type="text"/>
currencyConversionWindow	how many days AME should look back, at most, to find a currency-conversion rate	<input type="text" value="120"/>	<input type="text"/>
distributedEnvironment	whether AME runs in a distributed-database environment (yes or no)	<input type="button" value="No"/>	<input type="text"/>
productionFunctionality	what types of production-rule functionality are allowed	<input type="button" value="No production rules"/>	<input type="text"/>
purgeFrequency	how many days temporary AME data ages before being purged	<input type="text" value="15"/>	<input type="text"/>
repeatedApprovers	how many times to require an approver's approval, in the absence of forwarding	<input type="button" value="once per transaction"/>	<input type="text"/>

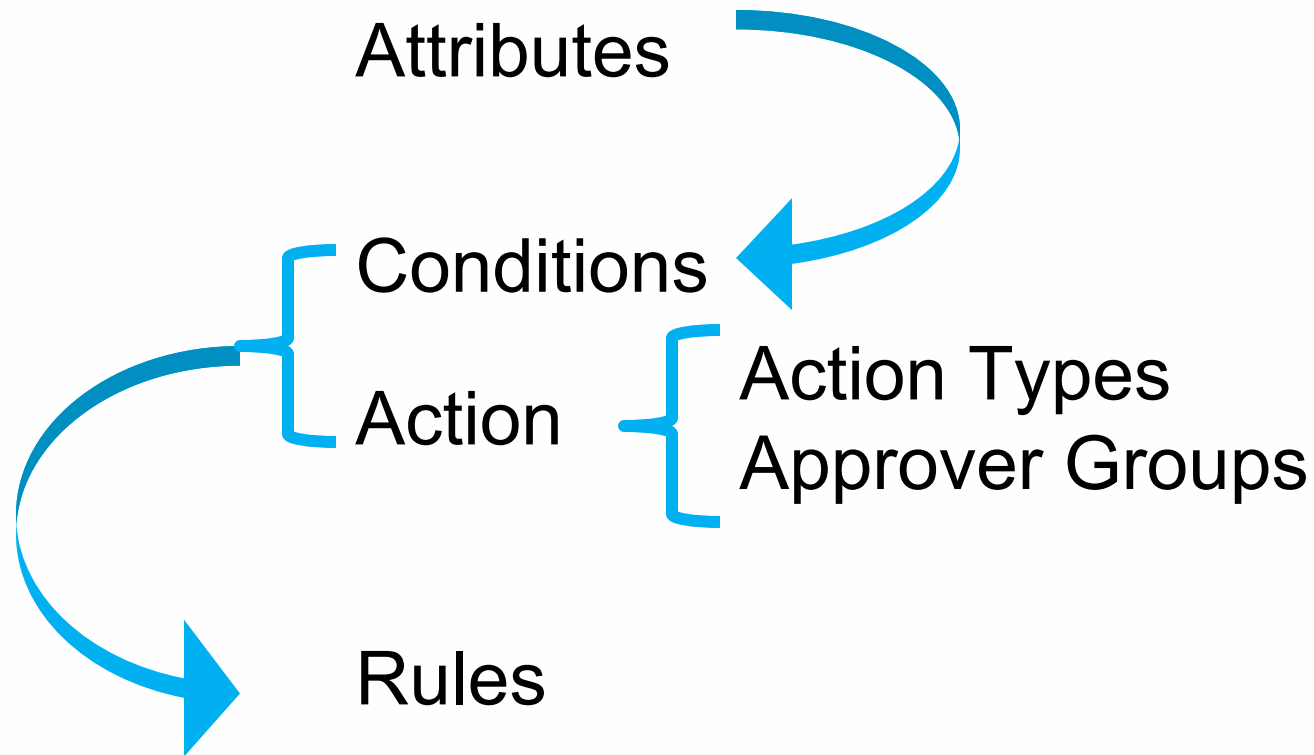
### ▶ Rule Priority Modes

### ▶ Forwarding Behaviors

**allowFyiNotifications**

[Return To Dashboard](#)

# Components





# Attributes

- Business Facts: database item values, true/false determinations, etc.
- Used to build conditions

Examples:

- True/False whether current transaction is a pay raise
- Annual Salary of Employee
- Department Name on Assignment
- Workflow Process name of transaction

# Conditions

- The IF clause of a rule
- Evaluate Attributes
- Returns True or False for transaction
- All Conditions must return True for Rule to fire

# Action Types

- HOW approvers are generated
  - Based on existing hierarchy (*chain*)
  - User-specified list of persons
- Give ORDER of approvals:  
pre-chain ➤ chain ➤ post-chain

# Approver Groups

- WHO is in the group
- Generally only needed for Pre- and Post-Chain action
- Two ways to Identify Persons
  1. Static List of Persons
  2. Dynamic List of Persons

IMPORTANT: Query must return correct syntax, e.g.,  
“PER:person\_id”

# Actions

- The THEN statement of a rule
- Combine Action Type with Approver Group
- Automatically generated for Pre- and Post-Chain action types for each App Group
- Many seeded actions for Chains, e.g., supervisor levels up to 10.

