

Approvers Guidance to PCR's



What's Happening?

The current SAP Adobe Personnel Change Requests (PCR's) will be migrated in mid-May to new applications. Human Resources, Faculty Academic Resources, and Technology Resources are working to deliver PCR's and their approvals to campus in a new, friendly format.

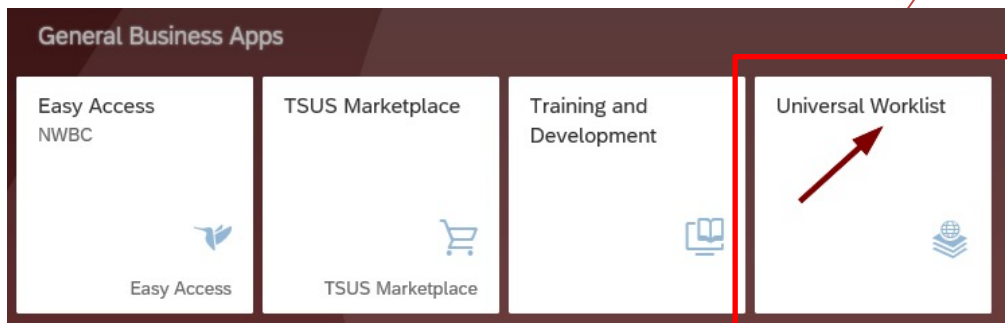
What's New?

Three key reasons for the migration are:

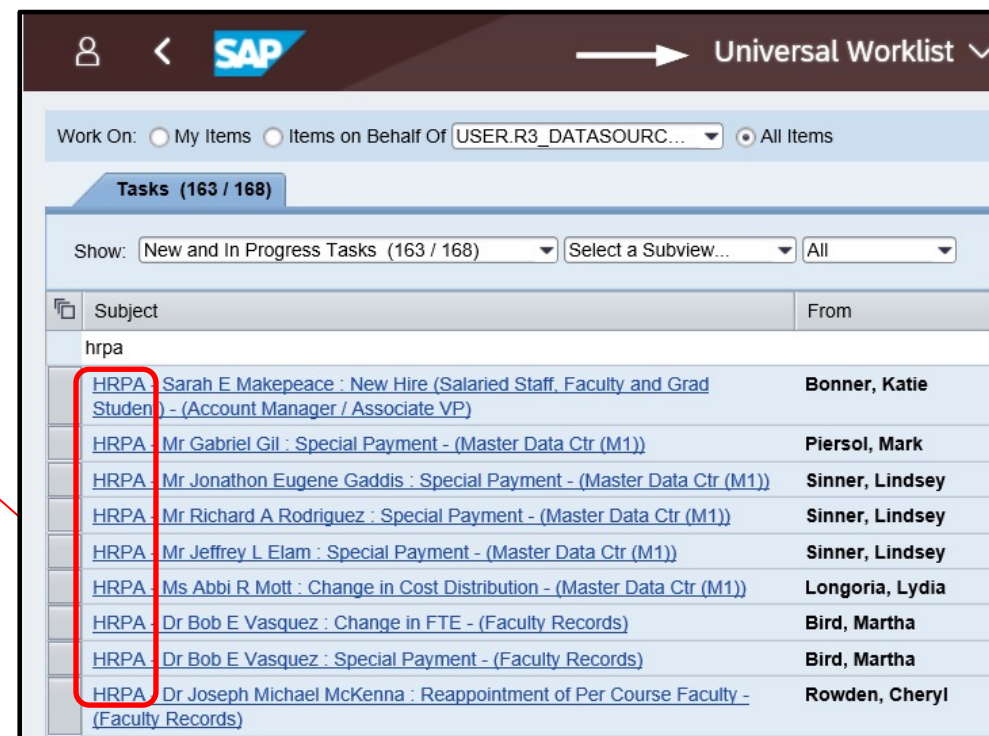
- Internet Explorer is no longer required. Most browsers support the new PCR applications.
- Issues with Adobe are eliminated.
- PCR approvals can be actioned on a mobile device.

PCR approvals will now occur via My Inbox rather than the Universal Worklist. A key improvement for PCR approvers is the ability to approve or reject a PCR from their mobile device. Approving from a mobile device should keep the workflow moving quickly and avoid delays that could lead to payroll retroactivity for the employee.

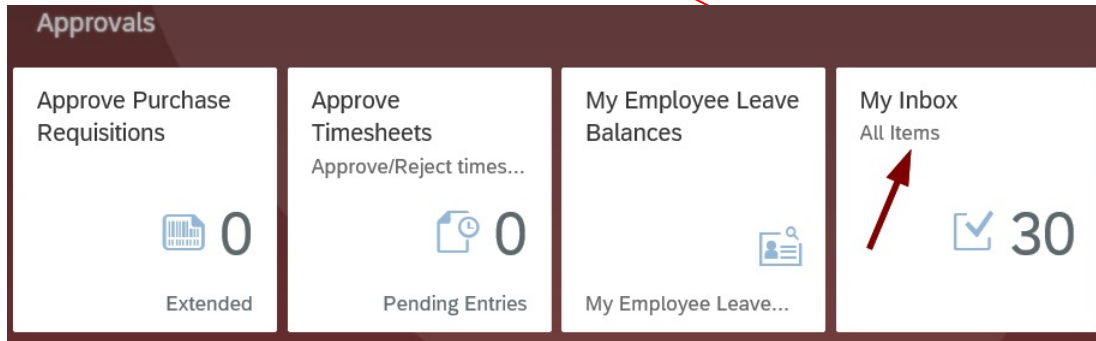
Note: Any Adobe PCR's that are in the approval process before or during the migration will need to continue to be approved via the **Universal Worklist**.



Adobe PCR's that need approval start with "**HRPA**".



Note: PCRs initiated after the migration will be approved via My Inbox. You can approve PCR's using My Inbox from either your desktop or your mobile device. Note the task in your Inbox will start with PCR.



Once all the Adobe PCR's have been approved or rejected, the *Universal Worklist* will be retired, and approvers will use My Inbox for all SAP approvals.

