

# 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

Action	Action Timestamp	Stop Level:Role:Action EGrp Cam- COA-Coll-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

Employee Record View  
 Andrews, Natalie N 654712398 2-885000-Psychology ECLS: AD Total FTE: 1.000 Base Salary: \$31,668.00 Total Salary: \$31,668.00  
 Full View: Transaction (22696:252463) ADDA JOB (42797): Owner=No (None): Not Completed: Readonly: BioDemoAccess: JobAccess=[C45739-00, C55161-S0, CA0323-00, C45739-S0] Stop: CAMPUS:Default:Apply A C-2 (22696:252463)  
 DATE: 8/16/2009 View Limited ERV Timeline View

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

### In/Outboxes

In/Outboxes  
 Transactions for vmezydlo  
 PERSONAL PRESET IN USE: - None -  
 CRITERIA FOR LISTED TRANSACTIONS:  
 Route Stop Role: \* E-Group: \* College: \*  
 Route Stop Level: \* Campus: \* Department: \*  
 Transaction Type: 6 COA: 2 Organization: \*  

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-2-888000		No
<input type="checkbox"/>	6297	287402	System Created Stop: CAMPUS:PAY:Review R C-2 (6297:287402)	ECC/ECC-ADDAJOB	655239748	Jones	Thomas	R	C-2-967000		No
<input type="checkbox"/>	8617	35982	DEPT:Default:Initiate S C-2-FT-610 (8617:35982)	ADDAJOB	678156327	Tucker	Michael	S	C-2-810000		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.

**Example Route Stop:** ORG:Default:Review B C-2-JL-407-407007

ORG	Default	Review	B	C-	2-	JL-	407-	407007
<b>Position 1 Level</b>	<b>Position 2 Role*</b>	<b>Position 3 Action</b>	<b>Position 4 E-Group</b>	<b>Position 5 Campus</b>	<b>Position 6 COA</b>	<b>Position 7 College</b>	<b>Position 8 Dept</b>	<b>Position 9 ORG</b>
Group that has the transaction	Type of user that can act on a transaction at this stop	What the user can do at this stop	Employee Group involved in the transaction	Campus indicator	Chart of Accounts	College code	Department code	Organization code
Levels: •ORG •DEPT •College •Campus •COA	Roles: •Default •HR •PAY (Payroll) •BEN (Benefits)	Actions: •Initiate •Review •Apply •View	Refer to the Employee Class link in the <b>Additional Resources</b> below for explanations of each code	Campuses: •C - UIC •G - Global •S - UIS •U - UIUC	COAs: •1 - UIUC •2 - UIC •4 - UIS •7 - Global •9 - UA	Refer to the College Codes and Contacts links in the <b>Additional Resources</b> below for explanations of each code		

\*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
<b>System Created Stop</b>	System-generated stop automatically created based on the transaction type	System Created Stop: CAMPUS:PAY:Review B C-2
<b>Send-To Stop</b>	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
<b>FYI Stop</b>	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
Employee Class descriptions	<a href="http://nessie.uihr.uillinois.edu/pdf/Banner/JobAid_EClass.pdf">http://nessie.uihr.uillinois.edu/pdf/Banner/JobAid_EClass.pdf</a>
Chicago College Codes and Contacts	<a href="http://www.uic.edu/depts/hr/support/jobaids/HRFE_CollegeContactList.pdf">http://www.uic.edu/depts/hr/support/jobaids/HRFE_CollegeContactList.pdf</a>
Urbana College Codes and Contacts	<a href="http://www.shr.illinois.edu/HR_Applications/HR_Front_End_College_Contacts.htm">http://www.shr.illinois.edu/HR_Applications/HR_Front_End_College_Contacts.htm</a>
Springfield College Codes and Contacts	<a href="http://www.uis.edu/humanresources/policies/documents/UISCollegeContactList.pdf">http://www.uis.edu/humanresources/policies/documents/UISCollegeContactList.pdf</a>

**Questions:** Contact the AITS Service Desk at (312) 996-4806 or [servicedeskait@uillinois.edu](mailto:servicedeskait@uillinois.edu)