



SERVICE AWARD TRAINING GUIDE - EMPLOYEE

Contents

The TN Service Award eForm Employee Guide	2
Navigation: Navigator > HCM > Self Service > Personal Information > TN Service Award eForm	2
Evaluate a Service Award eForm	2
View a Service Award eForm	7
About View a Service Award eForm	7

The TN Service Award eForm Employee Guide

Navigation: Navigator > HCM > Self Service > Personal Information > TN Service Award eForm

Evaluate a Service Award eForm

1. Select the Evaluate a Service Award eForm

The screenshot shows the 'Service Award eForm' search interface. On the left is a navigation menu with options: 'Instructions', 'Request a Service Award eForm', 'Evaluate a Service Award eForm' (highlighted in green), 'Update a Service Award eForm', and 'View a Service Award eForm'. The main area is titled 'Service Award eForm' and contains a search section. Under 'Search by:', there are six search criteria, each with a dropdown menu and a text input field: 'Form ID' (Begin With), 'Form Type' (Begin With), 'Form Status' (is Equal To), 'Empl ID' (Begin With), 'Description' (Begin With), and 'Engraving Text' (Begin With). At the bottom of the search section are 'Search' and 'Clear' buttons.

2. Select one of the hyperlinks in the search results list to open the eForm

14 [73576](#) [TN_HR_SAPG](#) [Pending](#) [00497224](#) [1000196249](#) [Vickie Gilliam](#) [Classic black document frame. High quality black composite frame is perfect](#)

3. Engraving section – If the service award selected includes engraving, you may change your name to the name you would like engraved on the service award.

Engraving

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

Engraving Text

4. Employee Award Selection section –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 for the State of Tennessee Service Awards. The header features the state seal and the title 'State of Tennessee Service Awards BY Southern Trophy House'. Below the header is a navigation bar with links for Home, Contact Us, Search, View Cart, and Checkout. The main content area is divided into three sections: a left-hand 'Categories' list, a central product display for '30 Years of Service', and a right-hand 'Helpful Information' section. The '30 Years of Service' section includes a 'Go to Detail View' link and a prompt to 'CLICK ON A CATEGORY TO VIEW MORE PRODUCTS IN THAT CATEGORY'. The product grid shows four items: 35Tool, CompuBack30, Cooler30, and Grill, each with a price of \$0.00. The 'Helpful Information' section includes links for 'Store Policies' and 'Privacy Policy'.

5. Select a category from the left-hand links, and a page will open to show the items available. Note: You may select an item from any category that is equal to or less than the years of service shown on the eForm.
6. Select an item to view the details and to retrieve the Edison ID number or the Prod #.

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

The screenshot shows two browser windows side-by-side. The left window is an eForm titled 'Form Page' with the following fields: 'Engraving Text' (containing 'Vickie Gilliam'), 'Employee Award Selection', 'Description' (with a search icon), 'Prod #', 'Item Name', and 'Item Details'. The right window is the product page for 'CompuBack30' on the Southern Trophy House website. It features a detailed description of the backpack, a 'Share this Award' section with social media icons, and a table with the following data:

Prod #	Description	1+
COMPUBACK30 Edison	T000196270	\$0.00

A red arrow points from the 'Prod #' field in the eForm to the 'Prod #' column in the table on the product page.

7. Copy or write down either the Prod # or the number portion of the Description to use in the search field.
8. Or select the magnifying glass icon to return a list of items you may choose from.

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	MULTITOO
1000170986	Sports Duffel Bag	SPORTDUFFEL

9. Select the Search Criteria arrow to expand the search criteria section.

Cancel
Lookup

Search for: Description

▼ Search Criteria
Show Operators

Description (begins with)

Prod # (begins with)

Search
Clear

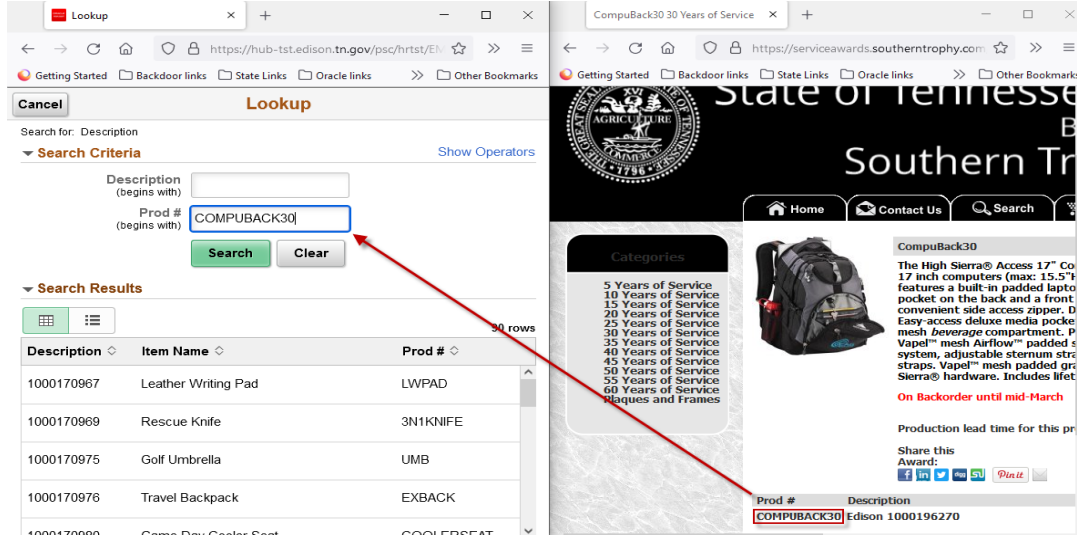
▼ Search Results

☰
☰

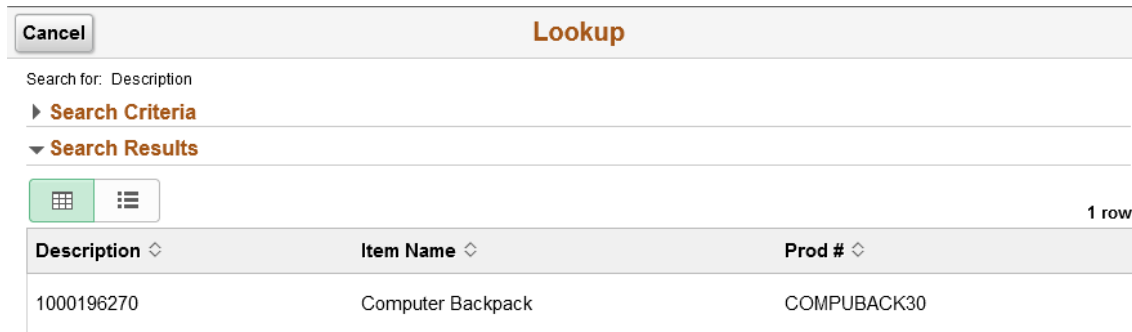
70 rows

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

10. Either enter the number portion of the Description for example Edison **1000196270** or the Prod # and select the Search button



11. Select the row returned in the Search Results



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

Employee Award Selection

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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


13. 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.

14. After the form is approved the Results page will display

Service Award eForm Form Result   

 Submit : Results Form ID 73576

You have successfully approved your 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

[Refresh Log](#)

View a Service Award eForm

About View a Service Award eForm

The View a Service Award eForm step allows you to view forms submitted on your behalf.

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-EP 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

Search