# SERVICE AWARD EFORM TRAINING GUIDE - AGENCY SERVICE AWARD COORDINATOR



# Contents

TN Service Award Coord eForm	2
About TN Service Award Coord eForm	2
Roles Required	2
Service Award Coordinator Step Instructions	2
Request a Service Award eForm	3
About Request a Service Award eForm	3
Evaluate a Service Award eForm	7
About Evaluate a Service Award eForm	7
Update a Service Award eForm	14
About Update a Service Award eForm	14
View a Service Award eForm	18
About View a Service Award eForm	
TN_HR15_SERVICE_AWD_ITEM_SELEC Query	20
About TN_HR15_SERVICE_AWD_ITEM_SELEC Query	20
Naming Convention for TN_HR15_SERVICE_AWARD_ITEM_SELEC Query	20
TN_HR15_SVC_AWD_FORM_STATUS Query	21
About TN_HR15_SVC_AWD_FORM_STATUS Query	21

# TN Service Award Coord eForm

## About TN Service Award Coord eForm

The TN Service Award Coord eForm provides users the ability to request a service award, evaluate a service award, update a service award, or view a service award eform. The Service Award eform is not automated to order the items from a vendor. A query named: TN\_HR15\_SERVICE\_AWD\_ITEM\_SELEC maybe used to return a list of items that were selected on each eform by emplid.

#### **Roles Required**

The TN1\_HR\_SERVICE\_AWARD\_COORD role is required for Service Award Coordinators. DOHR Service Award Administrators have access to the TN Service Award Coord eForm with the TN1\_HR\_DOHR\_SVC\_AWD\_ADMIN role. Users will be able to see emplies based on their department level security.

#### Functionality

Each step available on the TN Service Award Coord eForm page has distinct information about the step above the instructions on how to complete the step. Please review each step carefully.

The Coordinator can use the Request a Service Award eForm step to submit a service award for an employee. The Coordinator can use the Evaluate a Service Award eForm step in the event an employee is unable to access the TN Service Award eForm in Self Service. The Evaluate a Service Award eForm displays the Employee Award Selection section of the form, allowing the user to select a service award. The Coordinator can use the Update a Service Award eForm step, if it becomes necessary to Withdraw a Service Award in events such as the employee termed before the employee evaluated the form. The Update a Service Award eForm page also has a Resubmit button which will allow new coordinators to become reassign the service award eForm to themselves, in the event a Coordinator is no longer with the State or becomes unavailable.

# Service Award Coordinator Step Instructions

The Instructions page provides information to Coordinators about service awards. There are links available to open pdf files for Policy, a Contract Link, a Coordinator Guide, and Coordinator Frequently Asked Questions.

Form Page	Service Award eForm	â	۲	Ξ	٢
T Instructions	The Employee Service Awards Program serves as a way to show gratitude and appreciation to employees that have or and loyalty to State service. We understand highlighting these achievements is important; therefore, we recognize em showcased their commitment to our State. The Service Awards contract the came effective in early. Service Awards	displayed ployees v	years o who hav	of dedica e offering	ition
Request a Service Award eForm	larger selection of awards, including both traditional and lifestyle items. There is also an improved award selection stru increases award value with service milestone. Employees with 30 years of service and above will receive a plaque in Below are links to the Department of Human Resources Rules, contract link, and Coordinator Resources and Tools	addition t	at gradua to an aw	ally ard item	1.
Evaluate a Service Award eForm	Policy: DOHR Rules Contract Link				
5 Update a Service Award eForm	Coordinator Guide Coordinator Frequently Asked Questions				
5 View a Service Award eForm					

## Request a Service Award eForm

#### About Request a Service Award eForm

User ID PAULJ0810002

The Request a Service Award eForm step enables Service Award Coordinators or DOHR Service Award Administrators to submit an eForm for the employee who is to receive a service award.

#### **Roles Required**

The TN1\_HR\_SERVICE\_AWARD\_COORD role is required for Service Award Coordinators. DOHR Service Award Administrators have access to the TN Service Award Coord eForm with the

TN1\_HR\_DOHR\_SVC\_AWD\_ ADMIN role. The coordinator will use the Request a Service Award eForm step to submit a service award for an employee. Users will be able to see emplies based on their department level security.

- 1. Select the Request a Service Award eForm step from the navigation provided on the left-hand side of the page
- 2. In the Service Award Recipient Information Section, enter an emplid or use the magnifying glass to search for an emplid. When the emplid is entered, the Business Unit, Department, Name, and User ID fields will auto-populate as shown below.