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Transaction Type: Oracle Self Service Human Resources

[Rules](#) [Test Workbench](#) **[Setup](#)**

[Attributes](#) | [Conditions](#) | **[Action Types](#)** | [Approver Groups](#)


**Action Types**

To reinstate changed configuration details to original values click Revert

[Report \(1\)](#) [Apply](#)

**Search**

Rule Type  [Go](#)

 pre-chain-of-authority approvals

Use Existing Action Type

Select	Name	Description	Rule Type	Order Number	Ordering Mode	Voting Method	Remove
<input checked="" type="radio"/>	<u>pre-chain-of-authority approvals</u>	group approvals before the chain of authority	Pre List Approval Group	<input type="text" value="1"/>			
<input type="radio"/>	<u>Supervisory level</u>	Chains of authority based on number of supervisory levels	Chain Of Authority	<input type="text" value="3"/>	<input type="text" value="Serial"/>	<input type="text" value="Serial"/>	

**Actions: pre-chain-of-authority approvals**

Action	Update	Delete
Require pre-approval from SSHR Payroll Contact		

[Revert \(1\)](#) [Apply](#)

Require pre-approval from SSHR Payroll Contact



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Transaction Type: Oracle Self Service Human Resources

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[Attributes](#) | [Conditions](#) | **[Action Types](#)** | [Approver Groups](#)

## Action Types

To reinstate changed configuration details to original values click Revert.

[Revert \(1\)](#) [Apply](#)

### Search

Rule Type  [Go](#)

Supervisory level

[Use Existing Action Type](#)

Select	Name	Description	Rule Type	Order Number	Ordering Mode	Voting Method	Remove
<input type="radio"/>	<a href="#">pre-chain-of-authority approvals</a>	group approvals before the chain of authority	Pre List Approval Group	<input type="text" value="1"/>			
<input checked="" type="radio"/>	<a href="#">Supervisory level</a>	Chains of authority based on number of supervisory levels	Chain Of Authority	<input type="text" value="3"/>	<input type="text" value="Serial"/>	<input type="text" value="Serial"/>	

### Actions: Supervisory level

[Create](#) [Previous](#)  [Next 5](#)

Action	Update	Delete
Require approvals up to the first superior, at most.		
Require approvals up to the first two superiors, at most.		
Require approvals up to the first three superiors, at most.		
Require approvals up to the first four superiors, at most.		
Require approvals up to the first five superiors, at most.		

[Revert \(1\)](#) [Apply](#)

# ORACLE® Approvals Management

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[Setup: Action Types](#) >

## Use Existing Action Type: Select Action Types

Select one or more action types and click Continue to use them in the current transaction type.

### Search

Rule Type

Indicates already available in Oracle Self Service Human Resources.

[Select All](#) | [Select None](#)

Select	Name <small>△</small>	Description	Rule Type	View Actions	Update	Delete
<input type="checkbox"/>	<a href="#">Relative job level</a>	Chains of authority based on relative job level	Chain Of Authority			
<input type="checkbox"/>	<a href="#">Substitution</a>	Substitute one approver for another	Substitution			
<input type="checkbox"/>	<a href="#">Supervisory level</a> <small>Indicates already available in Oracle Self Service Human Resources.</small>	Chains of authority based on number of supervisory levels	Chain Of Authority			
<input type="checkbox"/>	<a href="#">approval-group chain of authority</a>	chain of authority includes an approval group	Chain Of Authority			
<input checked="" type="checkbox"/>	<a href="#">post-chain-of-authority approvals</a>	group approvals after the chain of authority	Post List Approval Group			

**post-chain-of-authority approvals**





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Transaction Type: Oracle Self Service Human Resources

**Rules** | **Test Workbench** | **Setup**

[Attributes](#) | [Conditions](#) | [Action Types](#) | [Approver Groups](#)

**Confirmation**

The selected action types have been added successfully.

**Action Types**

To reinstate changed configuration details to original value

**Search**

Rule Type



post-chain-of-authority approvals

1)

Use Existing Action Type

Select	Name	Description	Rule Type	Order Number	Ordering Mode	Voting Method	Remove
<input type="radio"/>	<u>pre-chain-of-authority approvals</u>	group approvals before the chain of authority	Pre List Approval Group	<input type="text" value="1"/>			
<input checked="" type="radio"/>	<u>post-chain-of-authority approvals</u>	group approvals after the chain of authority	Post List Approval Group	<input type="text" value="1"/>			
<input type="radio"/>	<u>Supervisory level</u>	Chains of authority based on number of supervisory levels	Chain Of Authority	<input type="text" value="3"/>	<input type="text" value="Serial"/>	<input type="text" value="Serial"/>	

**Actions: pre-chain-of-authority approvals**

Action <input type="text"/>	Update	Delete
Require post-approval from SSHR Payroll Contact		

Require post-approval from SSHR Payroll Contact

1)

# Rules

IF (Condition 1 is true,  
    Condition 2 is true...)  
THEN (Action 1,  
       Action 2...)

## Rule Types

- List-Creation = Chains of Authority
- Pre-List Approver Group
- Post-List Approver Group
- Combination
- Substitutions

## Rule Categories

Approval

FYI

# Sample Business Rule

A Termination Requires

1. **FYI** to Budget Department **before** supervisor approval is granted;
2. **Approvals** required from up to 2 **supervisors**;
3. **FYI** to Benefits Dept. **after** supervisor approval, but only if **Salary**  $\geq$  \$50,000;
4. **FYI** to anyone to whom employee Released Information.

