

# eForms- Modify a Request

An existing request can only be modified if the document is pending submission.

## To Modify a Request:

1. After logging into PeopleSoft, under the home page look for the eForms section and select the **View Existing Requests** link.

Request ID	eForms Action	Status	Name
1 00015422			
2 00015636			
3 00015422			

2. Under the **Find an Existing Value** tab, you will see multiple options listed in the **Search Criteria**:

2a. Enter the **Request ID** (or search by any other option).

2b. Click on the **Search** button.

Request ID: begins with

eForms Actions: =

Status: =

Empl ID: begins with

First Name: begins with

Last Name: begins with

[Basic Search](#)

3. The form will display, and the fields available to modify will be open, content can be changed as needed:

**IMPORTANT:** Only a form with a status of: **Saved, Call Back for Revision, and Sent Back for Revision** can be modified. If the document has already been submitted, use the **Call Back** button at the bottom of the form; the document will refresh and can be modified as needed.

Select	Empl RCD	Last Day Worked	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason
1 <input checked="" type="checkbox"/>	0	11/30/2018	Primary	ELP	Active	Active	09/01/2018	Pay Rate Change	Promotion

Empl Record: 0 Department: 301500 PeopleSoft

\*Last Date Worked: 11/30/2018

\*Separation Reason: End of Assignment

All Time and Leave Entered