🔇 Ba	ıck		Service Award eForm	1		
•	Create : Create	a Service Award Form			Form ID	73596
Plea of a	ase note that a service au my substituted item being	rard item appearing on the S ordered, the vendor will no	outhern Trophy page could receive a substitution due to issues wi ify the appropriate agency.	th delay in supply and/or any backordered	l items. In th	ie event
Sei	rvice Award Recipient	Information				
Ple	ase create a service av	vard form for each emplo	yee. For employees with 30 years or more service, an opt	ion for the plaque will be displayed.		
Plea	ase enter the employee id	then select the number of ye	ars of service through the dropdown. The remaining fields will aut	o-populate based on the employee's award s	selection.	
	*Empl II	00527906	*Years of Service	~		
	Business Uni	: 34501				
	Departmen	t 3457003400				
	Name	Paula Simmons				
11	User II	PAULJ0810002				
3.	Select the dro	odown list using	the $^{\vee}$ symbol in the field or enter the	number of service years	. An	
	error will be in	ocurred if the nu	mber entered does not match a numb	per in the dropdown list.	The	
	Years of Servic	e values start w	th 5 and is incremented by 5 up until	60 This field is critical to	n disnla	v
	the proper ite	me in the Add Di	and is incremented by 5 up until	d Soloction soction	<i>i</i> aispia	y
Sor		IS III LITE AUD PIG	aque section and the Employee Award	J Selection Section.		
361	vice Award Recipient	mormation				
Ple	ase create a service aw	ard form for each employe	e. For employees with 30 years or more service, an option f	or the plaque will be displayed.		
Plea	ase enter the employee id, t	hen select the number of year	of service through the dropdown. The remaining fields will auto-pop	vulate based on the employee's award selection	n.	
	*Empl ID	00527906 <b>Q</b>	*Years of Service 30	~		
	Business Unit	34501				
	Department	3457003400				
	Name	Paula Simmons				

4. In the Service Award Certificate Frame section, select the magnifying glass icon in the Item ID field to return a list of frames available to choose from. If the business unit does not wish to give the employee a certificate frame, leave this field blank and either move forward to the Add Plaque section or select the Submit button.

Cancel	Lookup	
Search for: Item ID		
Search Criteria		
<ul> <li>Search Results</li> </ul>		
· · · · · · · · · · · · · · · · · · ·		
		3 rows
Item ID 🗘	Item Description 🗘	
1000196247	Certificate Frame, Walnut Frame with Mating	
1000196248	Certificate Frame, Mahogany Frame with Mating	
1000196249	Certificate Frame, Black Frame with Mating	

Selecting the Item ID will auto-populate the Prod #, Item Name, and Item Details fields, as shown below:

Service Award Certificate Frame	
Order service award certificate frame:	
Item ID [1000196247 Q	Item Name Certificate Frame, Walnut Frame with Mating
Prod # TNFR-2	Item Details Classic walnut finish document frame. High quality walnut finish

5. In the Add Plaque section, select the magnifying glass icon in the Item ID field to return a list of plaques available to choose from. If the Years of Service selected in the Service Award Recipient Information section is greater than or equal to 30, the Add Plaque section will display. If the Years of Service selected is less than 30, then the Add Plaque section will not display. If the business unit does not wish to give the employee a plaque, leave this field blank and select the Submit button.

Cancel	Lookup	
e Search for: Item ID		
<ul> <li>✓ Search Results</li> </ul>		
		9 rows
ltem ID ≎	Item Name 🗘	
1000171090	Plaque, 7 x 9, Black Piano Finish	^
1000171091	Plaque, 7 x 9, Rosewood Piano Finish	
1000171092	Plaque, 7 x 9, Walnut Piano Finish	
1000171093	Plaque, 9 x 12, Cherrywood Piano Finish	

Selecting the Item ID will auto-populate the Prod #, Item Name, and Item Details fields, as shown below:

Add Plaque

Order plaque for service greater	than 30 years:	
Item ID	1000171092	Q

Prod # TN79-WP

Item Name Plaque, 7 x 9, Walnut Piano Finish

Item Details Plaque, 7" x 9" Walnut Piano Finish Board, Featuring Simple Bl

#### 6. The Results page will open after the Submit button is selected.

Create : Results					Form ID 73598
You have successfully submitted ye The eForm has been routed to the multiple approvers.	our eForm. next approval step	).			
View Approval Route Transaction / Signature Log					1 rov
Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
1 01/20/2022 5:10:57AM	Initiated	laur0301001	Lauren Vaden	Submit	
Refresh Log					

The service award coordinator may choose to view the approval route or the refresh log button. If the approval route button is selected a modal window will open to display the approvers and routing.

Cancel	You have successfully submitted your eForm.	Done
Review/Edit Ap	oprovers	
Basic Stage		
-G3FORM_ID	=73598	Pending
Basic Path Pending Multiple Appro [TN_HR_SA_0]	overs OPRID:OPRID] + @riginal Oprid	

The status displayed will be Pending – to view the approvers, select the Multiple Approvers link.