### A Termination Requires

1. **FYI** to Budget Department **before** supervisor approval is granted;
2. **Approvals** required from up to 2 **supervisors**;
3. **FYI** to Benefits Dept. **after** supervisor approval, but only if **Salary >= \$50,000**;
4. **FYI** to anyone to whom employee Released Information;

### Attributes Needed:

- True/False if transaction is SS Termination
- Employee's Current Salary

### Conditions:

- Transaction is SS Termination is TRUE
- Current Salary >= \$50,000

### A Termination Requires

1. **FYI** to Budget Department **before** supervisor approval is granted;
2. **Approvals** required from up to 2 **supervisors**;
3. **FYI** to Benefits Dept. **after** supervisor approval, but only if Salary  $\geq$  \$50,000;
4. **FYI** to anyone to whom employee Released Information;

### Approver Groups:

- Person(s) in Budget Department (static)
- Person(s) in Benefits Department (static)
- Person(s) granted Released Information (dynamic)

### A Termination Requires

1. **FYI** to Budget Department **before** supervisor approval is granted;
2. **Approvals** required from up to 2 **supervisors**;
3. **FYI** to Benefits Dept. **after** supervisor approval, but only if **Salary**  $\geq$  \$50,000;
4. **FYI** to anyone to whom employee Released Information;

### Rules:

1. Pre-List, FYI, Budget App Group \*
2. List-Creation, Approval, Up to 2 Supervisors
3. Post-List, FYI, Benefits App Group
4. Post-List, FYI, Released Information Grantees \*

\*Could be combined into one rule as an alternative

# ORACLE Approvals Management

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## Business Analyst Dashboard

This table displays the transaction types in the order you accessed them.

### Transaction Types

Previous 1-5 Next 5

Name	Application	Rules	Test	Setup
<a href="#">Payables Invoice Approval</a>	Payables			
<a href="#">Oracle Self Service Human Resources</a>	Human Resources			
<a href="#">Purchase Requisition Approval</a>	Purchasing			
<a href="#">AMW Audit Procedure Approval</a>	Internal Controls Manager			
<a href="#">AMW Control Approval</a>	Internal Controls Manager			

### Recently Updated Rules

This table displays the rules whose definition and usages has changed.

Since number of days

Name	Rule Type	Transaction Type	Action	Date	User	Update
No results found.						

### Future Active

### Future Inactive

**[Oracle Self Service Human Resources](#)**

## Approval Process Setup

### 1. Select the transaction type

### 2. Define the components

Approvals Management uses these components within the approval rules.

#### [Attributes](#)

Define attributes to fetch business facts for a specific transaction.

#### [Conditions](#)

Define conditions to evaluate attributes within rules. If all conditions in a rule are true then the rule is active for the transaction.

#### [Action Types](#)

Enable action types to specify the action to take if a rule is active for a transaction.

#### [Approver Groups](#)

Define approver groups to contain approvers who are usually members of peer groups such as payroll or expenses

### 4. Test Workbench

Define test cases or test real transactions



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Transaction Type: Oracle Self Service Human Resources

**Rules** Test Workbench **Setup**

**Attributes** | Conditions | Action Types | Approver Groups

**Attributes**

This page enables you to view attributes present in your transaction type, create new, and reuse existing attributes to specify the business components of a transaction such as total amount, a percent discount, and a person's salary.

**Search**

Attribute Category: All  
 Item Class: All  
 Data Type: All  
 Name:

HR IS TERMINATION SS

Previous 10 21-30 Next 10

Attribute	Description	Category	Usage Type	Item Class	Data Type	Update	Delete
<a href="#">HR_IS_SELECTED_PERSON_CONTACT_CHANGE_SS</a>	Includes contact change	Others	Dynamic	Header	Boolean		
<a href="#">HR_IS_SUPERVISOR_CHANGE_SS</a>	Includes supervisor change	Others	Dynamic	Header	Boolean		
<a href="#">HR_IS_TERMINATION_SS</a>	Includes termination change	Others	Dynamic	Header	Boolean		
<a href="#">HR_LENGTH_OF_SERVICE_IN_YEARS_SS</a>	Length of service (years)	Others	Dynamic	Header	Number		
<a href="#">HR_PAY_AMOUNT_CHANGE_SS</a>	Pay change (amount)	Others	Dynamic	Header	Number		
<a href="#">HR_PAY_BASIS_ID_SS</a>	ID of payroll basis	Others	Dynamic	Header	Number		
<a href="#">HR_PAY_PERCENT_CHANGE_SS</a>	Pay change (percent)	Others	Dynamic	Header	Number		
<a href="#">HR_PROPOSED_GRADE_ID_SS</a>	ID of proposed grade	Others	Dynamic	Header	Number		
<a href="#">HR_PROPOSED_JOB_ID_SS</a>	ID of proposed job	Others	Dynamic	Header	Number		

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Transaction Type: Oracle Self Service Human Resources

Rules

Test Workbench

Setup

[Attributes](#) | 
 [Conditions](#) | 
 [Action Types](#) | 
 [Approver Groups](#)

[Setup: Attributes](#) >

**Create New Attribute**

You can select an approver type for Number data type and a value set that contains business-specific data for Number, String, and Currency data types.

Cancel

Create Another (1)

Apply

\* Indicates required field

\* Name

Item Class

\* Description

Data Type

Approver Type

Value Set

Usage Type

\* Value   
Enter SQL query for dynamic attributes.

Validate

⌘ Value

```

select nvl((ppp.proposed_salary_n *
           ppb.pay_annualization_factor),0)
from hr.per_all_assignments_f paaf,
     hr.per_pay_proposals ppp,
     hr.per_pay_bases ppb
where paaf.person_id =
      (select number_value
       from hr.hr_api_transaction_values hatv,
            hr.hr_api_transaction_steps hats,
            hr.hr_api_transactions hat
       where hatv.name = 'P_PERSON_ID'
            and hatv.transaction_step_id = hats.transaction_step_id
            and hats.transaction_id = hat.transaction_id
            and hat.transaction_id = :transactionId)
and (select date_value

```

Be sure to return a value—cannot be null

hr.hr\_api\_transaction\_values hatv,  
hr.hr\_api\_transaction\_steps hats,  
hr.hr\_api\_transactions hat

Context variable

Enter SQL query for dynamic attributes.

