## My 'Transaction History '

## You can follow the below steps to for 'Transaction History ' on Zing HR :

- 1. Log in to your Zing HR account.
- 2. Click on your name on the right-hand top side of the screen and then click 'Transaction History '.

h	م م Sneha Andhari ک	
1	8 My Profile	l
	My Transaction History	
1	Change Password	Ī
	Log Out	
	Last Login: Oct 9 2018 9:01AM	

- 3. You can able to view your 'All ' pending transaction.
- 4. If you want to check the transaction, section wise then please select the left side menu.

All Notification	Search			Search Q
W Claims Notification	All Draft P	ending Cancelled Approved Rejected		
A Recruitment IJP Notification	Applied Date	Details	Pending With	
👗 Transfer	08 Oct 2018	Employment Details has been modified by Sneha Andhari (870) and is	Harshita Shah (760)	View
Leave Notification	08 Oct 2018	awaiting for action.	19 Hrs	
⑦ Time and Attendance Notification	08 Oct 2018	Personal Details has been modified by Sneha Andhari (870) and is awaiting for action.	Harshita Shah (760) 19 Hrs	View
Lemployee Database Notification				
Lemployee Master Notification				

5. If you click on 'Pending ' button then you will get only pending transactions.(Similarly for Draft, Approved, Cancered and Rejected).

	All Notification	kearch.			
۲	Claims Notification	All Draft Pending Cancelled Approved Rejected			
*	Recruitment IJP Notification				
		Applied Date	Details	Pending With	
-	Transfer	08 Oct 2018	Employment Details has been modified by Sneha Andhari (870) and is	Harshita Shah (760)	View
69	Leave Notification		awaiting for action.	19 Hrs	View
		08 Oct 2018	Personal Details has been modified by Sneha Andhari (870) and is	Harshita Shah (760)	
0	Time and Attendance Notification	00 00:2010	awaiting for action.	19 Hrs	View
4	Employee Database Notification				

Employee Master Notification