Cancel You	u have successfully submitted your eFor	m. Done
Review/Edit Approvers	Approver Information	×
▼G3FORM_ID=73598	Lauren Vaden Pending	Pending
Basic Path	Detail Information	
📓 Pending	Phone 615/313-4733	
Multiple Approvers [TN_HR_SA_OPRID:OPRID	Mobile 615/313-4733	
	Email Lauren.Vaden@tn.gox	
	Paula Simmons Pending	

Select the arrow next to each name to see the detail information for the approver.

# Evaluate a Service Award eForm

#### About Evaluate a Service Award eForm

After a request for a service award has been submitted. The form is sent to the employee so they can choose the service award they would like to receive. The employee may choose any item in the dropdown list of service awards. The years of service entered on the request in the Service Award Recipient Information section determines which items will display in the list available for the employee to choose from. The employee may select any item that is assigned a year of service less than or equal to their years of service. The employee will not see the Service Award Certificate Frame section or the Add Plaque section. These sections are hidden from the employee in case the business unit does not choose to order a frame or plaque (or both).

The Evaluate a Service Award form is also routed to the service award coordinator who submitted the request. In the event the employee is unable to access the service award eForm, the evaluate a service award eForm step may be completed by the service award coordinator.

#### Roles Required

The TN1\_HR\_SERVICE\_AWARD\_COORD role is required for Service Award Coordinators. DOHR Service Award Administrators will have access to the TN Service Award Coord eForm with the TN1\_HR\_DOHR\_SVC\_AWD\_ADMIN role. The Coordinator will use the Request a Service Award eForm step to submit a service award for an employee. Users will be able to see emplies based on their department level security.

The TN1\_HR\_EMPLOYEE is required for employees to Evaluate or View a Service Award eForm that was submitted for them. The TN1\_HR\_EMPLOYEE is assigned to all state employees.

#### 1. Select the Evaluate a Service Award eForm

C Service Award eForm		Service Award eForm	🗎 🏲
Instructions	Search by:		
Request a Service Award eForm	Form ID	Begins With v	
🕢 Evaluate a Service Award eForm	Form Type	Begins With V	Q
Jupdate a Service Award eForm	Form Status	is Equal To 🗸	~
3 View a Service Award eForm	Empl ID	Begins With v	Q
	Description	Begins With v	Q
	Engraving Text	Begins With v	
	Search Clear		

The employee (or the coordinator, if employee is unable to access the eForm) may choose to search by entering the information into any of the fields or leaving the search fields blank and selecting search. Select on any of the hyperlinked fields in the rows returned from the search to open the service award eForm.

14 73576 TN\_HR\_SAPG Pending 00497224 1000196249 Vickie Gilliam Classic black document frame. High quality black composite frame is perfect

The only active sections on the Evaluate form are the Engraving and Employee Award Selection sections.