# ORACLE® Approvals Management

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Transaction Type: Oracle Self Service Human Resources

[Rules](#) [Test Workbench](#) **[Setup](#)**

[Attributes](#) | [Conditions](#) | [Action Types](#) | [Approver Groups](#)

Setup: [Conditions](#) >

## Create New Condition

\* Indicates required field

[Cancel](#) [Create Another \(1\)](#) [Apply](#)

Condition Type

\* Attribute



### Expression

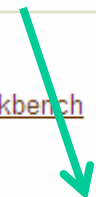
HR\_IS\_TERMINATION\_SS

[Cancel](#) [Create Another \(1\)](#) [Apply](#)

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Setup: [Conditions](#) >

## Create New Condition

\* Indicates required field

[Cancel!](#) [Create Another \(1\)](#) [Apply](#)

Condition Type

\* Attribute

### Expression

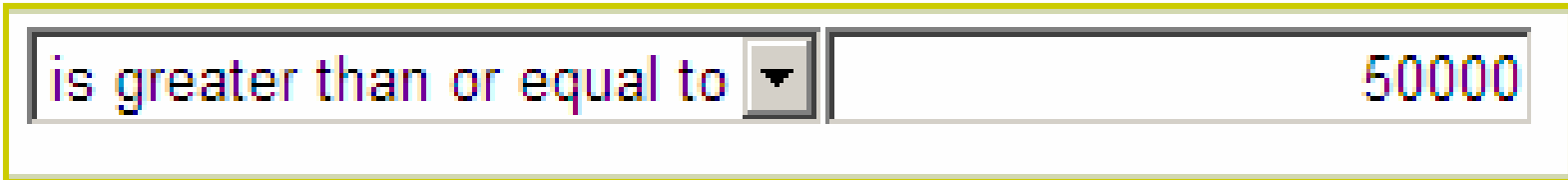
MUSS\_TERM\_SALARY

[Cancel!](#) [Create Another \(1\)](#) [Apply](#)

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# Before Approval Groups defined:

★ + Action Types Home RSS Print Page Tools >>

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Transaction Type: Oracle Self Service Human Resources **Rules** Test Workbench Setup

Attributes | Conditions | **Action Types** | Approver Groups

## Action Types

To reinstate changed configuration details to original values click Revert. Revert (1) Apply

**Search**

Rule Type

---

Select	Name	Description	Rule Type	Order Number	Ordering Mode	Voting Method	Remove
<input checked="" type="radio"/>	<a href="#">pre-chain-of-authority approvals</a>	group approvals before the chain of authority	Pre List Approval Group	<input type="text" value="1"/>			
<input type="radio"/>	<a href="#">post-chain-of-authority approvals</a>	group approvals after the chain of authority	Post List Approval Group	<input type="text" value="1"/>			
<input type="radio"/>	<a href="#">Supervisory level</a>	Chains of authority based on number of supervisory levels	Chain Of Authority	<input type="text" value="3"/>	<input type="text" value="Serial"/>	<input type="text" value="Serial"/>	

**Actions: pre-chain-of-authority approvals**

Action	Update	Delete
Require pre-approval from SSHR Payroll Contact		

Revert (1) Apply

Setup: Approver Groups >

### Create New Approver Group

\* Indicates required field

Cancel Create Another (1) Apply

\* Name

\* Description

\* Order Number

Voting Method

Usage Type

Query

Approver Type	Approver
<input type="text" value="HR People"/>	<input type="text" value="Elliot, Anne"/>

#### Group Members

Enter members for the static approver group.

Approver Type	Approver	Order Number	Delete
<input type="text" value="HR People"/>	<input type="text" value="Elliot, Anne"/>	<input type="text" value="1"/>	

Add Another Row



Setup: Approver Groups >

### Create New Approver Group

\* Indicates required field

Cancel Create Another (1) Apply

\* Name MUSS\_BENEFIT\_SPECIALISTS  
\* Description Contacts in HR for Benefit matters.  
\* Order Number 1  
Voting Method Serial  
Usage Type Static  
Query

HR People	Bennet, Elizabeth
HR People	Ferrars, Edward

#### Group Mem

Enter members for the static approver group.

Approver Type	Approver	Order Number	Delete
HR People	Bennet, Elizabeth	1	
HR People	Ferrars, Edward	2	

Add Another Row



Attributes | Conditions | Action Types | **Approver Groups**

Setup: Approver Groups >

**Create New Approver Group**

\* Indicates required field

Cancel Create Another (1) Apply

\* Name: MUSS\_RELEASE\_GRANTEES

\* Description: List of person ids for those whom the employee has granted Release of Information.

\* Order Number: 2

Voting Method: Serial

Usage Type: **Dynamic**

Query: `select 'PER:'||fu.employee_id  
from hr.per_person_list ppl,  
apps.fnd_user fu  
where ppl.person_id =`

**Dynamic**

Use required syntax

`select 'PER:'||fu.employee_id`

Dynamic Approver Group requires a SQL.

Validate

**Group Members**

Enter members for the static approver group.

