

## Viewing Form Status

Navigation: [Main Menu](#) > [HR eForms](#) > [View a HR eForm](#)

### 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
3. **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.

Find an Existing Value

▼ Search Criteria

eForm ID:	begins with ▼	<input style="width: 95%;" type="text"/>
Workflow Form Type:	begins with ▼	<input style="width: 95%;" type="text"/>
Workflow Form Status:	= ▼	<input style="width: 95%;" type="text"/>
Empl ID:	begins with ▼	<input style="width: 95%;" type="text"/>
Empl Rcd Nbr:	begins with ▼	<input style="width: 95%;" type="text"/>
Last Name:	begins with ▼	<input style="width: 95%;" type="text"/>
Form Condition:	begins with ▼	<input style="width: 95%;" type="text"/>

Case Sensitive

Search
Clear
[Basic Search](#)
[Save Search Criteria](#)

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)

HR eForms	Quick Reference Guide – Viewing Contract Status	Effective Date:	16 September 2015	Version 1.0
Authorised by	Associate Director, Client Services	Review Date:	16 September 2018	Page 1 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			








## HR eForm – Quick Reference Guide

(continued)

### Transaction/Signature log

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

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

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>8: 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)      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      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>

HR eForms	Quick Reference Guide – Viewing Contract Status	Effective Date:	16 September 2015	Version 1.0
Authorised by	Associate Director, Client Services	Review Date:	16 September 2018	Page 2 of 2
Warning	This process is uncontrolled when printed. The current version of this document is available on the HR Website.			