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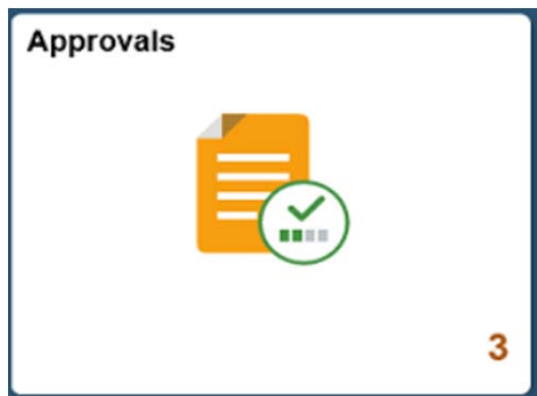
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## Approving a PDR Form through Approvals Tile

[\(return to TOC\)](#)

**Navigation:** Approvals Tile on your home page



- Select the approval you want to review/process and click it:

<b>Electronic PDR Form</b>	SHARE / 27010 / 2020 / 81735 / 0 / 2019-11-01 / 2019-07-01 / 2020-06-30 / 1 Cerner: Lynn Braden	Routed 06/09/2020	>
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- This takes you to the PDR page for the specific record that was selected in the approvals tile

Electronic PDR Form							
Electronic PDR Form							
Set ID	SHARE	Empl ID	81735	Approval Status	In Approval Process	Days Count	243
						Next Acctg. Period	07/01/2020
						Budget Begin Date	07/01/2019
Fiscal Year:	2020	Name	Jane Smith	Form Nbr.	1	Effective Start Date	11/01/2019
						End Date	
						Budget End Date	06/30/2020
<b>Job Information (as of curr. effdt)</b>							
Job Description	SR MGR - PAYROLL		Home dept - current	27010	Effective Date	09/22/2019	
			Home dept - as of eff start date	27010			

- Once you are in this screen you can review the approvals, leave comments, deny the form or approve

**CONFIRM**

Final approver - please confirm that you have entered new salary allocations into the salary allocation page
 ☐ Confirm and Accept

Comments
Save
Approve
Deny All

### Grants

**Combo Code: 000602116, Deptid: 30100, Project Id: 30005150, Fund Code: 30500:Awaiting Further Approvals**

**Grants 3% Project**

**Approved**  
  
Bollard, Catherine  
PDR Form Grants PI  
06/09/20 - 2:05 PM

→

**Approved**  
  
Caldwell, Stephanie Proudfoot  
PDR Form Grants FC  
06/09/20 - 2:06 PM

→

**Auto Approved**  
  
Caldwell, Stephanie Proudfoot  
PDR Form Grants BM  
06/09/20 - 2:06 PM

**Combo Code: 000602979, Deptid: 30100, Fund Code: 44385:Awaiting Further Approvals**

**SPF 4%**

**Approved**  
  
Bollard, Catherine  
PDR Form SPF PI  
06/09/20 - 2:05 PM

→

**Approved**  
  
Caldwell, Stephanie Proudfoot  
PDR Form SPF FC  
06/09/20 - 2:06 PM

→

**Auto Approved**  
  
Caldwell, Stephanie Proudfoot  
PDR Form SPF BM  
06/09/20 - 2:06 PM

→

**Approved**  
  
Mendez, Carmen F  
PDR Form SPF ED  
06/09/20 - 2:08 PM

**Combo Code: 000606190, Deptid: 30110, Fund Code: 44303:Awaiting Further Approvals**

**SPF 4%**

**Approved**  
  
Wadley, Paula D  
PDR Form SPF PI  
06/09/20 - 2:07 PM

→

**Approved**  
  
Barnes, Agnese  
PDR Form SPF FC  
06/09/20 - 2:07 PM

→

**Auto Approved**  
  
Wadley, Paula D  
PDR Form SPF BM  
06/09/20 - 2:07 PM

→

**Approved**  
  
Steinhorn, Robin  
PDR Form SPF ED  
06/09/20 - 2:09 PM

### Admin Final Approvals

**Final Approval: Pending**

**Admin Final Approvals**

**Pending**

Michael Schoonover  
 Grants PDR Admin

- If you are the final approver like in this example you will have to submit the salary allocations and check the Confirm and Accept checkbox.
  - If this checkbox is not checked it will throw an error when you try to approve

**Message**

Please confirm that PDR Form information has been entered into system  
  
 The PeopleCode program executed an Error statement, which has produced this message.