Approver Type	Approver	Order Number	Delete
No results found.			
Add Another Row			

# After Approval Groups defined:

ORACLE App  
Transaction Type: Oracle Sel  
Attributes | Conditions | /  
Action Types  
To reinstate changed configura

Search  
Rule Type All

Use Existing Action

Select	Name	Description	Rule Type	Order Number	Ordering Mode	Voting Method	Remove
<input checked="" type="radio"/>	<a href="#">pre-chain-of-authority approvals</a>	group approvals before the chain of authority	Pre List Approval Group	1			
<input type="radio"/>	<a href="#">post-chain-of-authority approvals</a>	group approvals after the chain of authority	Post List Approval Group	1			
<input type="radio"/>	<a href="#">Supervisory level</a>	Chains of authority based on number of supervisory levels	Chain Of Authority	3	Serial	Serial	

Actions: [pre-chain-of-authority approvals](#)

Action	Update	Delete
Require pre-approval from MUSS_BENEFIT_SPECIALISTS		
Require pre-approval from MUSS_BUDGET_ANALYST		
Require pre-approval from MUSS_RELEASE_GRANTEES		
Require pre-approval from SSHR Payroll Contact		



# ORACLE Approvals Management

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Transaction Type: Oracle Self Service Human Resources

**Rules**

Test Workbench

Setup



## Create New Rule: Enter Rule Details

\* Indicates required field

Pre List Approver Group

\* Name MUSS Termination - Budget

\* Rule Type Pre List Approver Group

Item Class Header

Category For Your Information

\* Start Date 22-Feb-2008   
(example: 22-Feb-2008)

\* End Date 31-Dec-4712

Step 1 of 4

For Your Information

# ORACLE Approvals Management

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Transaction Type: Oracle Self Service Human Resources

**Rules** Test Workbench Setup

[Rules](#) >

## Update Rule: MUSS Termination - Budget

\* Indicates required field

Item Class **Header**  
Rule Type **Pre List Approver Group**  
\* Name   
Category

\* Start Date   
(example: 22-Feb-2008)  
\* End Date

### Other Instances of this Rule

#### Conditions

Condition	Condition type	Item Class	Remove
HR_IS_TERMINATION_SS is True	Ordinary	Header	<input type="button" value="Remove"/>

#### \*Action

Action Type	Action	Remove
pre-chain-of-authority approvals	Require pre-approval from MUSS_BUDGET_ANALYST	<input type="button" value="Remove"/>

Update Rule MUSS Termination - Supervisors

ORACLE® Approvals Management

Transaction Type: Oracle Self Service Human Resources

Rules | Test Workbench | Setup

Rules >

### Update Rule: MUSS Termination - Supervisors

\* Indicates required field

**List Creation**

Item Class: Header  
 Rule Type: List Creation  
 \* Name: MUSS Termination - Supervisors  
 Category: Approver

\* Start Date: 22-Feb-2008  
 (example: 22-Feb-2008)  
 End Date: 31-Dec-4712  
 Priority: 1

Other Instances of this Rule

**Condition**

HR\_IS\_TERMINATION\_SS is True

Condition	Condition Type	Item Class	Remove
HR_IS_TERMINATION_SS is True	Ordinary	Header	

**Action**

Require approvals up to the first two superiors, at most.

Action Type	*Action	Remove
Supervisory level	Require approvals up to the first two superiors, at most.	

Cancel | Apply

# ORACLE Approvals Management

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Transaction Type: Oracle Self Service Human Resources

**Rules** Test Workbench Setup

Rules >

## Update Rule: MUSS Termination - Benefits

\* Indicates required field

Item Class **Header**  
Rule Type **Post List Approver Group**  
\* Name

\* Start Date   
(example: 22-Feb-2008)  
\* End Date

Category

### Other Instances of this Rule

### Conditions

### Condition

HR\_IS\_TERMINATION\_SS is True  
MUSS\_TERM\_SALARY is greater than or equal to 50000

HR_IS_TERMINATION_SS is True	Ordinary	Header	
MUSS_TERM_SALARY is greater than or equal to 50000	Ordinary	Header	

### Actions

### Action

Require post-approval from MUSS\_BENEFIT\_SPECIALISTS

post-chain-of-authority approvals	Require post-approval from MUSS_BENEFIT_SPECIALISTS	
-----------------------------------	---	--

Rules >

### Update Rule: MUSS Termination - Release Grantees

\* Indicates required field

Cancel Apply

Item Class **Header**  
 Rule Type **Post List Approver Group**  
 \* Name   
 Category

\* Start Date   
(example: 22-Feb-2008)  
 \* End Date

▶ Other Instances of this Rule

Conditions

Add Condition

**Condition**  
HR\_IS\_TERMINATION\_SS is True

Condition	Condition Type	Item Class	Conditions	Remove
HR_IS_TERMINATION_SS is True	Ordinary	Header		

Actions

Add Action

**Action**  
Require post-approval from MUSS\_RELEASE\_GRANTEES

Action Type	Action	Remove
post-chain-of-authority approvals	Require post-approval from MUSS_RELEASE_GRANTEES	

Cancel Apply

## Manager Actions: People in Hierarchy

	<b>1</b>	Elliot, Anne
<b>Focus</b>	<b>Name</b>	
	Jane Austen	Bennet, Elizabeth
	<b>3</b>	Fitzwilliam Darcy
	<b>2</b>	Elinor Dashwood
		Catherine Morland
		Fanny Price
<b>Terminate:</b>	Emma Woodhouse	Salary: \$26,000/yr Released Info to: None
	Frederick Wentworth	
	James Knightly	



## ORACLE MU Salary Manager Self Service

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### **i** Information

Please enter an Effective Date on or after 01-Feb-2008.

### Termination: Effective Date Options

[Back](#) [Continue](#)

Effective Date 22-Feb-2008

Employee Name **Emma Woodhouse**  
 Organization Email Address  
 Manager **Fanny Price**

Employee Number **20403**  
 Department **Arts & Sciences**  
 Job **Temp.None**

Enter the date on which the changes should take effect, and press the Continue button.

February 2008

Changes should take effect on the effective date as entered below.

