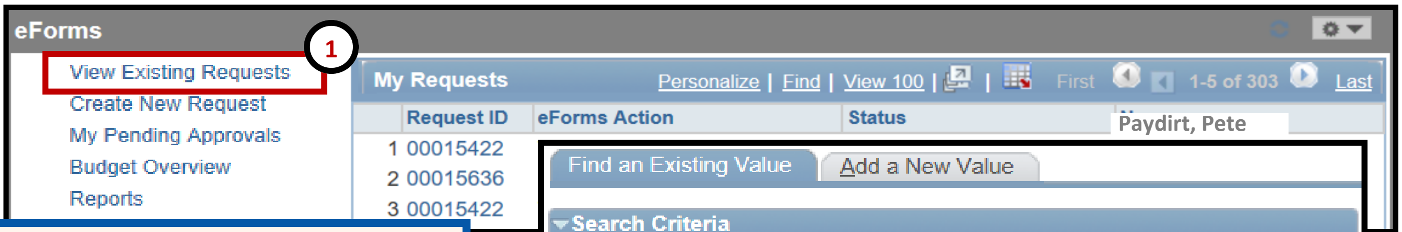
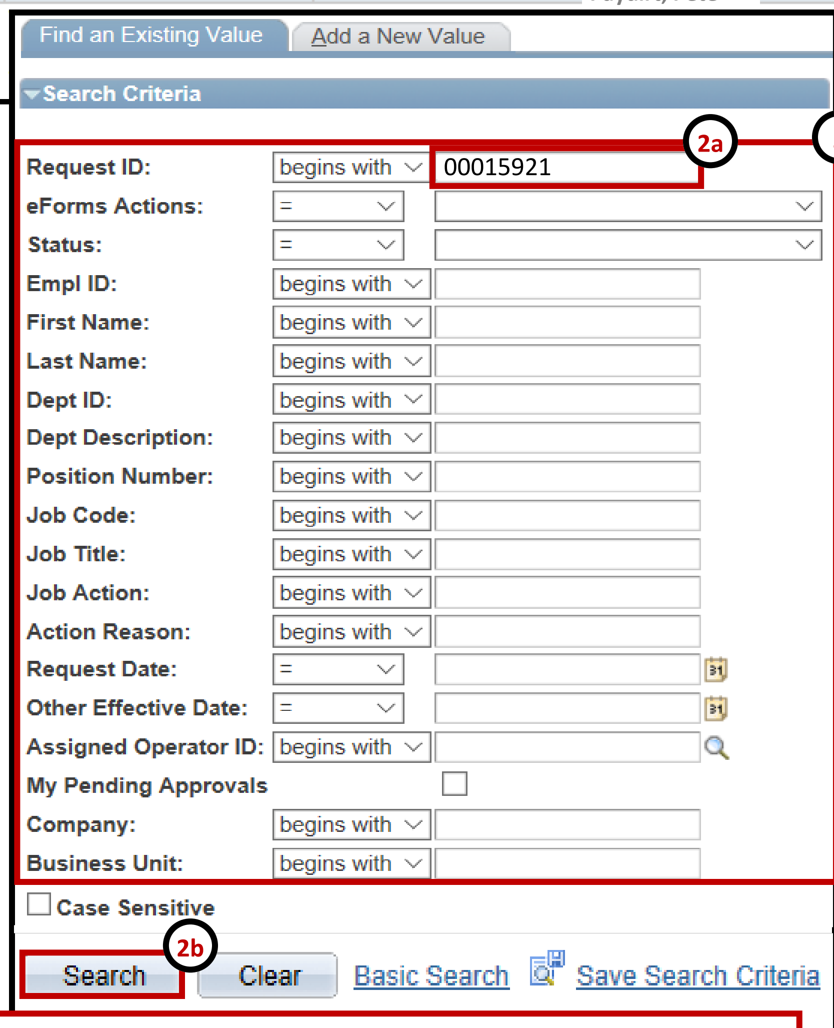
eForms– View Existing Requests

An existing request can be found by any of the options listed in the Search Criteria (e.g. Request ID, Employee ID, eForm Action, Status, First/Last Name and etc.).

