**How to view Aging eForm Summary in HCM PeopleSoft:**
This job aid outlines the process for those with initiator and approver access to view summary and overview data for aging eForms in HCM PeopleSoft. This data is presented to assist your internal workflows to ensure no eForm is forgotten/overlooked.

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<th>Processing Steps</th>
<th>Screenshots</th>
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<tr>
<td><strong>Step 1:</strong> On the main homepage, click the <strong>Employee Self Service</strong> drop-down menu button.</td>
<td><img src="image1.png" alt="Screenshot 1" /></td>
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<tr>
<td><strong>Step 2:</strong> Click the <strong>My Workplace</strong> drop-down menu button.</td>
<td><img src="image2.png" alt="Screenshot 2" /></td>
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</table>
Step 3: Aging eForms and Aging Approvals in My Workplace

There are three tiles on My Workplace available to Initiators and Approvers to quickly reference aging eForms:
- My Submitted eForms – Aging
- My Pending Approvals (eForms)
- My Pending Approvals - Aging

In the next three steps we will review the data available in each of the previously mentioned categories.

Click the **My Submitted eForms - Aging** tile.
Step 4: The My Submitted eForms-Aging page shows status and summary for pending aging eForms that you initiated.

The only required search parameter is the Form Created Date (>). The data presents with Number of Weeks on the X axis and Days Since Form Created on the Y axis. Note you can filter data by making selections on the left side menu:

- Age Group Since Form Created
- Form Type
- Currently Pending Approval By
- Last Action
- Last Action Age Group

You can change the chart view type from a bar graph (default) to a line chart, pie chart, or change the axis of the bar graph.

Below the graph on this page is a detailed breakdown for each eForm included in the search results. Note you must scroll to the right to see all data.
Step 5a: Click the My Pending Approvals (eForms) tile.

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Step 5b: The My Pending Approvals (eForms) page shows status and summary for eForms that are pending review/approval at a workflow state to which you have approval authority.

There are no required search parameters. The data presents with **Form ID** on the X axis and **Days at Current Approval Step** on the Y axis. Note you can filter data by making selections on the left side menu:

- Form Type
- Form ID
- Currently Pending Approval By

You can change the chart view type from a bar graph (default) to a line chart or change the axis of the bar graph.

Below the graph on this page is a detailed breakdown for each eForm included in the search results. Note you must scroll to the right to see all data.
Step 6a: Click the My Pending Approvals - Aging tile.

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Step 6b: The My Pending Approvals - Aging page shows additional detail for the information also presented in the My Pending Approvals (eForms) tile.

There are no required search parameters. Note you can filter data by making selections on the left side menu:

- Age Group Since Last Action
- Form ID
- Form Type
- Currently Pending Approval By
- Age Group

You can change the chart view type from a pie chart (default) to a line chart or bar graph.

Below the graph on this page is a detailed breakdown for each eForm included in the search results. Note you must scroll to the right to see all data.

(Continued on next page)
Step 6c: The My Pending Approvals - Aging continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the Actions menu, click Detailed View.

The data that populates below the pie chart is then limited to only those eForms that fall into the criteria you selected. In this scenario we selected Detailed View of eForms over 4 weeks old.

(Continued on next page)
Step 6c: The My Pending Approvals - Aging continued.

To drill down further into the data presented in the pie chart, click one of the sections. On the Actions menu click Drilldown To.

In this scenario we clicked the Date Received option in the Drilldown To menu, which then presented the bottom multi-color pie chart showing breakdown for eForms by date received at the current workflow step.

Note additional data populates below the pie chart then only shows those eForms that fall into the criteria you selected.