Award Task Overview

This Quick Reference Guide (QRG) is designed to walk a Grant Manager through the process of viewing and completing an award task in Workday. As a Grant Manager, you will be able to view the alerts related to the Award Tasks and take necessary actions on the Award Tasks.

Table of Contents

- Procedure: Find Award Tasks ................................................................. 1
- Procedure: Award Task Status ............................................................ 2
- Procedure: Task Status for My Awards .............................................. 2
- Procedure: Task for My Awards ....................................................... 3
- Procedure: Complete Award Tasks .................................................. 3

Procedure: Find Award Tasks

On the Workday Home screen:

1. Type Find Award Tasks in the search field.
2. Select Find Award Tasks from the Search Results.

On the Find Award Tasks screen:

3. Select the Company for which you want to view the Awards Tasks.

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<thead>
<tr>
<th>NOTE</th>
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<tbody>
<tr>
<td>All other fields on the Find Award Tasks screen that are not mentioned above are optional but helps narrow your search results.</td>
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<td>Enter the name of a Grant Manager (or any other employee with a role on an Award) in the Assigned Worker field to help narrow your search to Award Tasks for a specific person.</td>
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4. Click on OK to display the results.

You have successfully completed this task.
If you want to view the award task status, use the **View Award Task Status** report.

If an Award Task is in a “Not Started” state and it has been over 30 days past the end date of the task, the Grant Manager and Principal Investigator will receive a daily alert to complete the Award Task.

### Procedure: Award Task Status

On the Workday **Home** screen:

1. Type **Award Task Status** in the search field.
2. Select **Award Task Status** from the search results.

On the **Award Task Status** screen:

3. Select the **Company** for which you want to view the **Awards Task Status**.

   All other fields on the **Award Task Status** screen that are not mentioned above are optional but helps narrow your search results.

4. Click on **OK** to display the results.

You have successfully completed this task.

### Procedure: Task Status for My Awards

On the Workday **Home** screen:

1. Type **Task Status for My Awards** in the search field.
2. Select **Task Status for My Awards** from the **Search Results**.

On the **Task Status for My Award** screen:

3. Select the **Award Role** for which you want to view the **Task Status for My Awards**.
4. Click on OK to display the results.

You have successfully completed this task.

**Procedure: Task for My Awards**

On the Workday Home screen:

1. Type Task for My Awards in the search field.
2. Select Task for My Awards from the search results.

On the Task for My Award screen:

3. Select Award Role.

All other fields on the Award Task Status screen that are not mentioned above are optional but helps narrow your search results.

4. Click on OK to display the results.

You have successfully completed this task.

**Procedure: Complete Award Tasks**

On the Workday Home screen:

1. Type Complete Award Task in the search field.
2. Select Complete Award Task from the search results.

On the Complete Award Tasks screen, the list of existing award tasks will display.

3. Click on OK to proceed.

All other fields on the Award Task Status screen that are not mentioned above are optional but helps narrow your search results.

4. Click on the Complete button for the award task you want to complete.
On the second **Complete Award Tasks** screen:

5. Review the details on the screen that automatically displays.

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<td>Though optional, attach relevant documents as needed in the <strong>Attachments</strong> tab.</td>
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6. Click on **Submit**.

You have successfully completed the task. It will now be routed based on workflow.