Submit : Submit a Service Award Form      Submit : Submit a Service Award Service and the appearing on the Southern Trophy page could receive a substitution due to issues with delay in supply and/or any backordered items. In the event of any      Submit : Submit a Service award form for each employee. For employees with go years or more service, an option for the plaque will be displayed.      Service Award Recipient Information      Mease enter the employee id, then select the number of years of service through the doppdown. The remaining fields will auto-populate based on the employee's award selection.          Empli D 00497224 Vears of Service 35          Business Unit 31701          Department 317701
Pase note that a service award item appearing on the Southern Trophy page could receive a substitution due to issues with delay in supply and/or any backordered items. In the event of any substituted item being ordered, the vendor will notify the appropriate agency."  Place note that a service award form for each employee. For employees with 30 years or more service, an option for the plaque will be displayed. These enter the employee id, then select the number of years of service through the dropdown. The remaining fields will auto-populate based on the employee's award selection.  Empl D 0049724 Years of Service 35 Business Unit 31701 Department 31701 Department 31701 User ID VICKL0712003  Engraving Fex Vecke Gillam User ID VICKL0712003  Engraving Text Vecke Gillam Engravin
Service Award Recipient Information  Faces create a service award form for each employee. For employees with 30 years or more service, an option for the plaque will be displayed.  Please enter the employee id, then select the number of years of service through the dropdown. The remaining fields will auto-populate based on the employee's award selection.  Empl ID 00497224 Years of Service 35 Business Unit 3701 Department 3717100002 Name Vickie Gilliam User ID VICKL0712003  Engraving Please enter the text below if your item qualifies for special engraving. Engraving Text Vickie Gilliam Employee Award Selection Congratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone.  ff using the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field.  Description Prod # Item Name
Please create a service award form for each employee. For employees with go years or more service, an option for the plaque will be displayed. Please enter the employee id, then select the number of years of service through the dropdown. The remaining fields will auto-populate based on the employee's award selection. Empl D 0049724 Years of Service 35 Business Unit 31701 Department 3170700002 Name Vickie Gilliam User D VickL0712003 Engraving Text Vickie Gilliam Engraving Text Vickie
Please enter the employee id, then select the number of years of service through the dropdown. The remaining fields will auto-populate based on the employee's award selection.  Empl D 00497224 Years of Service 35 Business Unit 31701 Department 3171700002 Name Vickle Gillam User ID VICKL0712003 Engraving Please enter the text below if your item qualifies for special engraving. Engraving Text Vickle Gillam Congratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone. If using the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field.  Description Q Prod # Item Name
Empile 0497224 Years of Service 35   Business Unit 31701   Department 3171700002   Name Vickie Gilliam   User ID Vickie Gilliam   Please enter the text below if your item qualifies for special engraving. Engraving Text Vickie Gilliam Engraving Text Vickie Gilliam Congratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone. If use search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field. Description Prod # Item Name
Business Unit 31701 Department 3171700002 Name Vickie Gilliam User ID VICKL0712003 Engraving Please enter the text below if your item qualifies for special engraving. Engraving Text Vickie Gilliam Employee Award Selection Congratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone. If using the search function to find the award you would like to select, enter the Prod ≠ in the Value and/or the vendor's description in the description field. Description Q Prod ≠ Item Name
Department 3171700002 Name Vickie Gilliam User ID Vickie Joolaan Please enter the text below if your item qualifies for special engraving. Engraving Text Vickie Gilliam imployee Award Selection ongratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone. inging the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field. Description
Name       Vickie Gilliam         User ID       VicKL0712003    Please enter the text below if your item qualifies for special engraving. Engraving Text Vickie Gilliam imployee Award Selection imployee Award Selection imployee Award Selection imployee Award Selection Description to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description field. Description Prod # Item Name
User ID VICKL0712003 Engraving Please enter the text below if your item qualifies for special engraving. Engraving Text Vickle Gilliam Employee Award Selection Engratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone. f using the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field. Description Q Prod # Item Name
Engraving Please enter the text below if your item qualifies for special engraving. Engraving Text Vickie Gilliam Employee Award Selection Congratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone. fusing the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description field. Description Prod # Item Name
Please enter the text below if your item qualifies for special engraving. Engraving Text Vickie Gilliam Employee Award Selection Engratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone. f using the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field. Description Q Prod # Item Name
Engraving Text Vickie Gilliam Employee Award Selection Congratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone. If using the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field. Description Prod # Item Name
Employee Award Selection  Congratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone.  If using the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field.  Description  Prod #  Item Name
Employee Award Selection Congratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone. If using the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field. Description Q Prod # Item Name
Congratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone. f using the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field. Description Q Prod # Item Name
f using the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field. Description Prod # Item Name
Description Q Prod # Item Name
Description Q Prod # Item Name
Prod # Item Name
Item Name
Item Details
▶ Comments
Search Deny Recycle Hold Approve

 Engraving section – If the service award selected includes engraving, the employee (or the coordinator, if employee is unable to access the eForm), may change their name to the name they would like engraved on the service award. Engraving

Please enter the text below if your	tiem qualifies for special engrav	ing.
Engraving Text	Vickie L. Gilliam	

 Employee Award Selection section – The the employee (or the coordinator, if employee is unable to access the eForm), should select the Southern Trophy hyperlink to open the Southern Trophy website to view a catalog of items available.
 Employee Award Selection

Congratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone. If using the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field.

Note: Right click on the Southern Trophy website link to open the website in either a new window or a new tab.

State of Tennessee Service Awards BY Southern Trophy House Contact Us Q Search 🐨 View Cart 🎽 👫 Checkout A Home 30 Years of Service Go to: All Categories > 30 Years of Service View: 20, 36, 52, 72 or ALL Products Per Page Go to Detail View 5 Years of Service 10 Years of Service 15 Years of Service 20 Years of Service 30 Years of Service 30 Years of Service 40 Years of Service 40 Years of Service 50 Years of Service 60 Years of Service 60 Years of Service 81 Years of Service 82 Years of Service 80 Years of Service 80 Years of Service 80 Years of Service 80 Years of Service 81 Years of Service Years of Service 81 Years of Service Years of Years of Service Years of Service Years of Service Years of Years Of Years of Service Years of Years Store Policies Privacy Policy 30 Years of Service CLICK ON A CATEGORY TO VIEW MORE PRODUCTS IN THAT CATEGORY Cooler30 35Tool CompuBack30 Gril \$0.00 \$0.00 \$0.00 \$0.00

The employee (or the coordinator, if employee is unable to access the eForm), can view any of the categories but may only choose from a category less than or equal to their years of service.

- 4. The employee (or the coordinator, if employee is unable to access the eForm), selects a category, and a page will open to show the items available.
- 5. Select an item to view the details and to retrieve the Edison ID number or the Prod #.



After selecting the link, the website opens to this page.

