# **UVAFinance**



## **Award Tasks** Quick Reference Guide

## 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.

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## **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**.



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



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.

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

You have successfully completed this task.

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NOTE	

If you want to view the award task status, use the View Award Task Status report.

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NOTE	

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.



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.

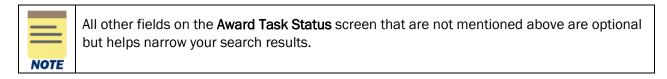
#### **Procedure: Task for My Awards**

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.



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.

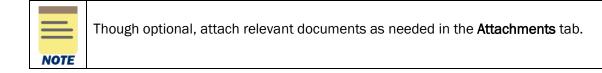
NOTE

On the Complete **Award Tasks search window**, all fields 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.



6. Click on Submit.

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