



SERVICE AWARD EFORM
TRAINING GUIDE - AGENCY
SERVICE AWARD
COORDINATOR

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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 emplids 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.

Service Award eForm

Instructions

Request a Service Award eForm

Evaluate a Service Award eForm

Update a Service Award eForm

View a Service Award eForm

The Employee Service Awards Program serves as a way to show gratitude and appreciation to employees that have displayed years of dedication and loyalty to State service. We understand highlighting these achievements is important; therefore, we recognize employees who have showcased their commitment to our State. The Service Awards contract became effective in early September, with this year's program offering a larger selection of awards, including both traditional and lifestyle items. There is also an improved award selection structure that gradually increases award value with service milestone. Employees with 30 years of service and above will receive a plaque in addition to an award item. Below are links to the Department of Human Resources Rules, contract link, and Coordinator Resources and Tools.

Policy: [DOHR Rules](#)
[Contract Link](#)
[Coordinator Guide](#)
[Coordinator Frequently Asked Questions](#)

Request a Service Award eForm

About Request a Service Award eForm

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 emplids 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.

Service Award eForm

Create : Create a Service Award Form Form ID 73596

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 Information

Please 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

*Years of Service

Business Unit 34501
Department 3457003400
Name Paula Simmons
User ID PAULJ0810002

3. Select the dropdown list using the \vee symbol in the field or enter the number of service years. An error will be incurred if the number entered does not match a number in the dropdown list. The Years of Service values start with 5 and is incremented by 5 up until 60. This field is critical to display the proper items in the Add Plaque section and the Employee Award Selection section.

Service Award Recipient Information

Please 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

*Years of Service

Business Unit 34501
Department 3457003400
Name Paula Simmons
User ID PAULJ0810002

- 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**

▼ **Search Results**

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

Item Name Certificate Frame, Walnut Frame with Mating

Prod # TNFR-2

Item Details Classic walnut finish document frame. High quality walnut finish

- 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**

Search for: Item ID

▶ **Search Criteria**

▼ **Search Results**

9 rows

Item 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

Item Name Plaque, 7 x 9, Walnut Piano Finish

Prod # TN79-WP

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

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

Create : Results Form ID 73598

You have successfully submitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

[View Approval Route](#)

Transaction / Signature Log 1 row

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 Approvers

Basic Stage

▼ G3FORM_ID=73598 Pending

Basic Path

Pending

[Multiple Approvers](#)
[TN_HR_SA_OPRID:OPRID] + Original Oprid

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

Cancel **You have successfully submitted your eForm.** **Done**

Review/Edit Approvers

Basic Stage

▼ G3FORM_ID=73598

Basic Path

⌚ Pending

Multiple Approvers
[TN_HR_SA_OPRID:OPRID]

Approver Information ×

▼ Lauren Vaden
Pending

Detail Information

Phone 615/313-4733

Mobile 615/313-4733

Email Lauren.Vaden@tn.gov

▶ Paula Simmons
Pending

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 emplids 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

The screenshot displays the 'Service Award eForm' search interface. On the left, a sidebar lists navigation options: 'Instructions', 'Request a Service Award eForm', 'Evaluate a Service Award eForm' (which is highlighted in green), 'Update a Service Award eForm', and 'View a Service Award eForm'. The main content area is titled 'Service Award eForm' and features a search section with the following filters: 'Form ID', 'Form Type', 'Form Status', 'Empl ID', 'Description', and 'Engraving Text'. Each filter includes a dropdown menu (e.g., 'Begins With', 'is Equal To') and an adjacent input field. At the bottom of the search section, there are two buttons: a green 'Search' button and a grey 'Clear' button.

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.

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

Service Award eForm Form Page Form ID 73576

Submit : Submit a Service Award Form

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 Information

Please 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 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

Prod #

Item Name

Item Details

Comments

2. 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 item qualifies for special engraving.

Engraving Text

3. 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.

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

The screenshot shows the website header with the State of Tennessee seal and the title "State of Tennessee Service Awards BY Southern Trophy House". The navigation bar includes Home, Contact Us, Search, View Cart, and Checkout. The main content area is titled "30 Years of Service" and lists various products available for this category. A "Categories" sidebar on the left lists service durations from 5 to 60 years. A "Helpful Information" sidebar on the right contains links for Store Policies and Privacy Policy. The product list includes:

- 35Tool \$0.00
- CompuBack30 \$0.00
- Cooler30 \$0.00
- Grill \$0.00

A central instruction reads: "CLICK ON A CATEGORY TO VIEW MORE PRODUCTS IN THAT CATEGORY".

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 #.

This screenshot shows the product details page for the CompuBack30. The header and navigation are identical to the previous page. The "Categories" sidebar on the left is visible. The main content area features a large image of the backpack and a detailed description:

CompuBack30
 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 features a built-in padded laptop sleeve with a zippered access pocket on the back and a front compartment with a convenient side access zipper. Deluxe multi-pocket organizer. Easy-access deluxe media pocket with headphone port. Side mesh beverage compartment. Padded back panel. S-shaped Vapel™ mesh Airflow™ padded shoulder straps with suspension system, adjustable sternum strap. Adjustable side compression straps. Vapel™ mesh padded grab handle. Signature High Sierra® hardware. Includes lifetime warranty.

