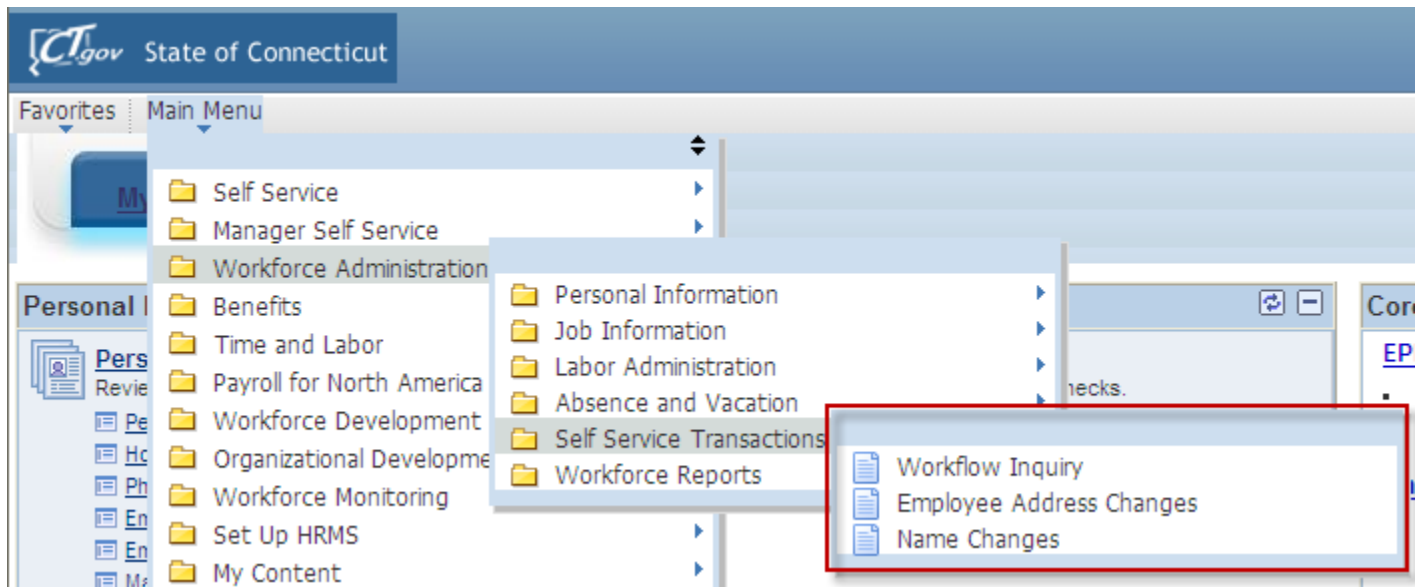


Core-CT

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.




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:

<input type="checkbox"/> Error with Processing	<input type="checkbox"/> Warnings Encountered
<input type="checkbox"/> In Approval Process	<input type="checkbox"/> Successful Updates
<input type="checkbox"/> Administrator Action Required	<input type="checkbox"/> Denied/Cancelled

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 to (up to 300):

Empl ID: ▼

*Effective Date: ▼ 

Effective Sequence: ▼

Address Type: ▼


Name: ▼

Last Name: ▼

Second Last Name: ▼

Alternate Character Name: ▼

Middle Name: ▼

[Basic Search](#)  [Save Search Criteria](#)

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):

Empl ID:

*Effective Date: 

Name:

Last Name:

Second Last Name:

Alternate Character Name:

Middle Name:

[Basic Search](#)



[Save Search Criteria](#)