Chapter 18

Canceling and Correcting Transactions

Chapter Topics

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Canceling Transactions

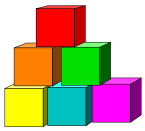
Canceling Transactions

1. To cancel a transaction that has been requested but has not been processed by DCS, call your DCS Status Examiner and request that the transaction be denied.

2. To cancel a transaction that has been processed by DCS (the **Trans Status** on the **Transaction Request 2** page is **Processed**), submit a new transaction using the appropriate action/reason code combination with the transaction group code CAN (Cancel). If there is not an appropriate combination, call your DCS Status Examiner.

NOTE: The reason code **CAN** (Cancel Apt) should only be used to cancel a list appointment. Call your DCS Status Examiner to determine appropriate action for canceling other appointments.

3. To cancel a leave without pay (LOA) or leave internal (LIT) transaction, submit a transaction reinstating the person with the same effective date as the effective date of their leave. The reinstatement transaction must have an effective sequence greater than the effective sequence of the original transaction.



Correcting Transactions

Correcting Transactions

1. To correct the effective date of a transaction that has been requested but has not been processed by DCS (the **Trans Status** on the **Transaction Request 2** page is **Requested**), call your DCS Status Examiner and request that the transaction effective date be corrected.

2. To correct the effective date of a transaction that has been processed by DCS (the **Tran Status** on the **Transaction Request 2** page is **Processed**), submit a new transaction using the appropriate action/reason code combination with the Transaction Group COR (Correct). If there is not an appropriate combination, call your DCS Status Examiner.

3. To correct information other than the effective date of a transaction that has been requested but has not been processed by DCS (the **Trans Status** on the **Transaction Request 2** page is **Requested**), call your DCS Status Examiner and request that the transaction be corrected.

4. To correct information other than the effective date of a transaction that has been processed by DCS (the **Trans Status** on the **Transaction Request 2** page is **Processed**), call your DCS Status Examiner.

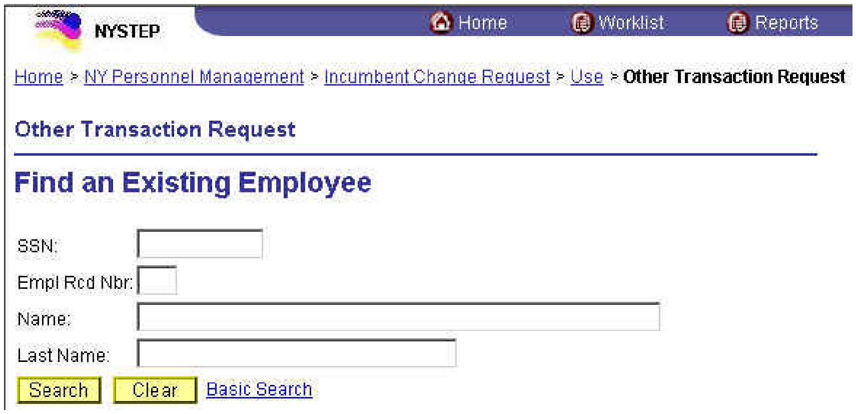
NOTE: The reason code CLD (Cor Lv Date) should only be used to correct the EFFECTIVE DATE of a leave. To extend the end date of a leave use the reason code EXL (Extend Lv).

Sample Correcting a Transaction

Access the Page

1. Click **NY Personnel Management**, **Incumbent Change Request**, **Use**, **Other Transaction Request**.

The Other Transaction Request search dialog box will display.



2. In the search dialog box, enter the SSN for the employee OR **Tab** down and use the **Name** or **Last Name** field. The **Name** field utilizes PeopleSoft format (Lastname,Firstname. The **Last Name** field requires all caps and converts all typing to caps). The search feature will work faster if at least the last name and first initial are keyed in the **Name** field. Press **Search**.

3. If SSN was entered, the record is displayed. If the **Name** or **Last Name** fields were used, and more than one person with same name exists, a list will display. Double click the correct record on the list to select.
The Other Transaction Request Page displays.

Work with the Page

1. Click the Insert Row icon to retrieve a blank page on which to enter the appointment information.

2. The **Eff Dt** field defaults to the system date. Press **Tab** to accept this date or highlight and type a new effective date (mmddyy) or select a date from the . Press **Tab**.

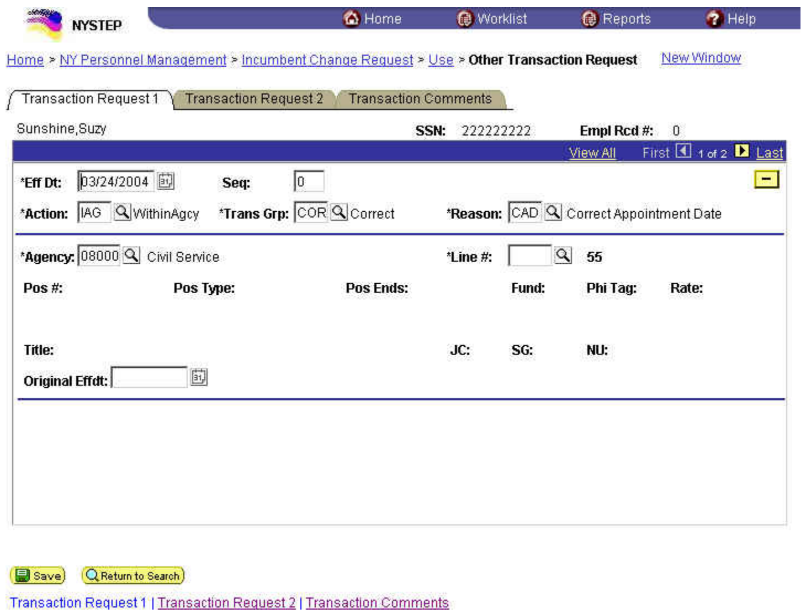
3. In the **Seq** field, the default value of 0 is displayed. If this value is correct, press **Tab**. If other transaction(s) have been submitted with the same effective date, enter the correct sequence number. Press **Tab**.

4. In the **Action** field, type *IAG* or click the to select *IAG*.

5. In the **Trans Grp** field, type *COR* or click the to select *COR*.

6. In the **Reason** field, type *CAD* or click the to select *CAD*.

NOTE: Once the Reason Code of **CAD** is selected, some of the other fields disappear.



7. If you have access to just one agency, that agency is displayed in the **Agency** field. Press **Tab**.

8. If an agency group is available, in the **Agency** field, enter the appropriate code or press the to access the Lookup list. Press **Tab**.

9. In the **Line #** field, enter the line number for the position. Press **Tab**.

10. In the **Original Effdt** field, enter the effective date used on the transaction you are trying to correct, or click the to select it.

11. If necessary, click on the **Transaction Comments** page tab and add any comments.

12. Click on the **Transaction Request 2** page tab.

13. Press **Submit**.