Evaluating and Approving eForms

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# Table of Contents

Evaluating and Approving an eForm ................................................................. 2
Evaluating and Approving eForms

Overview

eForms are approved by those designated with specific approval roles and are setup within the approval workflow. These designated approvers are notified of approval requirements via email notification.

There are two main roles associated with the eForm workflow – Originators and Approvers.

- **Originators** take all the information provided and translate it to the appropriate eForm.
- **Approvers** review the information the Originator submitted on the form and approve the form for processing.

Once a form has been submitted by an Originator, it flows through a number of approval steps. The number and types of roles involved in the approval routing depend on the type of appointment, e.g. Academic, Support or Student.

Objectives

Upon completion of this section you will have a general understanding of the Approval process for eForms.

Related Reference Material

All related reference material can be found on the Learning Materials web page within the Human Resource Services website.

Reference Material may include Training Guides, Quick Reference Guides, and Other Documentation.
Evaluating and Approving an eForm

In this topic you will learn how to Evaluate and Approve an eForm.

Approval Workflow

Once an eform has been submitted by an Originator, it flows through a number of approval steps. The number and types of roles involved in the approval workflow depend on the type of appointment, e.g. Academic, Support or Student.

All eForms are approved by those designated with specific approval roles.

People involved in the workflow are notified about stages or actions to complete through e-mail notifications.

Procedure

Navigation Path: Main Menu > UofA eForms WorkCenter > Evaluate an eForm

6 Steps to Evaluating and Approving an eForm

1. Receive e-mail notification
2. Review the Hire Personal page
3. Evaluate Job Information
4. Evaluate Compensation Information
5. Evaluate UA Specific Information (if applicable)
6. Action Approval Request
1. **Step 1: Receive e-mail notification**

As a designated approver, you will receive an e-mail notification indicating that Approval Action is Required.

![Image of email notification](image)

2. Click the **Approval Action Required e-mail** link.

3. The e-mail notification provides a summary of the eForm that was submitted and includes instructions on what to do next.

   - **Form ID**: assigned eForm ID
   - **Status**: indicates the status the eForm was at when the e-mail notification was sent
   - **Form Type**: indicates if the eForm is for a Hire, Job Change, or Status Change.
   - **Employee**: provides the Employee name and Empl ID followed by who the form was submitted by.
   - **Link to Evaluate**: provides a link directly to eForms application to continue with the evaluation and approval process.

4. Click the **Click Here** link provided within the e-mail notification.

   [Click Here](#)

5. The link will open PeopleSoft HCM and you will need to Sign In using your CCID and Password.

   **Note**: The e-mail notification is not the ONLY way to access eForms for approval action. How you normally get to PeopleSoft HCM can also be used.

6. If you did not use the e-mail notification link and accessed PeopleSoft HCM a different way, you can use the **Worklist** feature.

   In the top right corner of the screen, click the **Worklist** option.

   ![Worklist option](image)

7. The Worklist page provides a list of eForms pending your approval.
8. Within the line you want to view, click in the **Link** column and continue the evaluation and approval process.

   In this example, Click the **First Row** link.

   ![Link](Link)

   **Hire Student SCI**

   **Physics Student 2017-03-16**

9. The **Evaluate a Hire** screen will appear.

   If you have used the e-mail notification link to open PeopleSoft HCM, you will be taken directly to this screen.

10. **Important!**
    The page layout, available fields, and information provided on the eForm may vary depending on the form type and the employee type.

11. **Note:** An (*) next to a field indicates that data entry is required.
12. **Step 2: Review the Hire Personal page**

Review the employee's personal information for completeness and accuracy.

13. **Note:** If the default 999999999 displays in the *Social Insurance #* field, update the field with the correct SIN, if available.

**Remember!**
If the default SIN of 999999999 is used, the originator has 3 days from the employee's start date to provide the employee’s SIN to Human Resource Services.
14. At the bottom of each page is a **Hold** option.

   You can use this option to put the eForm on hold and come back to it later.

15. You as the Approver may change data on fields available for editing, however, the Originator will not receive an e-mail notification of these changes.

   Click the **Next** button.

16. **Step 3: Evaluate Job Information**

   The Job Information page provides the employee's attributes. Review and verify for accuracy.

17. **Important!**

   All information on this form is Effective Dated.

