

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:

The screenshot shows the eForms interface. On the left, a navigation menu has 'View Existing Requests' highlighted with a red box and a circled '1'. The main area shows a 'My Requests' table with columns for Request ID, eForms Action, Status, and Paydirt, Pete. Below this is a search form with a 'Find an Existing Value' tab selected. The 'Search Criteria' section includes fields for Request ID, eForms Actions, Status, Empl ID, First Name, Last Name, Dept ID, Dept Description, Position Number, Job Code, Job Title, Job Action, Action Reason, Request Date, Other Effective Date, Assigned Operator ID, My Pending Approvals, Company, and Business Unit. The 'Request ID' field is filled with '00015921' and highlighted with a red box and a circled '2a'. The 'Search' button is highlighted with a red box and a circled '2b'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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

End Employee Assignment(s)

Action

Actions: End Employee Assignment(s) Status: Completed Request ID: 00015921 Request Date: 10/30/2018

*Justification: test [Processing Messages](#) [Request History](#)

Employee Information

*Empl ID: 6001001966 Paydirt, Pete

Select	Empl RCD	Last Day Worked	Job Indicator	Company	HR Status	Payroll Status	Eff Date	Action	Reason
1 <input checked="" type="checkbox"/>		0 11/02/2018	Primary	ELP	Active	Active	09/01/2018	Pay Rate Change	Promotion

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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

The screenshot shows the 'eForms' application interface. On the left, a navigation menu has 'View Existing Requests' highlighted with a red box and a circled '1'. The main area is titled 'My Requests' and contains a search form. The search form has tabs for 'Find an Existing Value' and 'Add a New Value'. Below the tabs is a 'Search Criteria' section with various input fields. A red box highlights the 'eForms Actions' dropdown menu, which is open and shows 'Funding Change', 'Retirement', and 'End Appointment' as options. A circled '2a' is next to the dropdown, and a circled '2' is next to the search criteria section. At the bottom of the search form, a 'Search' button is highlighted with a red box and a circled '2b'. Below the search form is a 'Search Results' section with a table of results. A red box highlights the first row of the table, and a circled '3' is next to it.

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:

Request ID	eForm Action	Status	Empl ID	First Name	Last Name	Dept ID	Dept Description
00016169	End Appointment	Call Back for Revision	6001000002	Diana	Prince	301500	PeopleSoft
00016168	End Appointment	Saved	6001000001	Clark	Kent	301500	PeopleSoft
00016162	End Appointment	Pending Approvals	6001000000	Bruce	Wayne	301500	PeopleSoft

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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 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

The screenshot shows the PeopleSoft eForms interface. On the left, a navigation menu has 'View Existing Requests' highlighted with a red box and a circled '1'. The main area shows a search form with a 'Find an Existing Value' tab selected. The 'Search Criteria' section is expanded, showing a dropdown for 'eForms Actions' with 'Approved' selected, highlighted with a red box and a circled '2a'. Below this, the 'Search' button is highlighted with a red box and a circled '2b'. At the bottom, the 'Search Results' table is visible, with the 'Status' column highlighted by a red box and a circled '3'. The table contains three rows of results, all with a 'Saved' status.

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:

Request ID	eForm Action	Status	Empl ID	First Name	Last Name	Dept ID	Dept Description
00016169	End Appointment	Saved	6001000002	Diana	Prince	301500	PeopleSoft
00016168	Funding Change	Saved	6001000001	Clark	Kent	301500	PeopleSoft
00016162	Retirement	Saved	6001000000	Bruce	Wayne	301500	PeopleSoft