

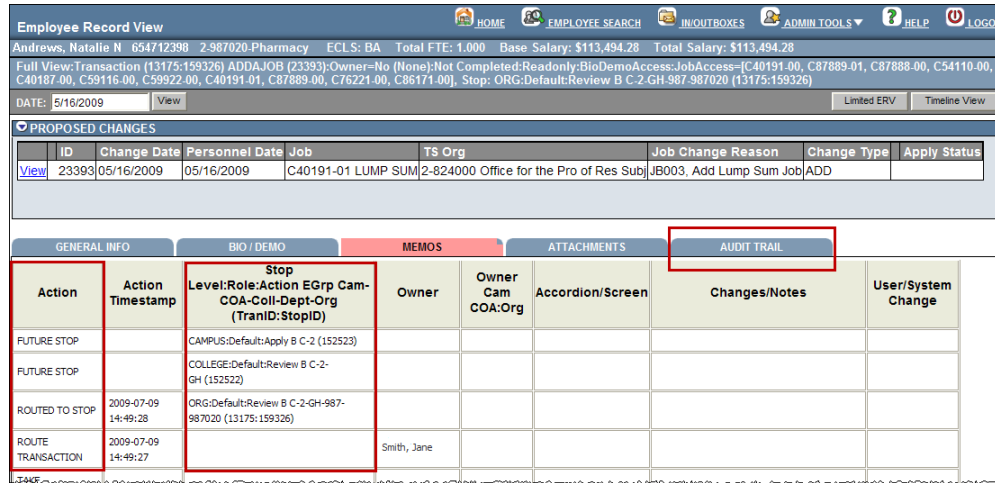
HR Front End Routing

A **route** in the HR Front End is the path a transaction takes from beginning (initiation) to end (applied to Banner). The route is made up of **route stops**, places in the application where a user takes action on the transaction data, such as reviewing or applying.

Where can I find the Route Stop?

You can view the route stops in the following places:

Audit Trail



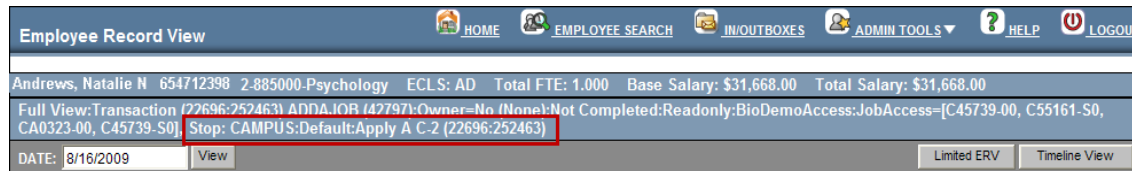
The screenshot shows the 'Employee Record View' for Natalie N. Andrews. The 'AUDIT TRAIL' tab is selected and highlighted with a red box. Below it is a table of actions:

Action	Action Timestamp	Stop Level:Role:Action EGrp Cam- COA-Dept-Org (TranID:StopID)	Owner	Owner Cam COA:Org	Accordion/Screen	Changes/Notes	User/System Change
FUTURE STOP		CAMPUS:Default:Apply B C-2 (152523)					
FUTURE STOP		COLLEGE:Default:Review B C-2- GH (152522)					
ROUTED TO STOP	2009-07-09 14:49:28	ORG:Default:Review B C-2-GH-987- 987020 (13175:159326)					
ROUTE TRANSACTION	2009-07-09 14:49:27		Smith, Jane				

Action Definitions:

- **Route Transaction** – User has clicked Route button and sent transaction to next stop.
- **Routed To Stop** – Stop the transaction is currently at
- **Future Stop** – Stop the transaction will eventually go to

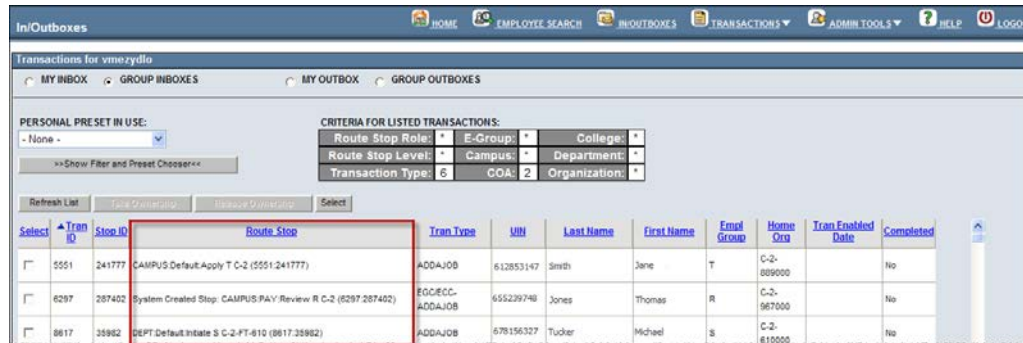
Transaction Bar on the Employee Record View



The screenshot shows the 'Employee Record View' for Natalie N. Andrews. The transaction bar is highlighted with a red box, showing the current stop: 'CAMPUS:Default:Apply A C-2 (22696:252463)'.

- Route Stop listed is the stop the transaction is currently at

In/Outboxes



The screenshot shows the 'In/Outboxes' view. The 'Route Stop' entry is highlighted with a red box in the table below:

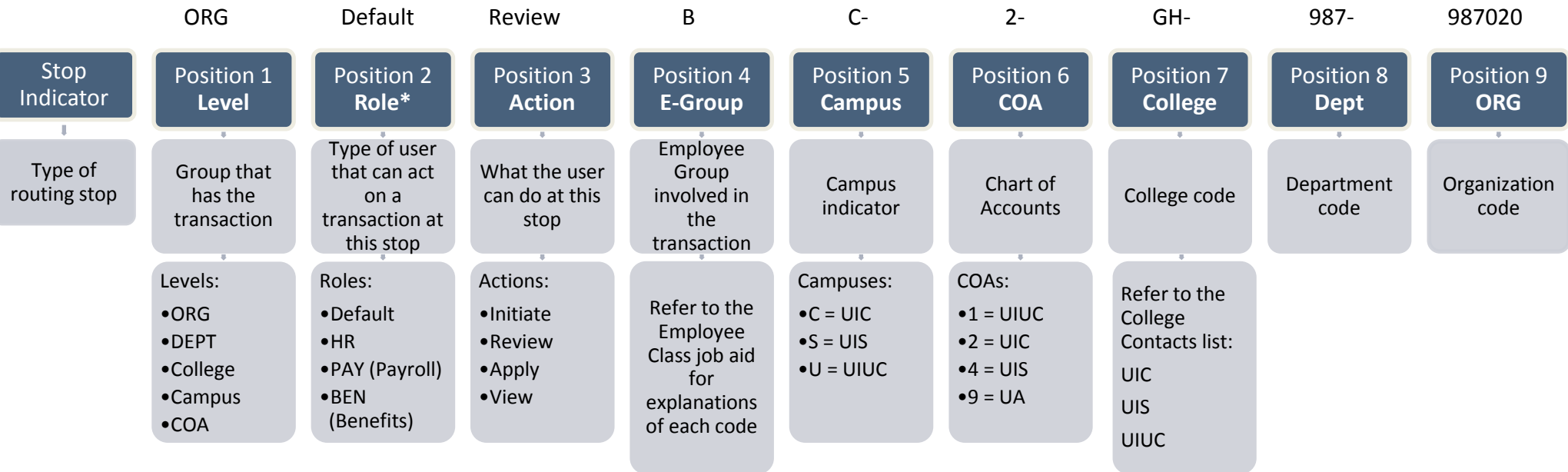
Select	Tran ID	Stop ID	Route Stop	Tran Type	UIN	Last Name	First Name	Empl Group	Home Org	Tran Enabled Date	Completed
<input type="checkbox"/>	5551	241777	CAMPUS:Default:Apply T C-2 (5551:241777)	ADDAJOB	612853147	Smith	Jane	T	C-2- 809000		No
<input type="checkbox"/>	6297	287402	System Created Stop: CAMPUS:PAY:Review R C-2 (6297:287402)	EGCECC-ADDAJOB	655239748	Jones	Thomas	R	C-2- 987000		No
<input type="checkbox"/>	8817	35962	DEPT:Default:Initial S C-2-FT-#10 (8817:35962)	ADDAJOB	678156327	Tucker	Michael	S	C-2- 819000		No

- Route Stop appears whether viewing the Inboxes or Outboxes
- Route Stop listed is the stop the transaction is currently at

What does the Route Stop mean?

Each route stop contains a code explaining where a transaction is at in this route path, as shown below.

The screenshot shows the top navigation bar with links for HOME, EMPLOYEE SEARCH, IN/OUTBOXES, ADMIN TOOLS, HELP, and LOGOUT. Below the navigation bar, the employee record for Natalie N. Andrews is displayed. The route stop code is highlighted in a red box: Stop: ORG:Default:Review B C-2-GH-987-987020 (13175:159326).



*Role – There are additional roles that appear in the HR Front End. The Roles listed here are the most common.

Additional Routing Indicators – These indicators appear at the beginning of a route stop, when applicable:

Stop Indicator	Description	Example
System Created Stop	System-generated stop automatically created based on the transaction type	System Created Stop: CAMPUS:PAY:Review B C-2
Send-To Stop	User-generated stop created by a user sending the transaction directly to a person or Group Inbox	Send-To Stop: ORG:Default:Review H C-2-JL-407-407007
FYI Stop	Informational (view-only) route stop for a transaction. Can be system-generated or user-generated	FYI Stop: CAMPUS:BEN:View C C-2

Additional Resources

Job Aid Name	Location
UIC College Contact for HR Front End Transactions	https://www.hr.uic.edu/UserFiles/Servers/Server_2716/File/d_systems/hrfe/HRFE_CollegeContactList.pdf

Questions: Contact the UIC HR Helpdesk at (312) 413-4848 or uicrhelphelpdesk@uillinois.edu