



Correct an Action

Business Process

In EHRP the correction process keeps the original action and enters a corrected action. EHRP prompts you to review any subsequent actions that may also need to be corrected.

Reference EHRP HR Manual Chapter 4.

Note: You can't correct an Effective Date. You must cancel the action and re-enter it.

STEP	ACTION
1	Navigate to Home > Administer Workforce > Administer Workforce (USF) > Use > Correction
2	Use the Find an Existing Value page to retrieve the employee.
3	 <p>Use the arrows on the Data Control navigation bar to locate the action you want to correct.</p>
4	Click  to add a new row. Note: the PAR Status field defaults to 'COR'.
5	Make the correction(s) to the action.
6	 Click Save . Result: The following message appears: "You must review records affected by changes and check the Reviewed? checkbox". Click OK .
7	 <p>Use the arrows on the Data Control navigation bar to review each action with a Reviewed? checkbox.</p>
8	Click the Reviewed? checkbox 'on', when you have finished reviewing the action.
9	 Click Save .
10	If any of the reviewed actions must be corrected, repeat this procedure starting with step 3.