To search by Request ID:



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

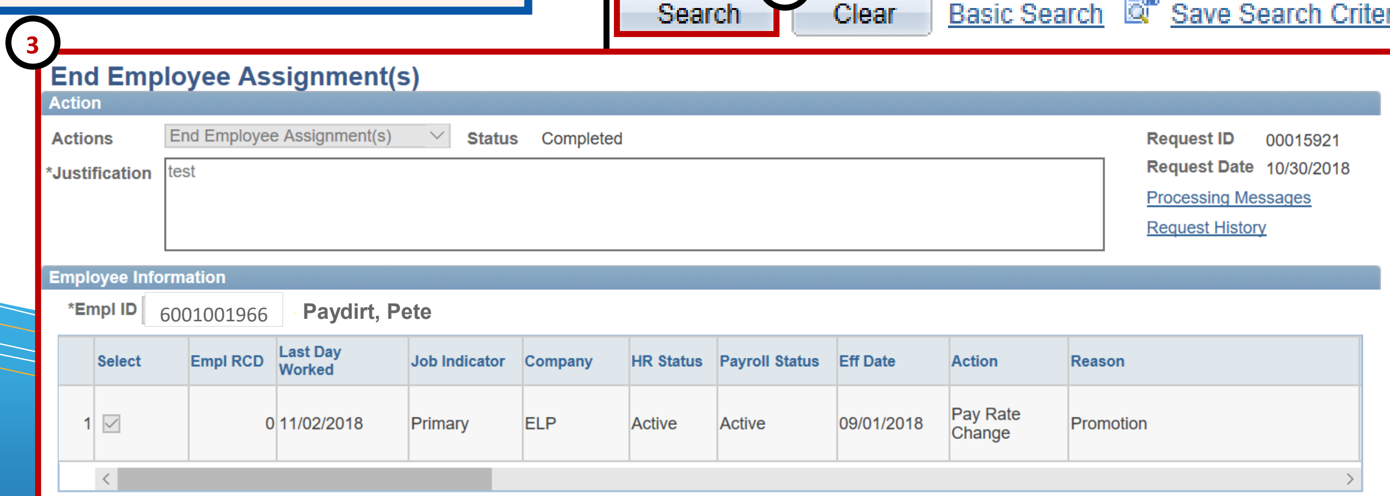


2. Under the **Find an Existing Value** tab, you will see multiple options listed in the **Search Criteria:**

   2a. Enter the **Request ID** with preceding zeros.

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

3. The form will populate and all information saved/submitted/processed will be displayed



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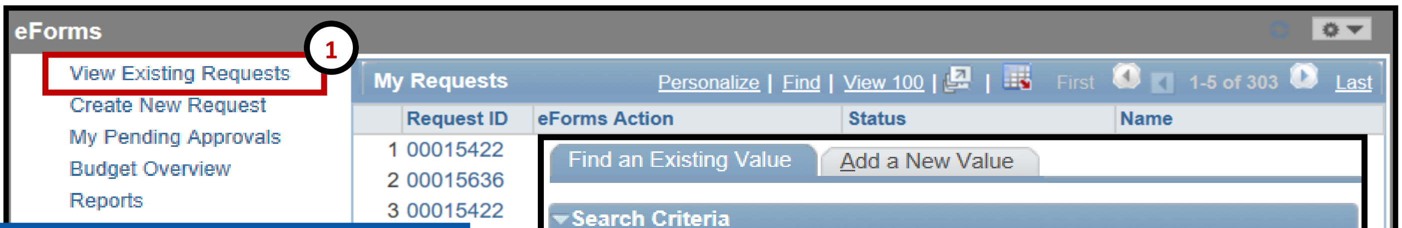
An existing request can be found by any of the options listed in the Search Criteria (e.g. Request ID, Employee ID, eForm Action, Status, First/Last Name and etc.).

