

# Viewing Form Status

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## Using the HR eForm

- 1. Navigate to the admin tool
- 2. Search for an eForm by using one of the search fields eForm ID or Empl ID will direct you to the eForm
- Workflow Form Type can also be used to select the form type you are searching for, i.e TES (CRAFT) or ACCCODE (Account Code Amendment Form)
- 4. Select Search to view the form

### View a HR eForm

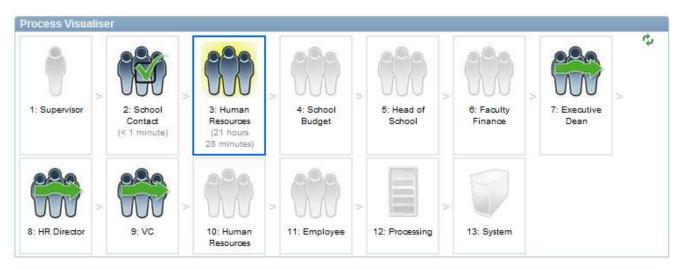
Enter any information you have and click Search. Leave fields blank for a list of all values.



5. Select **Next** at the bottom of the page

# **Process Visualiser**

6. 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.



(continued)

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(continued)

Transaction/Signature logThe page also shows a table with the approvals log. This table includes the details regarding each step in the approval process.

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

Icon	Meaning		
3: Human Resources (3 minutes)	Green Tick The task has been completed by the appropriate person. It also shows when the task was complete in brackets.		
2: School Contact	Blue outline The form is sitting in the users worklist and requires actioning.		
9. VC	Green Arrow The form will bypass this step as it is not required.		
10: Human Resources	Greyed out The form will workflow to this step in the approval process and will require action via their worklist 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		
6: Faculty Finance (4 minutes)	Blue arrow 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.		
10: Human Resources (14 minutes)	Blue Arrow (Employee) and red cross (HR) 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		
12: Processing	Green tick on System box 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		

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