   **Warning!**

   Because the information is effective dated, if you change the effective date, the system will blank out all of the information entered and you will have to re-enter everything.

18. The information provided on this page may differ depending on the form type and employee type.

19. **Note:** If changing the Reports To or Supervisor ID, keep in mind that the system will only allow you to enter one or the other.

   One of these fields MUST be populated to continue.
20. **Next** or **Previous** buttons located at the bottom of the page are used to go forward or back a page.

21. You as the Approver may change the editable fields, however, the Originator will not receive an e-mail notification of these changes.

   Click the **Next** button.

22. **Step 4: Evaluate Compensation Information**

   The Compensation Information page provides the employee's compensation. Review and verify for accuracy.
23. The **One Time Pay** section is used to pay the person a lump sum amount only once. Refer to the One Time Payment related topics for further details.

24. Within the **Compensation Information** section the Salary Plan and Grade automatically defaults based on the information entered on the Job Information page. Ensure that the defaulted information is correct.
25. Compensation should be entered as follows:

- **Academic**: an annual amount.
- **Support**: either monthly or by percent for hourly paid employees.
- **Student**: either monthly or an hourly rate.

26. **Retro Pay Required Option**

This option will automatically be selected if the effective date entered is in the past and the pay period for that date is closed and Pay Confirm has been run.
27. **Contingent Option**

This option is used for Academic Staff Hires.

28. The **Compensation Distribution** section is used to specify how the compensation for the employee is to be distributed within finance.
29. **Override Benefits Distribution Option**

The Benefits Distribution for the employee is automatically allocated based on a combination of the information entered on the eForm. In the rare occurrence that the benefits are not paid from the salary combo code, you can select this option and dictate which combo code the benefits should be paid from.
30. **Stat Deduction Distribution Option**

This option refers to the Statutory Taxes that are deducted for the employee and is automatically allocated based on a combination of the information entered on the eForm. In the rare occurrence that Stat Deductions are not paid from the salary combo code, you can select this option and dictate which combo code the stat deductions should be paid from.

![Image of HCM interface]

31. **Hire with Supplemental Payment Option**

The Hire with Supplemental Payment option is used for payments in addition to salary.

- **Academics**: shows the per annum value
- **Support/Student**: shows the per pay period value

32. Click the **Next** button.
33. **Step 5: Evaluate UA Specific Information (if applicable)**

This page is used to record U of A Specific Information. The options provided on this page may differ depending on the Job Information entered.

![UA Specific Information](image)

34. **Working Outside of Province Option**

This option is checked when the employee’s home address is local but they are working in a different province.

35. The **UA Employee Data** section can also be used to record the person’s **Tenure Date** and **Sabbatical Credit** amount if the person is eligible for either.

36. Click the **Next** button.

37. **Step 6: Action Approval Request**

There are 3 sections within the **Submit Page** that require review before approving.
38. The **Action/Reason** section automatically defaults based on the eForm type. Ensure the appropriate Action/Reason information is correct.

**Note:** If the Action/Reason you are looking for is not available, leave the fields as the default entries and use the Comments section to record the actual action and reason.
39. The **File Attachments** section provides you the opportunity to view and add attachments to the eForm.

Refer to the 'Adding Attachments to eForms' topic for further details.

40. The **Comments** section allows you to enter any additional information related to the employee.

When you click on the Comments option a field will open and allows you to view and enter any comments.
41. You have different options when approving eforms. These options are located at the bottom of the **Submit Page**.

**Approver Actions are:**
- **Approve**: will send to the next approver within the workflow.
- **Deny**: stops the form completely. **Note**: Add a comment explaining why the eForm is denied. (mandatory)
- **Recycle**: reroutes the form back to the originator for changes. **Note**: Add a comment explaining why the eForm is being sent back to the originator. (mandatory)
- **Hold**: will save any changes and allow you to come back to the form to complete the evaluation and approval.

42. Select the appropriate approval action.

In this example, click the **Approve** button.
43. The **Finalized** page provides the approval workflow and the stage that the form is at.

In this example, the form has been approved at Stage 1 and will move to the next approver listed in the Approval Workflow.

44. Within the **Stage** boxes, a link is provided to display either the name of the Approver or "Multiple Approvers" for that stage. This link provides further information pertaining to the approver(s) listed.

45. Congratulations! You have completed the training on Evaluating and Approving an eForm.

**End of Procedure.**