Effective Date    
 (example: 22-Feb-2008)

Changes should take effect as soon as final approval is made.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	1

[Back](#) [Continue](#)

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## ORACLE MU Salary Manager Self Service

[Home](#) [Logout](#)

### Termination

[Cancel](#) [Back](#) [Next](#)


Effective Date 01-Apr-2008

Employee Name **Emma Woodhouse**  
Organization Email Address  
Manager **Fanny Price**

Employee Number **20403**  
Department **Arts & Sciences**

\* Indicates required field

Termination Date **01-Apr-2008**

\* Notification Date    
(example: 22-Feb-2008)

\* Reason

Comments

[Cancel](#) [Back](#) [Next](#)

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**ORACLE** MU Salary Manager Self Service

**Termination: Review**

[Cancel](#) [Back](#) [Submit](#)

Effective Date 01-Apr-2008

Employee Name **Emma Woodhouse**  
 Organization Email Address  
 Manager **Fanny Price**

Employee Number **20403**  
 Department **Arts & Sciences**

● Indicates Changed Items.

**Termination Details**

Termination Date **01-Apr-2008**  
 Notification Date **01-Apr-2008**  
 Reason **Quit With Prop**  
 Rehire  
 Eligible for Rehire?  
 Comments  
 Comments

Approver	Order No
Elliot, Anne	1
Dashwood, Elinor	2
Darcy, Fitzwilliam	3

**Approvers**

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
<a href="#">▶ Show</a>	1	Elliot, Anne	HR People	1	For Your Information		
<a href="#">▶ Show</a>	2	Dashwood, Elinor	HR People	2	Approver		
<a href="#">▶ Show</a>	3	Darcy, Fitzwilliam	HR People	3	Approver		

[▶ Add Adhoc Approver](#)

**▶ Add Adhoc Approver**

[Cancel](#) [Back](#) [Submit](#)

## Manager Actions: People in Hierarchy

		<b>1</b>	Elliot, Anne
<b>3</b>	Jane Austen	<b>4</b>	Bennet, Elizabeth
	<b>2</b> Fitzwilliam Darcy	<b>5</b>	Ferrars, Edward
	Elinor Dashwood		
<b>Terminate:</b>	James Knightly	<b>6</b>	Salary: \$60,000/yr Released Info to: Edmund Bertram
	Fanny Price		
	Emma Woodhouse		
	Frederick Wentworth		
	Catherine Morland		

Termination: Review

Effective Date 15-Mar-2008

Employee No  
Organization Email Addr  
Man

er 20401  
nt English

Cancel Back Submit

Indicates Changed Items.

Termination Details

Approver	Order No
Elliot, Anne	1
Darcy, Fitzwilliam	2
Austen, Jane	3
Bennet, Elizabeth	4
Ferrars, Edward	5
Bertram, Edmund	6

Approvers

Details	Line No	Approver	Approver Type	Order No	Category	Status	Delete
Show	1	Elliot, Anne	HR People	1	For Your Information		
Show	2	Darcy, Fitzwilliam	HR People	2	Approver		
Show	3	Austen, Jane	HR People	3	Approver		
Show	4	Bennet, Elizabeth	HR People	4	For Your Information		
Show	5	Ferrars, Edward	HR People	5	For Your Information		
Show	6	Bertram, Edmund	HR People	6	For Your Information		

Add Adhoc Approver

Cancel Back Submit

# Notifications Generated\*

	A	B	C	D
1	SUBJECT	FROM_USER	TO_USER	BEGIN_DATE
2	MUSS Termination V5 for Knightly, James requires review	Dashwood, Elinor	Elliot, Anne	2/26/2008 11:14
3	MUSS Termination V5 for Knightly, James (forwarded to Darcy, Fitzwilliam)	SYSADMIN	Dashwood, Elinor	2/26/2008 11:14
4	MUSS Termination V5 for Knightly, James (proposed by Dashwood, Elinor)	Dashwood, Elinor	Darcy, Fitzwilliam	2/26/2008 11:14
5	MUSS Termination V5 for Knightly, James (forwarded to Austen, Jane)	SYSADMIN	Dashwood, Elinor	2/26/2008 11:15
6	MUSS Termination V5 for Knightly, James (proposed by Dashwood, Elinor)	Darcy, Fitzwilliam	Austen, Jane	2/26/2008 11:15
7	MUSS Termination V5 for Knightly, James has been approved	Dashwood, Elinor	Bennet, Elizabeth	2/26/2008 11:16
8	MUSS Termination V5 for Knightly, James has been approved	Dashwood, Elinor	Bertram, Edmund	2/26/2008 11:16
9	MUSS Termination V5 for Knightly, James has been approved	Dashwood, Elinor	Ferrars, Edward	2/26/2008 11:16
10	MUSS Termination V5 for Knightly, James has been approved. These changes are effective from 15-MAR-2008.	SYSADMIN	Dashwood, Elinor	2/26/2008 11:16

**\*from wf\_notifications table**

## MUSS Termination V5 for Emma Woodhouse requires review

[OK](#) [Reassign](#)

From Price, Fanny  
To Elliot, Anne  
Sent 22-Feb-2008 13:32:49  
ID 2241332

Attachments

**(Before Final Approval)**

### Summary

Effective Date 01-Apr-2008

Employee Name **Emma Woodhouse**  
Organization Email Address  
Manager **Fanny Price**

Employee Number 20403  
Department **Arts & Sciences**  
Job **Temp.None**

Indicates Changed Items.