On Backorder until mid-March

Production lead time for this product is 30 days.

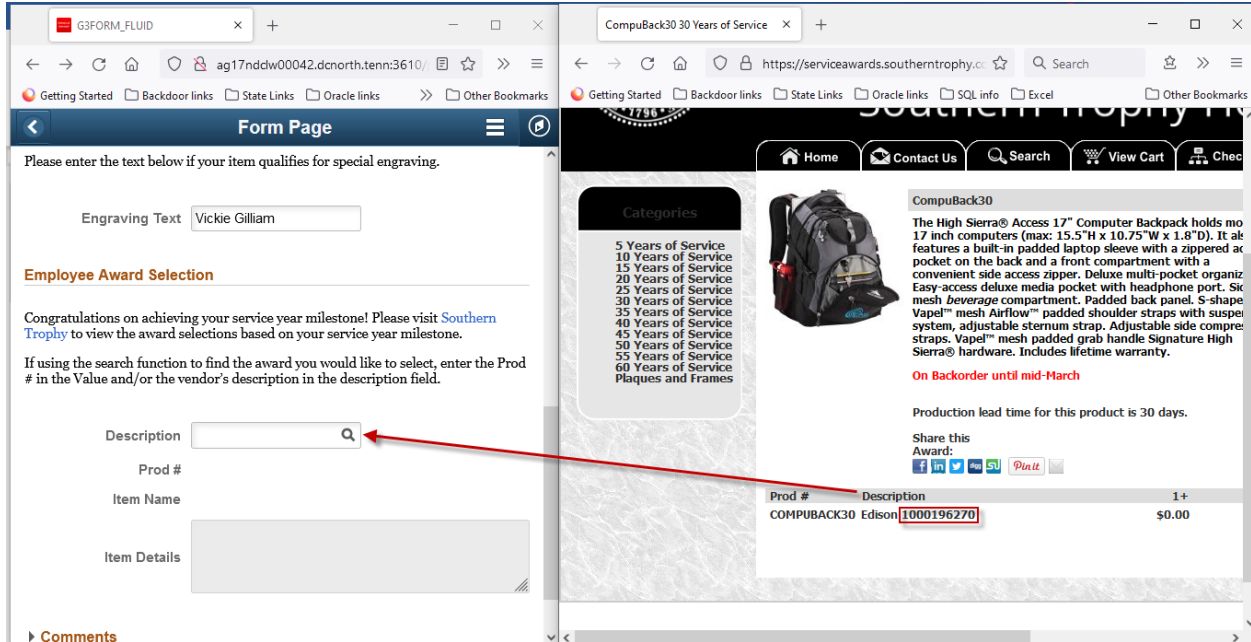
Share this Award:
[f](#) [in](#) [t](#) [g+](#) [v](#) [Print](#)

Prod #	Description	1+
COMPUBACK30	Edison 1000196270	\$0.00

The "Helpful Information" sidebar on the right remains the same.

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.



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

▼ Search Results

📄
☰

70 rows

Description	Item 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
1000170986	Sports Duffel Bag	SPORTDUFFEL

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

The screenshot shows two browser windows. The left window is a 'Lookup' page with the following search criteria:

- Search for: Description
- Search Criteria:
 - Description (begins with): []
 - Prod # (begins with): **COMPUBACK30**
- Search Results (30 rows):

Description	Item Name	Prod #
1000170967	Leather Writing Pad	LWPAD
1000170969	Rescue Knife	3N1KNIFE
1000170975	Golf Umbrella	UMB
1000170976	Travel Backpack	EXBACK
1000170990	Cooler Backpack	COOLERBACK

The right window shows the 'CompuBack30' product page. A red arrow points from the 'COMPUBACK30' in the search results table to the 'Prod #' field in the product details table below:

Prod #	Description
COMPUBACK30	Edison 1000196270

10. Select the row returned in the Search Results

The screenshot shows the 'Lookup' search results page with the following details:

- Search for: Description
- Search Criteria: []
- Search Results (1 row):

Description	Item 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:

Prod #:

Item Name:

Item Details:

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 features a built-in padded laptop sleeve with a zippered access pocket on the back and a front compartment with a convenient

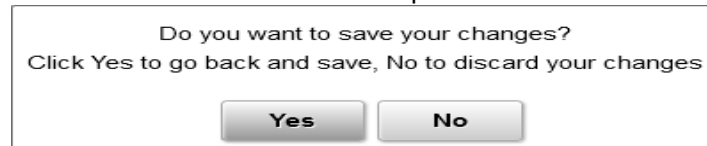
11. Select the Approve button.

