## How to process a ATTR document

## First, you will need to go to the Jump to field in OASIS and type EPM and click Go Please remember to turn on CAPS lock as everything must be in capital letters



## If a search box doesn't pop up, click on Search

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Welcome, SHAWNA CARSON			Time and Leave	Financial Info	
Close	Employee Profile Management				
✓ Employee					
Employee Status Maintenance					
Pay Parameters	Empl. ID Appt. ID SSN First Name La	ast Name Home Dept. Home Unit We	ork Loc. <u>Title</u> Empl. Statu	<u>s</u> From To <u>s</u>	Sup. ID Sup. Name
Department Specific Data	First Prev Next Last Dow nload Current Til	imeline Complete Timeline Oustom Timeline	Attachments		
Employee Address	Search				
Employee Attributes	Employee ID:	From :			
Emergency Contact	Appointment ID:	To :			
Dage Information	Social Security Number:	Home Department :			
Pass information	Alternate ID:	Home Department Desc :			
Employee Work History	Name Prefix:	Home Unit:			
Related Documents					

You will now see a search box pop up. You simply need to enter the first name and last name of the employee you are searching for and hit enter.

	Close	Employee Profile Management
~	Employee	
	Employee Status Maintenance	Farel ID. Asset ID. SCH. Farethanes, Lasthanes, Using Deat, Using this, Mark Lee, Title, Faret Status, Fare, To, Sup. ID. Sup. Name
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	Department Specific Data	
	Employee Address	g Employee ID : 🔄 👌 Employment Status : 🔄
	Employee Attributes	Appointment ID : 🔄 Home Department :
	Emergency Contact Information	Social Security Number : Home Unit :
	Pass Information	Alternate ID : Pay Location :
	Employee Work History	First Name : Work Location :
	Related Documents	Last Name : Supervisor ID : A
	1	Ok Olear Cancel
		nue.
		Title Desc: Supervisor ID:
		Employment Status : Supervisor Name :

This will bring up the employee and their information. You will now need to click Employee Attributes on the left-hand side.

Welcome SHAWNA CARSON	Time and Leave   Financial Info	
Close	Employee Profile Management	
Employee		
Employee Status Maintenance	Employee ID: 0000001392 Name : CARSON, SHAWNA M	
Pay Parameters	Appointment to :	
Department Specific Data		
Employee Address	First Prev Next Last 🛷 Attachments	
<ul> <li>Employee Attributes</li> </ul>	▼ Personal Information	
Personal Information	similar batter i 0,004/1976 Etimicity i W	
Education Information	Place of Birth Place of Birth	
Veteran Information	Gender: Female	
User Defined Fields	Conviction: No V	
Emergency Contact Information	Disability : Disability : Disability Desc :	
Pass Information	Citizenship Status : Natural Citizen 🗸	
Employee Work History	Marital Status : M	
Related Documents	Marital Status Desc: MARRED Date of Death :	
	Education Information	
	Veteran Information	
	> User Defined Heids	
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You will now be on the Employee Attributes screen. At the bottom, you will need to click on Create Employee Attributes

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Close	Employee Profile Management		
Employee			
Employee Status Maintenance	Employee ID : 0000001392 Name : CARSON, SHAWNA M		
Pay Parameters	Appointment III :		
Department Specific Data			
Employee Address	First Prev Next Last 🕐 Attachments		
/ Employee Attributes	Personal Information		
Personal Information	Social Social Number - Ethnicity Date		
Education Information	Place of Birth :		
Veteran Information	Gender: Female		
User Defined Fields	Conviction :		
Emergency Contact Information	Disability : Disability Desc :		
Pass Information	Citizenship Status : Natural Citizen		
Employee Work History	Marital Status : M		
Related Documents	Marital Status Desc: MARRED Date of Death:		
	Education Information		
	Veteran Information		
	▶ User Defined Fields		
	Top Create Employee Attributes Modify Employee Attributes		

You now have started a transaction. Write down your ATTR number as this is what you will use to track the progress of the transaction

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W	/elcome, SHAWNA CARSON		Time and Leave Financial Info	
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E	mployee Attributes(ATTR) Dept: 0608 ID: 0311190000000	0008924 Ver.: 1 Function: New Phase: Draft	Carsonsn 1 , 03/11/2019	
	Employee Attributes			
10				
L		Action: O No Action O Update O Delete		
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L		Name: CARSON, SHAWNA M		
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н	*Social Security Number:	:	Ethnicity Desc: WHITE	
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Į.	Marital Status	M <b>*</b>		
1	Maritai Status Desc	MARRIED		
ſ	Date of Death:	· III		
I				
T.				

You will need to enter the Birthdate, Social Security Number and Ethnicity

The best way to get this information accurately is to use the information on the Social Security card and Driver's license to be sure you are entering it correctly.

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Welcome, SHAWIA CARSON	lime and Leave Financial into
Employee Attributes(ATTR) Dept: 0608 ID: 0311190000000008924 Ver.: 1 Function: New Phase: Draft Nodified by carsonsh1 , 03/11/2019	
Employee Attributes	
Action: 🔿 No Action 🖲 Update 🔿 Delete	
*Employee ID:	
Name: CARSON, SHAWNA M	
Personal information Education Information Veteran Information User Defined Fields	
*Birth Date:	*Ethnicity: W
*Social Security Number:	Ethnicity Desc: WHITE
Place of Birth:	
*Gender: Female 💌	
*Conviction: No 💌	
Disability: 👌	
Disability Desc:	
*Citizenship Status: Natural Citizen	
Marital Status: M	
Marital Status Desc: MADRIED	
Date of Death:	

You are now ready to validate and submit the document for Central Office to approve. At the bottom of the screen, you will see a validate button and a submit button



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Please be sure you are monitoring your worklist daily so that if something has been rejected back to you for correction, you will see it. To access your worklist, from the home screen in Oasis, you will click on the plus sign beside Message Center (see below)



## Then you will need to click on your worklist (see below)



Once you have clicked on the worklist, it will bring you to anything pending in your worklist (see below)

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Welcome, SHAWNA CARSON	_							Tim	e and Leave Financial	Info		
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Message Center												
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Alerts	Level:											
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Worklist		Dept :										
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	0	PSMT (	0608	0220200000000018175	No	Yes	carsonsh1	carsonsh1	3/9/2020 9:58:38 AM	Rejected/unapproved	returned to be corrected/resubmitted	
	First Prev Ne	ext Last	App	rove Reject Take Task R	eturn Task Refre	esh						
	Menu Recal											

This is where you will see anything that needs your attention.