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 Employee Self Service (Homepage) click the eForms Tile 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.
To search by eForm Action:

1. After logging into PeopleSoft, under **Employee Self Service (Homepage)** click the **eForms** Tile 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 you will see results displayed for eForms with the same action type, select a **hyperlink** to view the form.

### 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.

<table>
<thead>
<tr>
<th>eForm Action</th>
<th>eForm Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Appointment</td>
<td>End Employee Assignment(s)</td>
</tr>
<tr>
<td>Retirement</td>
<td>Retirement</td>
</tr>
<tr>
<td>Funding Change</td>
<td>Position Funding Change</td>
</tr>
</tbody>
</table>

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**Paydirt, Pete**

**Prince, Diana**

**Clark, Kent**

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**Request ID**: 000015422

**Empl ID**: 6001000002

**Number**: Diana

**Kent**

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**Request ID**: 000015680

**Empl ID**: 6001000001

**Number**: Kent

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**Request ID**: 000015682

**Empl ID**: 6001000000

**Number**: Wayne
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:

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

1. After logging into PeopleSoft, under **Employee Self Service (Homepage)** click the **eForms Tile** 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 you will see results displayed for eForms with the same status type, select a **hyperlink** to view the form.