Comments



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

A screenshot of the "Form Result" page for a Service Award eForm. The page shows a success message: "You have successfully approved your eForm." Below this is a "View Approval Route" button. A "Transaction / Signature Log" table is displayed with 2 rows. The table has columns for Current Date Time, Step Title, User ID, Description, Form Action, and Time Elapsed. Below the table is a "Refresh Log" button.

Current Date Time	Step Title	User ID	Description	Form Action	Time Elapsed
01/14/2022 2:06:42PM	Initiated	VICKL0712003	Vickie Gilliam	Submit	
01/20/2022 6:23:49AM	[TN_HR_SA_OPRID:OPRID] + Original Oprid	VICKL0712003	Vickie Gilliam	Authorize	5 days 16 hours 17 minutes

13. Select the View Approval Route button.

A confirmation dialog box with a "Cancel" button on the left, the text "You have successfully approved your eForm." in the center, and a "Done" button on the right. Below the dialog is a "Review/Edit Approvers" section with a "Basic Stage" header and a table showing the form ID "G3FORM_ID=73576" and the status "Approved".

Basic Stage
G3FORM_ID=73576
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.

Cancel **You have successfully approved your eForm.** **Done**

Review/Edit Approvers

Basic Stage

▼ **G3FORM_ID=73576** **Approved**

Basic Path

- Approved**
Vickie Gilliam
[TN_HR_SA_OPRID:OPRID] + Original Oprid
01/20/22 6:23 AM

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 emplids based on their department level security.

1. Select the Update a Service Award eForm step

Form Page Service Award eForm

Instructions

Request a Service Award eForm

Evaluate a Service Award eForm

Update a Service Award eForm

View a Service Award eForm

Search by:

Form ID Begins With

Form Type Begins With

Form Status is Equal To

Empl ID Begins With

Description Begins With

Search Clear

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

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 ◇	Item 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

- 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 : 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 Information

Please 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 00104390 *Years of Service 35

Business Unit 34501

Department 3453004500

Name Richard Lawler

User ID richc0906001

Service Award Certificate Frame

Order service award certificate frame:

Item ID Item Name Certificate Frame, Black Frame with Mating

Prod # TNFR-3 Item Details Classic black document frame. High quality black composite fran

Add Plaque

Order plaque for service greater than 30 years:




Item ID Item Name Test Plaque 2


Prod # TSTPLQ2 Item Details Description displayed here

▶ **Comments**

- 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.

▶ **Comments**

Service Award eForm **Form Result**   

 **Withdraw : Results** Form ID 73570

You have successfully resubmitted your eForm.
The eForm has been routed to the next approval step.
[multiple approvers.](#)

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

The screenshot shows a confirmation message: "You have successfully resubmitted your eForm." with "Cancel" and "Done" buttons. A modal window titled "Approver Information" is open, displaying details for two approvers: Danielle W Barnes and Vickie Gilliam, both in a "Pending" status. The modal includes a "Detail Information" section with fields for Phone (615/313-4702) and Mobile (615/313-4702), and an "Email" field. The background interface shows a "Review/Edit Approvers" section with a "Basic Stage" of "G3FORM_ID=73570" and a "Basic Path" of "Pending". A "Comment History" section is also visible at the bottom.

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

The screenshot shows the 'View a Service Award eForm' search interface. The search bar is titled 'Service Award eForm' and includes a search button and a clear button. The search criteria are as follows:

Search by:	Filter	Value
Form ID	Begins With	
Form Status	is Equal To	
Empl ID	Begins With	
Description	Begins With	
Engraving Text	Begins With	
Item Details	Begins With	
HR Status	is Equal To	

The search results are displayed in a table with the following columns: ID, Status, Business Unit, Employee Name, and Description.

ID	Status	Business Unit	Employee Name	Description
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 faux mahogany burl finish
22	73667	Executed	00445773 1000196248	Amandalynne King Traditional faux mahogany burl finish document frame. High quality faux 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 composite 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

View : View a Service Award Form Form ID 73570

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 Information

Please 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	00160271	Years of Service	45
Business Unit	34501		
Department	3450101000		
Name	Danielle Barnes		
User ID	daniw0905001		

Service Award Certificate Frame

Order service award certificate frame:

Item ID	1000196247	Item Name	Certificate Frame, Walnut Frame with Mating
Prod #	TNFR-2	Item Details	Classic walnut finish document frame. High quality walnut finish compos

Add Plaque

Order plaque for service greater than 30 years:

Item ID	1000171090	Item Name	Plaque, 7 x 9, Black Piano Finish
Prod #	TN79-BP	Item Details	Plaque, 7" x 9" Black Piano Finish Board, Featuring Simple Black on G

Engraving

Please enter the text below if your item qualifies for special engraving.

Engraving Text Danielle Barnes

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	
Item Details	

► **Comments**

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.



Sample
TN_HR15_SERVICE_A

Naming Convention for TN_HR15_SERVICE_AWARD_ITEM_SELEC Query



TN_HR15_SERVICE_
AWD_ITEM_SELEC_F

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.



Sample
TN_HR15_SVC_AWD

Uses the same naming convention as the TN_HR15_SERVICE_AWARD_ITEM_SELEC query.