After selecting which item, the user would like to order, they can return to the service award eForm to complete the Employee Award Selection section.

The fields on the search form for Description and Prod # match the fields shown on the vendor website to help identify which information goes in which field.

digatorm_fluid × + − □ ×	CompuBack30 30 Years of Service × + ×
$\leftarrow \rightarrow$ C $\textcircled{a}$ O $\textcircled{b}$ ag17ndclw00042.dcnorth.tenn:3610/ $\blacksquare$ $\textcircled{c}$ $\gg$ $\equiv$	$\leftarrow \  \  \rightarrow \  \  C \  \  \  \  \  \  \  \  \  \  \$
♦ Getting Started  ☐ Backdoor links  ☐ State Links  ☐ Oracle links	♦ Getting Started □ Backdoor links □ State Links □ Oracle links □ SQL info □ Excel □ Other Bookmarks
🕥 Form Page 🗮 🥑	
Please enter the text below if your item qualifies for special engraving.	👔 Home 🛛 😂 Contact Us V 🔍 Search V 💥 View Cart V 📇 Chec
Engraving Text Vickie Gilliam  Employee Award Selection Congratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone. If using the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field.  Description	Stears of Service 12 Years of Service 25 Years of Service 26 Years of Service 27 Years of Service 26 Years of Service 26 Years of Service 27 Years of Service 26 Years of Service 27 Years of Service 26 Years of Service 27 Years of Service 27 Years of Service 26 Years of Service 27 Years of Service 27 Years of Service 27 Years of Service 28 Years of Service 29 Years of Service 29 Years of Service 29 Years of Service 20 Years of Serv
	Prod # Description 1+
item Name	COMPUBACK30 Edison[1000196270] \$0.00
item Details	
▶ Comments	<

- 6. The employee (or the coordinator, if employee is unable to access the eForm), may copy or write down either the Prod # or the number portion of the Description to use in the search field.
- 7. Alternatively, select the magnifying glass icon to return a list of items the user is eligible to receive.

Cancel		Lookup	
Search for: Description			
Search Criteria			
<ul> <li>Search Results</li> </ul>			
			70 rows
Description $\diamondsuit$	ltem Name ≎	Prod # 🗇	
1000170967	Leather Writing Pad	LWPAD	^
1000170969	Rescue Knife	3N1KNIFE	
1000170975	Golf Umbrella	UMB	
1000170976	Travel Backpack	EXBACK	
1000170980	Game Day Cooler Seat	COOLERSEAT	
1000170985	Multifunction Tool	MULTITOOL	

SPORTDUFFEL

1000170986

Sports Duffel Bag

- 8. Select the Search Criteria arrow to expand the search criteria section.
- 9. Either enter the number portion of the Description like Edison **1000196270** or the Prod # and select the Search button



#### 10. Select the row returned in the Search Results

Cancel	Lookup		
Search for: Description			
Search Criteria			
<ul> <li>Search Results</li> </ul>			
			1 row
Description 🛇	ltem Name 🗘	Prod # 🗇	
1000196270	Computer Backpack	COMPUBACK30	

# Selecting the row returned will auto complete the Prod # Item Name, and Item Details fields. Employee Award Selection

Congratulations on achieving your service year milestone! Please visit Southern Trophy to view the award selections based on your service year milestone. If using the search function to find the award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field.

Description	1000196270 Q				
Prod #	COMPUBACK30				
Item Name	Computer Backpack				
	The High Sierra® Access 17" Computer Backpack holds most 17 inch computers (max: 15.5"H x 10.75"W x 1.8"D). It also	^			
Item Details	features a built-in padded laptop sleeve with a zippered access pocket on the back and a front compartment with a convenient				
	C	///.			

#### 11. Select the Approve button.

Comments					
Search	Deny	Recycle	Hold	Approve	

Selecting the Deny button will terminate the service award eform. Do not select the Recycle button or the Hold button. The recycle button will send the eForm back to the evaluation queue and the hold button will send the eForm to the Update queue. If the employee (or the coordinator, if employee is unable to access the eForm), does not wish to approve the eform currently, navigate away from the eform. The user will receive a message asking if they wish to save the information. The user can select No and the eform will be retained in the Evaluate a Service Award eform queue to re-evaluate at a future time.

Message displayed if the user chooses not to approve the eform and elects to return the eform to the Evaluate a Service Award eForm queue.



#### 12. After the form is approved the Results page will display

Service Award eForm		Form Result			â	≡ ∅
Submit : Results					Form	ID 73576
You have successfully approved y	our eForm.					
View Approval Route						
Transaction / Signature Log						2 rows
Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	
1 01/14/2022 2:06:42PM	Initiated	VICKL0712003	Vickie Gilliam	Submit		
2 01/20/2022 6:23:49AM	[TN_HR_SA_OPRID:OPRID] + Original Oprid	VICKL0712003	Vickie Gilliam	Authorize	5 days 16 hours 17 minutes	6
Refresh Log						

#### 13. Select the View Approval Route button.

Cancel	You have successfully approved your eForm.	Done
Review/Edit Approv	vers	
Basic Stage		
G3FORM_ID=735	76	Approved

Note the status is approved. This means the form has been executed. If desired, the user can select the down arrow next to G3FORM\_ID to see who the approver was.