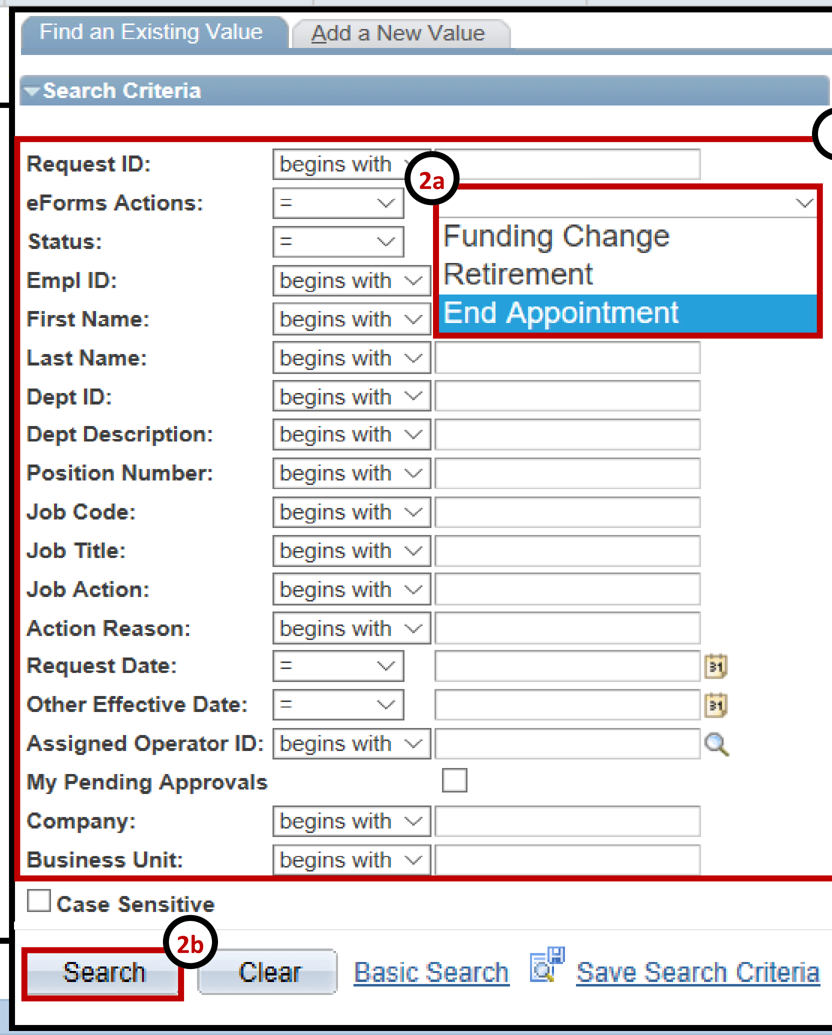
To search by eForm Action:

eForm Actions (form types) are shared across UT System institutions. The name for each eForm action has been modified to fit UTEP business processes. Use the table as a guide for each eform action and respective name.

eForm Action	eForm Name
End Appointment	End Employee Assignment(s)
Retirement	Retirement
Funding Change	Position Funding Change



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

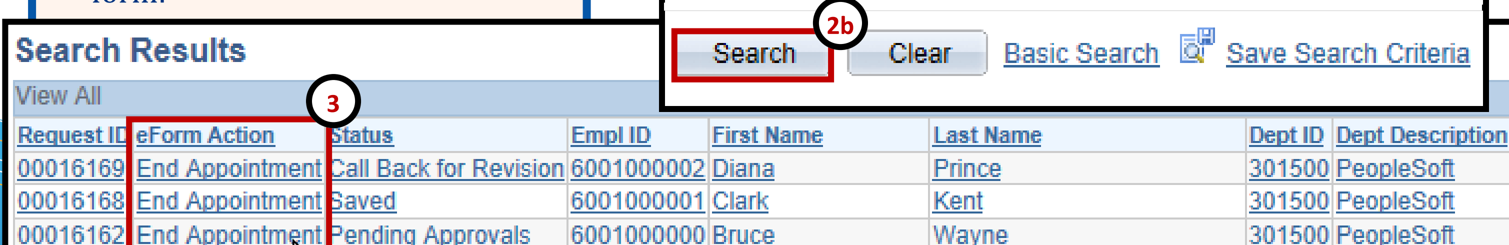


2. Under the **Find an Existing Value** tab, you will see multiple options listed in the **Search Criteria:**

   2a. Use the **eForm Actions** drop down and make a selection.