- Once the checkbox is checked it will allow you to approve

**CONFIRM**

Final approver - please confirm that you have entered new salary allocations into the salary allocation page
 ☒ Confirm and Accept

- If you are not the final approver this box will not show up on the page and you can approve or deny normally

## Approving a PDR Form through the page

[\(return to TOC\)](#)

**Navigation:** CNMC Custom > Electronic PDR Form

[Employee Self Service](#)
[Electronic PDR Form](#)

### Electronic PDR Form

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)
[Add a New Value](#)

Search Criteria

Set ID = 
Department begins with 
Fiscal Year = 
Empl ID begins with 
Empl Record = 
Effective Date = 
Sequence Number = 
Workflow Status =

☒ Correct History
 Limit the number of results to (up to 300):

[Search](#)
[Clear](#)
[Basic Search](#)
[Save Search Criteria](#)

- Once you have followed the navigation you will be on the PDR search page.
- Enter the information you have, or the easiest way is to search by Empl ID for the PDR form that you are looking to approve
  - If you do not have the Empl ID you can also search by name by clicking the magnifying glass next to the Empl ID field

### Look Up Empl ID

Empl ID begins with 
Name begins with 
First Name begins with 
Last Name begins with

[Look Up](#)
[Clear](#)
[Cancel](#)
[Basic Lookup](#)

### Search Results

View 100	First	1 of 1	Last
Empl ID	Name	First Name	Last Name
81735	Jane Smith	Jane	Smith

- Once all relevant info to narrow your search has been entered click the Search button

- This will find the previous or current forms that were submitted for this user based on your search criteria

### Search Results

View All					First	1-6 of 6	Last
Set ID	Department	Fiscal Year	Empl ID	Empl Record	Effective Date	Sequence Number	Workflow Status
SHARE 27010	27010	2020	81735	0	06/09/2020	1	Saved
SHARE 27010	27010	2020	81735	0	06/04/2020	1	Denied
SHARE 27010	27010	2020	81735	0	06/03/2020	1	Denied
SHARE 27010	27010	2020	81735	0	06/03/2020	2	Denied
SHARE 27010	27010	2020	81735	0	06/03/2020	3	Saved
SHARE 27010	27010	2020	81735	0	11/01/2019	1	Apprvl Prc

- The PDR form that is in the approval process is the Apprvl Prc line so that is the one I will select
  - Click the line on any of the hyperlinks and it will take you to the PDR page to approve

## Electronic PDR Form

### Electronic PDR Form

Set ID: SHARE    Empl ID: 81735    Approval Status: In Approval Process    Days Count: 243    Next Acctg. Period: 07/01/2020    Budget Begin Date: 07/01/2019  
 Fiscal Year: 2020    Name: Jane Smith    Form Nbr.: 1    Effective Start Date: 11/01/2019    End Date:    Budget End Date: 06/30/2020

### Job Information (as of curr. effdt)

Job Description: SR MGR - PAYROLL    Home dept - current: 27010    Effective Date: 09/22/2019  
 Home dept - as of eff start date: 27010

- Once you are in this screen you can review the approvals, leave comments, deny the form or approve

### CONFIRM

Final approver - please confirm that you have entered new salary allocations into the salary allocation page ☐ Confirm and Accept

Comments

Save

Approve

Deny All

### Grants

Combo Code: 000602116, Deptid: 30100, Project Id: 30005150, Fund Code: 30500:Awaiting Further Approvals			
Grants 3% Project			
Approved Bollard, Catherine PDR Form Grants PI 06/09/20 - 2:05 PM	Approved Caldwell, Stephanie Proudfoot PDR Form Grants FC 06/09/20 - 2:06 PM	Auto Approved Caldwell, Stephanie Proudfoot PDR Form Grants BM 06/09/20 - 2:06 PM	
Combo Code: 000602979, Deptid: 30100, Fund Code: 44385:Awaiting Further Approvals			
SPF 4%			
Approved Bollard, Catherine PDR Form SPF PI 06/09/20 - 2:05 PM	Approved Caldwell, Stephanie Proudfoot PDR Form SPF FC 06/09/20 - 2:06 PM	Auto Approved Caldwell, Stephanie Proudfoot PDR Form SPF BM 06/09/20 - 2:06 PM	Approved Mendez, Carmen F PDR Form SPF ED 06/09/20 - 2:08 PM
Combo Code: 000606190, Deptid: 30110, Fund Code: 44303:Awaiting Further Approvals			
SPF 4%			
Approved Wadley, Paula D PDR Form SPF PI 06/09/20 - 2:07 PM	Approved Barnes, Agnese PDR Form SPF FC 06/09/20 - 2:07 PM	Auto Approved Wadley, Paula D PDR Form SPF BM 06/09/20 - 2:07 PM	Approved Steinhorn, Robin PDR Form SPF ED 06/09/20 - 2:09 PM

### Admin Final Approvals

Final Approval: Pending	
Admin Final Approvals	
Pending	
Michael Schoonover	Grants PDR Admin

- If you are the final approver like in this example you will have to submit the salary allocations and check the Confirm and Accept checkbox.
  - If this checkbox is not checked it will throw an error when you try to approve

Message

Please confirm that PDR Form information has been entered into system

The PeopleCode program executed an Error statement, which has produced this message.

OK

- Once the checkbox is checked it will allow you to approve

CONFIRM	
Final approver - please confirm that you have entered new salary allocations into the salary allocation page	<input checked="" type="checkbox"/> Confirm and Accept

- If you are not the final approver this box will not show up on the page and you can approve or deny normally

Please address questions to the appropriate resource if errors are encountered: Grants: contact your Business Manager; SPF Fund: contact your Business Manager; Department: Contact Tracy King or Brittany Mayo.