# Update a Service Award eForm

#### About Update a Service Award eForm

The Update a Service Award eForm step enables Service Award Coordinators or DOHR Service Award Administrators to Withdraw or Resubmit a service award eForm. The Update a Service Award search will only return eForms in a Pending, Hold, Recycled, or Saved status. Using the Withdraw button will terminate the form. This option may be chosen when the employee receiving the award is no longer with the State of Tennessee.

The Resubmit button should be used if the Service Award Coordinator who submitted the request is no longer with the State of Tennessee or is unavailable. Resubmitting the form will re-assign the eForm to the coordinator who selected the resubmit button. To reassign a Service Award Coordinator, resubmitting an eForm must be done before the employee completes the Evaluate a Service Award eForm step. If a form is resubmitted, the employee will not receive another email. If any notification is needed, the user will need to notify the employee. After the employee or the service award coordinator completes the evaluate step, the form will be in executed status. If changes are needed to an executed eForm, a new Request a Service Award eForm step must be initiated and completed.

#### Roles Required

The TN1\_HR\_SERVICE\_AWARD\_COORD role is required for Service Award Coordinators. DOHR Service Award Administrators will have access to the TN Service Award Coord eForm with the TN1\_HR\_DOHR\_SVC\_AWD\_ADMIN role. Users will be able to see emplies based on their department level security.

✓ Form Page		Service Award eForm	🕥 = 🌱 🏫
T Instructions	Search by:		
Request a Service Award eForm	Form ID	Begins With 🗸	
	Form Type	Begins With 🗸	Q
Evaluate a Service Award eForm	Form Status	is Equal To 🗸	~
👩 Update a Service Award eForm	-		
5 View a Service Award eForm	Empl ID	Begins With 🗸	Q
	Description	Begins With 🗸	Q
	Search Clear		

#### 1. Select the Update a Service Award eForm step

The user may choose to search by entering the information into any of the fields or leaving the search fields blank and selecting search. Select on any of the hyperlinked fields in the rows returned from the search to open the service award eForm.

#### 2. Find the eForm for Update from the results list.

17	73570	TN_HR_SAPG	Pending	00497224	1000196247	Vickie Gilliam	Classic walnut finish document frame. High quality wal
18	73571	TN_HR_SAPG	Pending	00497224	1000196249	Vickie Gilliam	Classic black document frame. High quality black com
19	73572	TN_HR_SAPG	Pending	00497224	1000196247	Vickie Gilliam	Classic walnut finish document frame. High quality wal
20	73573	TN_HR_SAPG	Pending	00497224	1000196249	Vickie Gilliam	Classic black document frame. High quality black com
21	73588	TN_HR_SAPG	Pending	00100021	1000196247	Cassandra Bloom	Classic walnut finish document frame. High quality wal
22	73592	TN_HR_SAPG	Pending	00100220	1000196249	Hooshang Kaviani	Classic black document frame. High quality black com
23	73598	TN_HR_SAPG	Pending	00527906	1000196247	Paula Simmons	Classic walnut finish document frame. High quality wal

- 3. Scroll right on the results page to see the Business Unit and Original Operator for each eForm in the list
- 4. Select 1 of the rows returned in the Search Results to open the eForm. The Eform will open.

Years of Service ≎	ltem Name ≎	Business Unit ≎	Original Operator ≎	Original Date ≎	Last Operator ◇	Last Date ⇔
45	(blank)	31701	VICKL0712003	2022-01-14	VICKL0712003	2022-01-14
35	(blank)	31701	VICKL0712003	2022-01-14	VICKL0712003	2022-01-14
35	(blank)	31701	VICKL0712003	2022-01-14	amyj0626001	2022-01-19
35	Rescue Knife	31701	VICKL0712003	2022-01-14	laur0301001	2022-01-19
45	(blank)	34501	laur0301001	2022-01-19	laur0301001	2022-01-19
35	(blank)	40100	amyj0626001	2022-01-19	laur0301001	2022-01-19
30	(blank)	34501	laur0301001	2022-01-20	laur0301001	2022-01-20

5. The coordinator may change the entries in the Select Award Certificate Frame, and Add Plaque sections. In the event the emplid on the eForm is not correct use the Evaluate a Request step to Deny the eForm. Then create a new Request a Service Award eForm for the correct emplid. If this occurs, the former employee will need to be informed that the eForm was entered in error and terminated.

