



### Form Inquiry Page

Read only copies of all submitted forms can be found in the HR Forms Approval Inquiry page and will be made available to *ATC Payroll, Department Pay Clerks, and Human Resources Business Partners* in the following location.

**Navigation:** Navigator > Workforce Administration > HR Form Approval Inquiry

From this page you can search by **Form, Status, Employee ID, Department, Position Number, or Initiator**. You can also click on the **Search** button with blank fields to show all available forms submitted.

**Note:** The Initiator for the Last Warrant form is the employee.

1. Select Designation of Last Warrant from the **Form** dropdown field. You may also select a status (Approved, Denied, Pending) from the **Status** dropdown or leave blank.

#### HR Forms Approval Inquiry

Enter your criteria to begin your search. The Transaction Name and other criteria will restrict the amount of data that will be retrieved or leave them blank to get all available Request data. To retrieve data for all employees, leave the Employee ID blank.

Click the Search button to retrieve the data matching the criteria you have input.

**HR Forms Approval Search Criteria**

Employee ID:

Department:

Position:

Initiator:

Form:

Status:

2. Click the **Search** button and the results will display in the **HR Forms Approval Search Results** section. Click on the **Name** field to be taken directly to the submitted form in read only mode.

HR Forms Approval Search Results							Personalize   Find   View All			
Empl ID	Name	Department	Department	Position	Form	Initiator Name	Status	Last Update User ID	Last Update Date/Time	
A1900	<a href="#">Alba, Maria Jose</a>	52251	HS Payroll	Fiscal Specialist	Designation of Last Warrant	Maria Jose Alba	Pending	A1900	10/01/2021 8:27:02AM	