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For approval purposes, **Self-Service Transactions** refer to those transactions available within eProfile that require an approval prior to updating personal information. This would include address changes and name changes. The three areas highlighted display a history of all eProfile related transactions. **Workflow Inquiry** can display all Self-Service transaction items and their history. **Employee Address Changes** will display address related Self-Service transactions. **Name Changes** will display Self-Service transactions associated with employee name.

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The **Workflow Inquiry** page provides search functionality for approvers to retrieve transactions. An **Empl ID** or **Transaction Name** is required. The **Optional Search Fields** enable narrower search functionality. Approvers can only see requests from the employees assigned to them.

All approval transactions should begin within the approver's worklist.

Workflow Inquiry

➡ Required Search Fields					
Employee ID or Transaction Name is required.					
Empl ID:					
Transaction Name:	~				
- Optional Search Fields					
Date:					
Narrow your search results by choosing one or more of the following statuses:					
Error with Processing	Warnings Encountered				
In Approval Process Successful Updates					
Administrator Action Required	Denied/Cancelled				
Search Clear All					

The **Employee Address Changes** page provides search functionality for approvers to retrieve address change transactions. Employee ID or name related fields can be used, along with other search criteria to filter results. Approvers can only see requests from employees assigned to them.

Employee Address Changes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value		
Limit the number of results t	o (up to 300)	3
Empl ID:	begins with	¥
*Effective Date:	= 🗸	
Effective Sequence:		
Address Type:	begins with	*
Name:	begins with	*
Last Name:	begins with	~
Second Last Name:	begins with	*
Alternate Character Name:	begins with	~
Middle Name:	begins with	~

Search Clear	Basic Search	Q	Save	Search	Criteria
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The Name Changes page provides search functionality for approvers to retrieve name change transactions. Employee ID or name related fields can be used, along with other search criteria to filter results. Approvers can only see requests from employees assigned to them.

Name Changes

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value					
Limit the number of results to (up to 300): 300					
Empl ID:	begins with 🗸				
*Effective Date:	= 🗸		3		
Name:	begins with 🐱				
Last Name:	begins with 🐱				
Second Last Name:	begins with 🐱				
Alternate Character Name:	begins with 💌				
Middle Name:	begins with 💌				

Search Clear Basic Search 🛃 Save Search Criteria