

**Subject:** SCEIS HR Travel Enhancements

**Audience:** Travel Assistants and Managers in agencies that use SCEIS HR Travel functionality

The SCEIS team is pleased to announce enhancements to the SCEIS HR Travel functionality. Updates described below only impact managers in agencies that use SCEIS HR Travel.

**Email messages: pending travel requests**

Managers will now receive email messages alerting them when there are travel documents in the system that require their approval. Messages will be sent to work email addresses stored in SCEIS InfoType 105 record for each manager. InfoType 105 is an HR master data element maintained by agencies.

Only one email will be sent per day to managers alerting them to review new pending travel requests. For example, if 10 expense reports for reimbursement are entered on the same day by 10 different users who report to the same manager, the manager will receive one email message for that day.

**ZHR\_TRAVEL\_STATUS transaction**

Users with the **Travel Assistant role will now have access** to the ZHR\_TRAVEL\_STATUS transaction which includes options to search for travel requests by Personnel area and Selection Dates.

After running the transaction, Travel Assistants can view trip details and travel request and/or expense report statuses. Below is an overview of ZHR\_TRAVEL\_STATUS criteria and results.

**Search by Personnel area and Selection Dates**

**Report : Trip Status Details**

Open

Personnel Number		to	
Trip Number		to	
Personnel area	R360	to	
Request/Trip Indicator		to	
Trip Status Indicator		to	
Selection Dates	07/01/2022	to	06/30/2023

**List of Report Results: Trip Status Details**

- Status
- Status Text
- Personnel Number
- Employee Name
- Personnel Area
- Trip Number
- Reimbursement Amt
- Start Date of Trip Segment
- End Date of Trip Segment
- Trip Request Status
- Settlement Status
- FI Posting Status

***Trip Request Status: Possible Values***

- Trip Approved
- Trip Completed
- Request Approved
- Request Recorded

***Settlement Status: Possible Values of the Expense Report***

- Settled
- To Be Settled
- Open
- Cancelled

***FI Posting: Status of the Financial Payment***

- Posted to Financial Accounting
- Not Posted to Financial Accounting
- Cancellation Posted to Financial Accounting

If you have questions, contact the SCEIS Help Desk at 803-896-0001 and **select option 2** for SCEIS issues or visit <https://sceis.sc.gov/requests>.

Thank you,  
The SCEIS Team