

How to view the status of a "Request" with a "Request ID" in SAP

1. Click on the "Human Resources" Tab

The screenshot shows the SAP HR overview page. At the top, there is a navigation bar with tabs: Home, Backend Landscape, Employee Self Service, eRecruiting, Human Resources, Payroll, Procurement, Finance, and Reports. Below this is a sub-navigation bar with 'Transactions' and 'Reports'. The main content area is titled 'MDCPS Overview' and contains several links and icons. A red box with an arrow points to the 'Human Resources' tab in the navigation bar. Another red box with an arrow points to the link 'View Status of Employee Position Change, Transfer, or Additional Assignment' in the 'MDCPS Overview' section.

Home | Backend Landscape | Employee Self Service | eRecruiting | **Human Resources** | Payroll | Procurement | Finance | Reports

Transactions | Reports

MDCPS Overview

-  [Request Employee Position Change, Transfer, or Additional Assignment](#)
Work Locations can request changes and/or addition of assignments.
-  [View Status of Employee Position Change, Transfer, or Additional Assignment](#)
Work Locations can check the status of a pending request.
-  [Decentralized Termination](#)
Work Locations can terminate assignments.
-  [Display Employee Information](#)
Work Locations can view employee's information.
-  [Maintain Employee Data](#)
Work locations can enter Injury Date for Workers Compensation and Objects on Loan.

2. Click on "View Status of Employee..."

Home | Backend Landscape | Employee Self Service | eRecruiting | **Human Resources** | Payroll | Procurement | Finance | Reports

Transactions | Reports 2

View Status of Employee Position Change, Transfer, or Additional Assignment

Display PCR

Menu | Back | Exit | Cancel | System

Request ID

3. Click in the empty box.

Home | Backend Landscape | Employee Self Service | eRecruiting | **Human Resources** | Payroll | Procurement | Finance | Reports

Transactions | Reports

View Status of Employee Position Change, Transfer, or Additional Assignment

Display PCR

Menu | Back | Exit | Cancel | System

Request ID

4. Input the "Request ID" number and press "Enter"

View Status of Employee Position Change, Transfer, or Additional Assignment

Display PCR

Menu | Back | Exit | Cancel | System | Approver Information

5. Click on "Approval Information"

Start Date	12/08/2011	Action Type	Z5	Add Assignment
Request ID	33941	Act.Reason	01	

Request Details

Person ID	
Personnel No.	0
Position	53260673 PARA II-GENE/PARA II-GENERAL
Pers. subarea	212X
Job	52004259 51114/PARA II-GENERAL
Personnel area	N2P0 NIS UTD Paraprofessionals
EE group	8 Temporary
EE subgroup	A3 PT Hourly
Business Area	2281 GREYNOLDS PARK ELEMENTARY
Region	11
Fund	420000
Functional Area	31070000-520000
GL Account	515000

Home Backend Landscape Employee Self Service eRecruiting Human Resources Payroll Procurement Finance Reports

Transactions | Reports

View Status of Employee Position Change, Transfer, or Additional Assignment

Display PCR

Menu | Back | Exit | Cancel | System | Approver Information

Start Date: 12/08/2011 Action Type: Z5 Add Assignment
 Request ID: 33941 Act.Reason: 01

Request Details

Person ID: []
 Personnel No.: 0
 Position: 53260673 PARA II-GENE/PARA II-GENERAL
 Pers. subarea: 212X
 Job: 52004259 51114/PARA II-GENERAL
 Personnel area: N2P0 NIS UTD Paraprofessionals
 EE group: 8 Temporary
 EE subgroup: A3 PT Hourly
 Business Area: 2281 GREYNOLDS PARK ELEMENTARY
 Region: 11
 Fund: 420000
 Functional Area: 31070000-520000
 GL Account: 515000

Display PCR (Pop-up window)

Approver Information

User ID	Approver Name
[]	[]

6. A new window will pop-up and show where the transactions is pending.. (Only if the transaction is still pending)

Comments

[]

Request status

Status	Pending
Created	12/06/2011 07:36:58 []
Approval 1	12/06/2011 09:42:07 []
Approval 2	[] 00:00:00 []
Approval 3	12/08/2011 12:15:33 []
Approval 4	[] 00:00:00 []
Cancelled	[] 00:00:00 []

7. Only when Approval 4 is approved, then the request is "fully" approved.

8. If the request was "Denied" it will show on the "Cancelled" Section... usually with a "Comment"

Created by HR Information Services - DAG