### Termination Details

Termination Date **01-Apr-2008**  
Notification Date **01-Apr-2008**  
Reason **Quit With Proper Notice**  
Rehire  
Eligible for Rehire?  
Comments  
Comments

[Return to Worklist](#)

Display next notification after my response

[OK](#) [Reassign](#)

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**MUSS Termination V5 for Emma Woodhouse (proposed by Price, Fanny)**

[Approve](#) [Reject](#) [Reassign](#)

From Price, Fanny Attachments  
 To Dashwood, Elinor  
 Sent 22-Feb-2008 13:32:50  
 Due 21-Feb-2009 13:32:50  
 ID 2241334

**Summary**

Effective Date 01-Apr-2008

Employee Name	Emma Woodhouse	Employee Number	20403
Organization Email Address		Department	Arts & Sciences
Manager	Fanny Price	Job	Temp.None

● Indicates Changed Items.

**Termination Details**

Termination Date 01-Apr-2008  
 Notification Date 01-Apr-2008  
 Reason Quit With Proper Notice  
 Rehire  
 Eligible for Rehire?  
 Comments  
 Comments

**Action History**

Num	Action Date	Action	From	To	Details
1	22-Feb-2008 13:32:50	Submit	Price, Fanny	Dashwood, Elinor	



**MUSS Termination V5 for Emma Woodhouse (proposed by Price, Fanny)**

Approve Reject Reassign

From **Dashwood, Elinor** Attachments  
 To **Darcy, Fitzwilliam**  
 Sent 22-Feb-2008 13:48:26  
 Due 21-Feb-2009 13:48:26  
 ID 2241336

**Summary**

Effective Date 01-Apr-2008

Employee Name **Emma Woodhouse**  
 Organization Email Address  
 Manager **Fanny Price**

Employee Number **20403**  
 Department **Arts & Sciences**  
 Job **Temp.None**

Indicates Changed Items.

**Termination Details**

Termination Date **01-Apr-2008**  
 Notification Date **01-Apr-2008**  
 Reason **Quit With Proper Notice**  
 Rehire  
 Eligible for Rehire?  
 Comments  
 Comments

**Action History**

Num	Action Date	Action	From	To	Details
1	22-Feb-2008 13:32:50	Submit	Price, Fanny	Dashwood, Elinor	
2	22-Feb-2008 13:48:25	Approve	Dashwood, Elinor	Workflow System	

Notification Details

**ORACLE** MU Employee Self Service

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[Notifications](#) > [Worklist](#) >

**Warning**

1. This notification has been closed and did not require a response.
2. You cannot perform an action because the notification is closed.

**MUSS Termination V5 for Emma Woodhouse requires re...**

From Price, Fanny      Attachments  
To Elliot, Anne  
Sent 22-Feb-2008 13:32:49  
Closed 22-Feb-2008 13:42:21  
ID 2241332  
Responder Elliot, Anne

[Return to Worklist](#)

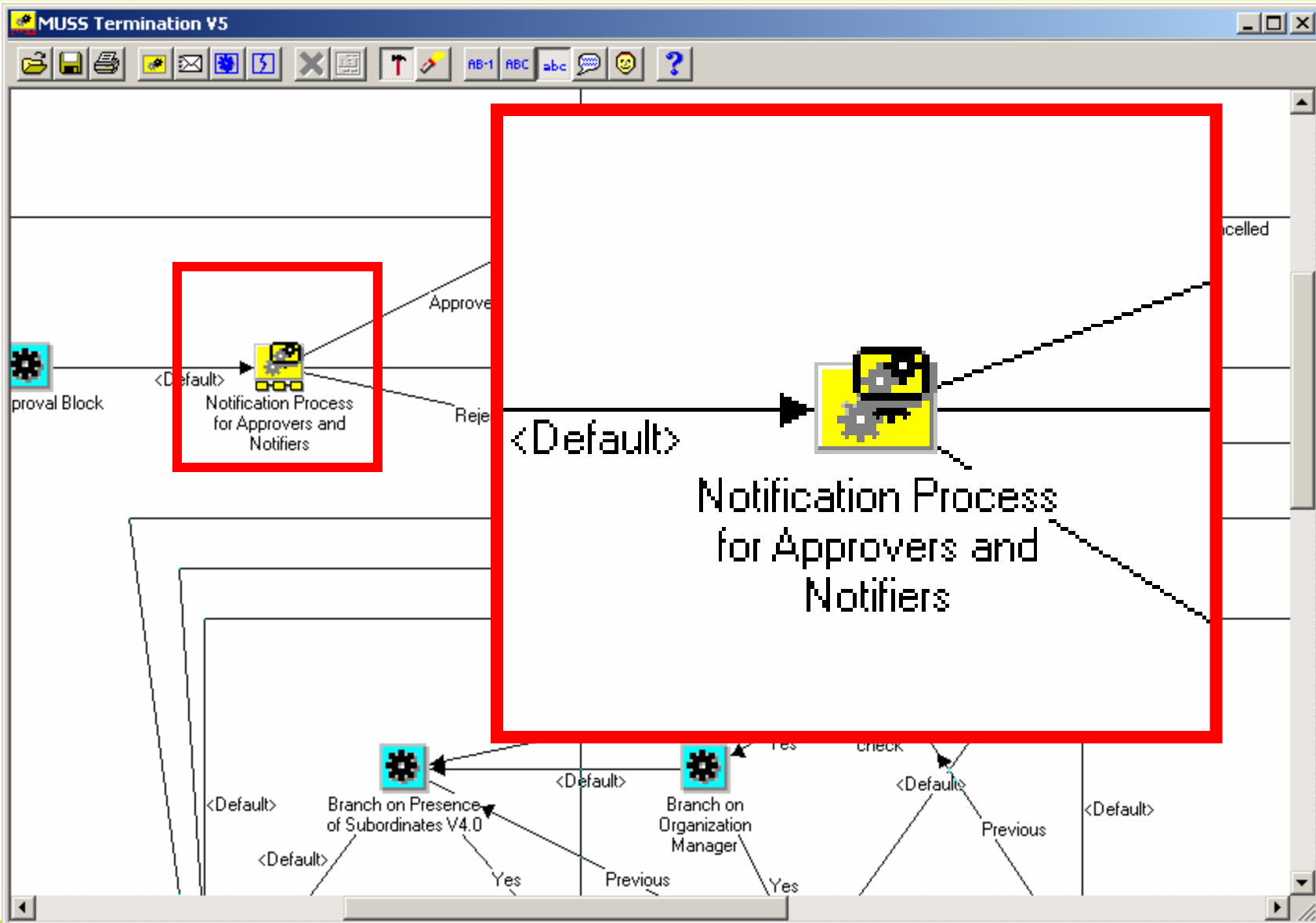
Display next notification after my response

