ePRB Workflow Process
Frequently Asked Questions

1. **How do I see where my position is within the workflow?**

There are two ways in which you can view where your position is within the workflow:

- Process Overview Screen:
  - You can view where your position is in the workflow by accessing the Process Overview screen in SAP. The Process Overview screen displays a list of submitted positions, including information on the current processor of each ePRB item. The Process Overview Screen link can found under the HR Admin Services tab in your SAP dashboard.

- PRB Status Report:
  - You can also view where your position is in the workflow by accessing the PRB Status Report in the SAP system. The PRB Status Report provides details on the status of each submitted PRB item within a given date range. The PRB Status Report link can be found under the HR Admin Services tab in your SAP dashboard.

2. **How do I know when my submitted position is approved?**

Once a position has been approved, the SAP system will generate an automatic email notification indicating that the position has been approved. You can also view if your position has been approved by accessing the PRB Status Report and/or Process Overview screen in SAP.

- Getting the approved PRF form from the Process Overview screen:
  1. Go to "HR Admin Services" tab once in SAP
  2. Click on "Process Overview". Select the request in which you want to get the approved PRF form from. Then select "Details"
  3. A new window will pop-up. Select the 1st top line under "Step Name". A new window will pop-up and will display the approved Position Change Request Form. From here you can save the form.

3. How do I make corrections that are required by OMB or OHRM?

You can make corrections by accessing the Universal Worklist section which is located in the *Home* tab of your SAP dashboard, and following the below steps:

- Click on the "Universal Worklist". The item available for your review and correction will appear on this screen
- Click on the hyperlink for the item you would like to open
- Review the comments to determine what action must be taken to correct the request
- Resubmit the request once you make the necessary corrections

4. Can another HR Liaison in my agency work on a position I submitted?

No, only the HR Liaison who entered or initiated the request can work or make changes to a position once it has been submitted.

5. Where do I see the position number for a new creation?

The position number can be located next to the form number on the top right side of the SAP Requisition form.

6. What should I do if I receive an error message when trying to process a position through the workflow?

If you receive an error message when trying to process a position, go back and review the information that you have entered, make any necessary changes/corrections, and resubmit the request. If you continue to receive an error message contact your OHRM Analyst for further assistance.

7. What is the purpose of the Form Number that is provided?

The form number is the number that you will reference to when submitting a ticket or reporting an incident to OIT. With this number OIT will be able to locate the position in the SAP system and work on your request.

If you have additional questions concerning the ePRB Workflow, email us at PRBWorkflow@co.pg.md.us.