Withdraw : Withdr	Withdraw : Withdraw a Service Award Form Form ID 138374						
Please note that a service award item appearing on the Southern Trophy page could receive a substitution due to issues with delay in supply and/or any backordered items. In the event of any substituted item being ordered, the vendor will notify the appropriate agency.							
Service Award Recipient Ir	nformation						
Please create a service awa	rd form for each employe	e. For employees with 30 years or more service, an option	for the plaque will be displayed.				
Please enter the employee id, th	nen select the number of years	of service through the dropdown. The remaining fields will auto-po	opulate based on the employee's award selection.				
Empl ID	00104390	*Years of Service	35 🔹				
Business Unit	34501						
Department	3453004500						
Name	Richard Lawler						
User ID	richc0906001						
Service Award Certificate I	Frame						
Item ID	1000196249 <b>Q</b>	Item Name	Certificate Frame, Black Frame with Mating				
Prod #	TNFR-3	Item Details	Classic black document frame. High quality black composite fram				
Add Plaque							
Order plaque for service greater	than 30 years:						
Item ID	2000170969 <b>Q</b>	Item Name	Test Plaque 2				
Prod #	TSTPLQ2	Item Details	Description displayed here				
▶ Comments							
Search Withdraw	Resubmit						

 After changes are made to the Award Certificate Frame section or the Add Plaque section, select the Resubmit button, the results page will open, and the user may view the approval route or see the history for submit or resubmit for the eForm.

	Search Withdraw Resubmit						
٢	Service Award eForm		Form	n Result			^ ≡ ∅
	Withdraw : Results						Form ID 73570
	You have successfully resubmitted your eForm.						
	The eForm has been routed to the next approval step.						
	multiple approvers.						
View Approval Route							
Tr	Transaction / Signature Log 3 rows						
	Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed	
1	01/14/2022 1:56:55PM	Initiated	VICKL0712003	Vickie Gilliam	Submit		
2	01/20/2022 7:37:25AM	Resubmitted	laur0301001	Lauren Vaden	Resubmit	5 days 17 hours 40 minutes	

The results list will display the current/date time, step title, userID (of the submitter), the Description, Form Action, and Time Elapsed.

7. Select the View Approval route button

Cancel You	have successfully resubmitted yo	ur eForm.	Done
Review/Edit Approvers Basic Stage	Approver Information	×	
G3FORM_ID=73570	<ul> <li>Danielle W Barnes</li> <li>Pending</li> </ul>		Pending
Basic Path	Detail Information		
Pending	Phone 615/313-4702		
Multiple Approvers [TN_HR_SA_OPRID:OPRIE	Mobile 615/313-4702		
	Email		
	Vickie Gilliam Pending		
Comment History			

The Approver Information displays the Employee who was assigned on the Update step in Pending status. It is now in the Evaluate queue for both the service award coordinator and the employee.

## View a Service Award eForm

#### About View a Service Award eForm

The View a Service Award eForm step enables Service Award Coordinators or DOHR Service Award Administrators to view service award eForms regardless of status. Selecting a eForm from the results set will open the Service Award eForm in View only.

#### Roles Required

The TN1\_HR\_SERVICE\_AWARD\_COORD role is required for Service Award Coordinators. DOHR Service Award Administrators will have access to the TN Service Award Coord eForm with the TN1\_HR\_DOHR\_SVC\_AWD\_ADMIN role.

- 1. Select the View a Service Award eForm step
- 2. Select the Search button
- 3. Alternatively, complete 1 or more of the search fields to restrict the search results

Form Page		Se	rvice Award eFo	rm	▲ 🏲 🗏 🕚
E Instructions	Search by:				
Request a Service Award eForm	Form ID	Begins With v			
Evaluate a Service Award eForm	Form Status	is Equal To 🛛 🗸		v	
5 Update a Service Award eForm	Empl ID	Begins With v		٩	
[7] View a Service Award eForm	Description	Begins With v		٩	
	Engraving Text	Begins With 🗸 🗸			
	Item Details	Begins With 🗸			
	HR Status	is Equal To 🛛 🗸		v	
	Search Clear				
	19 73643 Saved	00100185 (blank)	Lorianne Bartlett	(blank)	
	20 73645 Saved	00148757 (blank)	Theresa Mallory	(blank)	
	21 73665 Executed	00147082 1000196248	Leslie Smith	Traditional faux mahogany burl finish document frame. High quality f	aux mahogany burl finish
	22 73667 Executed	00445773 1000196248	Amandalynne King	Traditional faux mahogany burl finish document frame. High quality f	aux mahogany burl finish
	23 73672 Pending	00100021 1000196249	Cassandra Bloom	Classic black document frame. High quality black composite frame	is perfect for any documer
	24 73678 Denied	00118471 1000196249	Melissa Buck	Classic black document frame. High quality black composite frame	is perfect for any documer
	25 73679 Pending	00351348 1000196249	Fanniqua Moore	Classic black document frame. High quality black composite frame	is perfect for any documer
	26 73680 Pending	00445773 1000196247	Amandalynne King	Classic walnut finish document frame. High quality walnut finish con	nposite frame is perfect for

Note: Service Award Coordinators can see eForms in a pending, saved, hold, recycled status that are in their authorized business unit(s). The View a Service Award eForm search will return all the eforms in any status based on the users authorized business unit(s).