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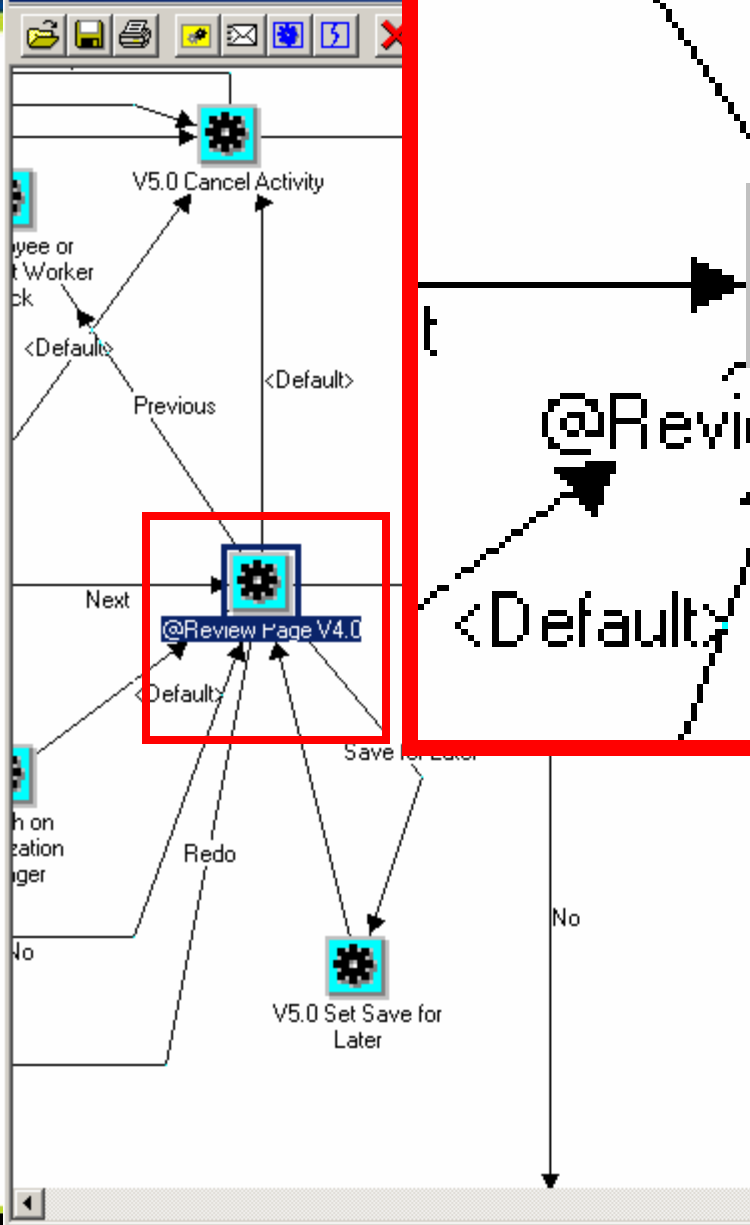
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**(After Final Approval)**

**Notification Body lost after final Approval (seeded NTFs)**



MUSS Termination V5



Navigator Control Properties

Function | Details | Roles | Access | Node | Node Attributes

Attribute

Name: HR\_APPROVAL\_REQ\_FLAG

Type: Constant

Value: Yes - Dynamic Approval

Edit

Name	Value Type	Value	Type	Description
HR_ACTIVITY_T...	Constant	JSP	Text	
HR_ACTIVITY_T...	Constant	HR_REVIEW_T...	Form	
HR_DYNAMIC_A...	Item Attribute	Approval Level	Number	Dynamic Ap...
HR_APPROVAL_...	Constant	Yes - Dynamic A...	Lookup	Approval R...
Confirm Instructio...	Constant	PER	Text	
...	...	HR_CONFERM...	Text	

OK Cancel Apply Help

Name:

Type:

Value:

<None>  
No  
Yes  
Yes - Dynamic Approval

ITY_T...	Constant	ID DEVIEN T	Cam	<a href="#">Show</a> 3	Darcy, Fitzwilliam	HR People	3
----------	----------	-------------	-----	------------------------	--------------------	-----------	---

**Add Adhoc Approver**

Approver Type:

Approver:

Category:

Insertion Point:

# Summary

- Available features may vary between modules.
- Actions & Rules are pre-chain, chain, or post-chain.
- Transaction Tables are a valuable resource.
- Some Workflow changes required.
- AME is easy, flexible, and fun!

# Questions?

Thank you!

[mary.hammes@marquette.edu](mailto:mary.hammes@marquette.edu)