

CRAFT – Viewing Contract Status

Navigation: Main Menu > HR eForms > View a HR eForm

View a HR eForm

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

eForm ID: begins with

Workflow Form Type: begins with 🔍

Workflow Form Status: = ▼

Empl ID: begins with 🔍

Empl Rcd Nbr: begins with 🔍

Last Name: begins with 🔍

Form Condition: begins with 🔍

Case Sensitive

Search
Clear
Basic Search
📄 Save Search Criteria



Transaction / Signature Log						
	Current DateTime	Role Name	User ID	User Description	Action	Status
1	23/09/2014 4:37:19PM	GT School Contact	User ID	User Name	Submit	Pending

Using the HR eForm:

1. Navigate to View a HR eForm.
2. Search for an eForm by using one of the search fields – eForm ID or Empl ID will direct you to the eForm.
3. Select **Search** to view the form.
4. Select **Next** at the bottom of the page.

Process Visualiser

5. This will take you to the approval workflow visualiser. The visualiser will show you what steps have been undertaken and where the task is currently sitting. See page 2 for the meanings of each icon.

Transaction/Signature log







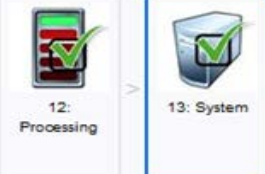
6. The page also shows a table with the approvals log. This table includes the details regarding each step in the approval process.

(continued)

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CRAFT Contract Renewal Quick Reference Card

(continued)

Icon	Meaning
 <p>3: Human Resources (3 minutes)</p>	<p><u>Green Tick</u> The task has been completed by the appropriate person. It also shows when the task was complete in brackets.</p>
 <p>2: School Contact</p>	<p><u>Blue outline</u> The form is sitting in the users worklist and requires actioning.</p>
 <p>9: VC</p>	<p><u>Green Arrow</u> The form will bypass this step as it is not required.</p>
 <p>10: Human Resources</p>	<p><u>Greyed out</u> The form will workflow to this step in the approval process and will require action via their worklist <i>Note: If the visualiser task is greyed out at the Supervisor level, then the form has bypassed the supervisor and was actioned by the School Contact</i></p>
 <p>6: Faculty Finance (4 minutes)</p>	<p><u>Blue arrow</u> The form has been declined at that step in the approval process and therefore has been pushed back to the relevant previous step which will be shown as a blue outline.</p>
 <p>10: Human Resources (14 minutes)</p> <p>11: Employee (5 minutes)</p>	<p><u>Blue Arrow (Employee) and red cross (HR)</u> When an employee declines a new contract, the visualiser will show a blue arrow on the employee's task directed at Human resources When the task has been declined, Human Resources will Terminate the contract, and the 'x' will appear in the visualiser</p>
 <p>12: Processing</p> <p>13: System</p>	<p><u>Green tick on System box</u> Once the form has been processed and the contract has been generated and accepted by the staff member, the process and system boxed will be ticked and the eForm process has been completed and the data has loaded to PeopleSoft</p>

Further Information

 If you require further information please contact the HR Service Centre at 8313 1111, complete the [online enquiry form](#) or view [CRAFT FAQs](#).

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