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

3. Under the **Search** button the **Search Results** will display all forms with the same eForm Action type, select a hyperlink to view the form:



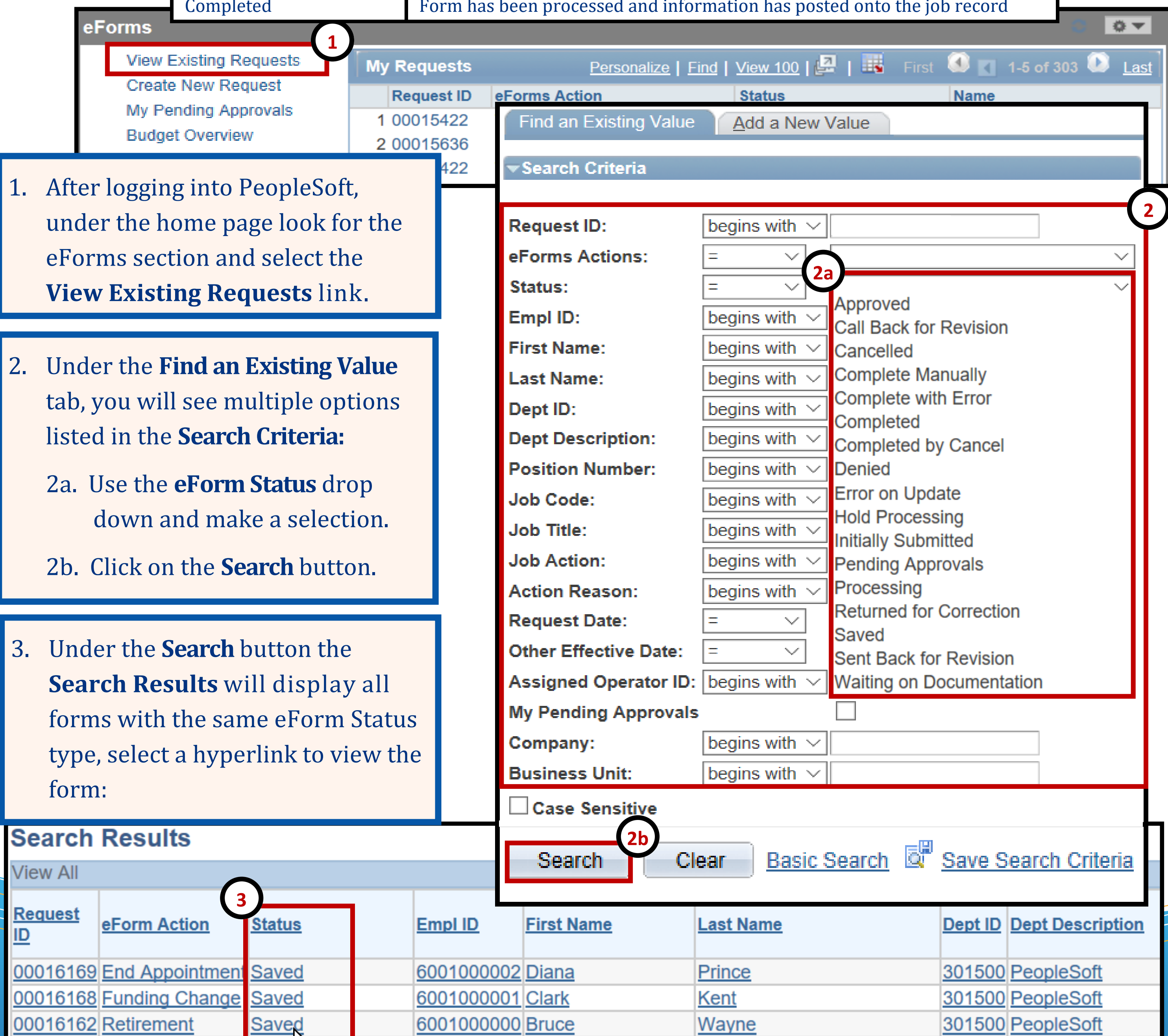
eForms– View Existing Requests

An existing request can be found by any of the options listed in the Search Criteria (e.g. Request ID, Employee ID, eForm Action, Status, First/Last Name and etc.).

To search by eForm Status:

The table below defines the status types commonly used:

eForm Status	Description
Saved	Form has been saved and is pending submission
Pending Approvals	Form has been submitted and is routing for approval
Call Back for Revision	Form was submitted but called back by the creator to modify
Sent Back for Revision	Document has been sent back by an approver and needs to be modified
Cancelled	Form has been cancelled by the creator and will not be processed
Denied	Workflow has been terminated for the form and will not be processed
Approved	Workflow complete, form has been fully approved
Completed	Form has been processed and information has posted onto the job record



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

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

   2a. Use the **eForm Status** drop down and make a selection.

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

3. Under the **Search** button the **Search Results** will display all forms with the same eForm Status type, select a hyperlink to view the form: