Searching for MSS Transactions (Incidental Pay Request)

1. Click the **Manager Self Service** link.

2. Click the **Position Reports & Pay Request** link.

3. Click the **Incidental Pay Request** link.

4. There are three fields in which you can search for existing transactions.

   **Request ID** – This is the most accurate parameter for searching. Each transaction has a unique Request ID. The submitter should keep a record of all Request IDs and a notation of the specifics of that request for future inquiry into the transactions progress. Enter the entire Request ID to return only that result or change the operand (displaying begins with above) to contains to enter a partial ID. This may return multiple results.

   **Request Status** – Valid options are:

   - **Open** - The Requester has saved a ‘draft’ version of the transaction. To move a request in Open status to Initial status, the requester has to set his/her status to Complete and save.
   - **Initial** - Saved as complete by the Requester, yet to be approved by the Requester’s Manager.
   - **Pending Approval** - Approved by the Requester’s Manager, in the process of being approved by the various upstream approvers.
   - **Complete** - All approvals have been met. The transaction has been processed successfully.
   - **Canceled** - The request has been denied by someone in the approval chain.
   - **Approved** - This status is available in the search page; however, it is not in use at this time.

   **User ID** - this field is used to search for requests that you have submitted. Your User ID is your PeopleSoft login ID. If a search is made against this field, it will return any transactions that you have submitted.

   You can mix and match any of the above fields to return a variety of results. In this example, let's search for all transactions Joss Stone has created but not completed (submitted to her Manager for approval).

5. Click the **Open** list item.

6. Click the **Look up User ID** button.

7. Enter the desired information into the **User ID** field.

   Enter "jstone".
8. Click the **Look Up** button.

9. Click **jstone** in the **User ID** column.

10. Click the **Search** button.

11. Based on search criteria entered before the system found three results. Simply click any hyperlink in the row to open the transaction.

12. Click the **Home** link.

13. **End of Procedure.**