# 4. Select a hyperlinked item in the row of results to open the eForm in view only display.

Service Award eForm	Form Page 🏫 🚍 🖞
Q View : View a Service	Award Form Form ID 73570
Please note that a service award ite being ordered, the vendor will notify	m appearing on the Southern Trophy page could receive a substitution due to issues with delay in supply and/or any backordered items. In the event of any substituted item y the appropriate agency.
Service Award Recipient Infor	mation
Please create a service award fo	orm for each employee. For employees with 30 years or more service, an option for the plaque will be displayed.
Please enter the employee id, then se	elect the number of years of service through the dropdown. The remaining fields will auto-populate based on the employee's award selection.
EmplID 0	0160271 Years of Service 45
Business Unit 3	4501
Department 3	450101000
Name D	Danielle Barnes
UserID d	laniw0905001
Service Award Certificate Fran	ne
Order service award certificate frame:	
Item ID 1	000196247 Item Name Certificate Frame, Walnut Frame with Mating
Prod # T	NFR-2 Item Details Classic walnut finish document frame. High quality walnut finish compos
Add Blazue	
Order plaque for service greater than ;	30 years:
Item ID 1	000171090 Item Name Plaque, 7 x 9, Black Piano Finish
Prod # T	N79-BP Item Details Plaque, 7" x 9" Black Piano Finish Board, Featuring Simple Black on G
Engraving	
Please enter the text below if your ite	em qualifies for special engraving.
Engraving Text	Danielle Barnes
Employee Award Selection	
If using the search function to find the	ervice year milestone: Please visit Southern Frophy to view the award selections based on your service year milestone. he award you would like to select, enter the Prod # in the Value and/or the vendor's description in the description field.
0	
Description	
Prod #	
Item Name	
ltem Details	li.
Comments	
Search	

5. After completing the review of the eForm, select the Search button to be returned to the previous list of search results.

# TN\_HR15\_SERVICE\_AWD\_ITEM\_SELEC Query

# About TN\_HR15\_SERVICE\_AWD\_ITEM\_SELEC Query

The TN\_HR15\_SERVICE\_AWD\_ITEM\_SELEC Query was developed and is available in Edison for Service Award Coordinators or Service Award Administrators to extract a spreadsheet containing each of the items selected for an employee.

The query will return the item id, the item name, and the item details for the certificate frame, the plaque, and the award the employee selected.

A sample spreadsheet showing the results is inserted below.



# Naming Convention for TN\_HR15\_SERVICE\_AWARD\_ITEM\_SELEC Query



Field Name	Field Name Description
Business Unit	Business Unit of Employee Form was created for
Dept ID	Department ID of Employee Form was created for
Emplid	Edison Employee ID
Employee Name	Employee's Name
Years of Service	Years of Service Entered on the Service Award eForm
Form ID	ID Assigned to eForm when form was submitted
Form Status	Query only pulls forms in E (executed) status
Item ID (Award)	Item ID of the award the employee selected
Item Name (Award)	Short Description for the award
Item Detail (Award)	Long Description for the award found on vendor website
Item ID (Cert Frame)	Item ID of the certificate frame selected
Item Name (Cert Frame)	Short Description for the certificate frame
Item Detail (Cert Frame)	Long Description for the certificate frame found on vendor website
Item ID (Plaque)	Item ID of the plaque selected
Item Name (Plaque)	Short Description for the plaque
Item Detail (Plaque)	Long Description for the plaque found on vendor website
Name to Engrave	Name to Engrave on the award selected, if applicable
Form Create Date	Original Date the Request for a Service Award eForm was created
Last Oprid	Oprid of the user that approved the form in Evaluate a Service Award eForm

# TN\_HR15\_SVC\_AWD\_FORM\_STATUS Query

# About TN\_HR15\_SVC\_AWD\_FORM\_STATUS Query

The TN\_HR15\_SERVICE\_AWD\_ITEM\_SELEC Query was developed and is available in Edison for Service Award Coordinators or Service Award Administrators to extract a spreadsheet containing the status of eForms submitted.

The query will return the emplid, employee name, eForm status, the date the form was created and the oprid of the user who made the last changes to the eForm.

A sample spreadsheet showing the results is inserted below.



Uses the same naming convention as the TN\_HR15\_SERVICE\_AWARD\_ITEM\_SELEC query.